COMMISSIONER BOARD MINUTES
MAY 12, 2020
** HELD VIA ZOOM **

Those present at the public meeting of the Venango County Commissioners held in Room 100 of the Courthouse Annex:

Commissioner Samuel Breene
Commissioner Michael Dulaney
Commissioner Albert Abramovic
Sabrina Backer, Chief Clerk
Richard Winkler, Solicitor
Luke Kauffman, Two Mile Run County Park

Diona Brick, Fiscal
Deborah Sharpe, Treasurer
Justin Wolfe, Human Resources
Amie Wood-Wessell, Human Services
Kara O’Neil, The Derrick
Bill Buchna, Airport

Those who registered via Zoom:
Jamie Kirkwood, Administrative Assistant
Jason Ruggiero, Planning
Chris Rossetti, Explore Venango
Associate Pastor Sam Wagner, Christ United Methodist Church, Franklin

Retirement Board meeting was convened and adjourned prior to the start of the Salary Board meeting. The Salary Board meeting was convened and adjourned prior to the start of the Commissioner Board meeting.

CALL TO ORDER:
Commissioner Breene called the meeting to order at 4:49 p.m.

APPROVE / AMEND COMMISSIONER BOARD AGENDA:

Jason Ruggiero, Planning, made a motion to add 12b, Approval of Appraisal Services of Bob Murray on two county properties.

- Commissioner Dulaney made a motion to approve the amendment, seconded by Commissioner Abramovic, aye all.

APPROVAL OF MINUTES FROM THE MAY 12, 2020 MEETING:

- Commissioner Dulaney made a motion to approve the minutes from the May 12, 2020 meeting, seconded by Commissioner Abramovic, aye all.

PUBLIC COMMENT ON COMMISSIONER BOARD AGENDA:
There was no public comment offered on the Commissioner Board agenda.
COURT ADMINISTRATION:
There was no business to be conducted.

ROW OFFICES:
There was no business to be conducted.

PRISON:
There was no business to be conducted.

COMMUNITY SERVICES ADMINISTRATION:
The following items were presented for approval by Diona Brick, Finance, for Tim Dunkle, 911/EMA:

Approval of Ratification of the Amendment to the CenturyLink Contract

Approval of PEMA Grant Agreement for the Hazard Mitigation Plan Update

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Dulaney, aye all.

The following items were presented for approval by Bill Buchna, Airport:

Approval of Contract with Dennis Delucia, Franklin Aircraft Sales

- Commissioner Dulaney made a motion to approve the above contract, seconded by Commissioner Abramovic, aye all.

HUMAN SERVICES:
The following items were presented for approval by Amie Wood-Wessell:

ADDENDUMS FY 19-20

Item 1: Gateway Rehabilitation Center  (SA)
Synopsis: Request Commissioner approval to add to the contract with Gateway Rehabilitation Center for the period of July 1, 2019 through June 30, 2020. Contract to add Facility #257067 to provide short term non-hospital residential treatment at the daily rate of $131.00.

Item 2: Firetree, Ltd.  (SA)
Synopsis: Request Commissioner approval to add to the contract with Firetree, Ltd for the period of July 1, 2019 through June 30, 2020. Contract to add Facility #557054 to provide short term non-hospital residential treatment at the daily rate of $180.00 and long term non-hospital residential treatment at the daily rate of $180.00.

Item 3: Community Services of Venango County  (MH)
Synopsis: Request Commissioner approval to add addendum to the contract with Community Services of Venango County. This contract will be for the period of March, 2020 through February 2021. This addendum is for COVID-19 Supplemental Funding for the Early Head Start program in the amount of $33,640.
Item 4: Community Services of Venango County (MH)
Synopsis: Request Commissioner approval to add addendum to the contract with Community Services of Venango County. This contract will be for the period of March, 2020 through February 2021. This addendum is for COLA and Quality Improvement Funding for Early Head Start in the amount of $72,804.

OTHER ITEMS:

Item 1: Approval of Glenn Gross to Older Adult Services Advisory Council (OAS)
Synopsis: Request Commissioner approval to appoint Glenn Gross to the Venango County Older Adults Services Advisory Council. This appointment is for a three year term.

Item 2: Approval of CYFS Resource Family Agreements (CYS)
Request Commissioner approval to enter into seven Resource Family Agreements for the Foster/ Kinship Care Program.

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Dulaney, aye all.

FINANCE ADMINISTRATION:
The following warrants were submitted for approval by Ms. Brick:

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**Total $3,390,461.37**

- Commissioner Abramovic made a motion to approve the above warrants, seconded by Commissioner Dulaney, aye all.

Fiscal Agent for NWPAERG (Northwest PA Emergency Response Group)
Approval of Engineering Contract with Keystone Structure Solutions.

- Commissioner Dulaney made a motion to approve the above contract, seconded by Commissioner Abramovic, aye all.

Commissioners’ Board
May 12, 2020
3
Fiscal Agent for NWWDB (Northwest Workforce Development Board)
Approval of Memorandum of Financial Agreement of $100,000

Approval of Ratification of Career Concepts for Janitorial

Approval of Solicitor Agreement

- Commissioner Abramovic made a motion to approve the above contract, seconded by Commissioner Dulaney, aye all.

HUMAN RESOURCES:
The following Human Resources items were presented for approval by Mr. Wolfe:

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

PROBATIONARY NEW HIRE - In Department #405 (Airport) of Brandy Brown, Maintenance Worker III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 10, effective 04/13/20; Special Conditions: Filling existing vacancy. In Department #520 of Michael Grimm, Service Coordinator II, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6, effective 04/27/20; Special Conditions: Filling existing vacancy.

END OF PROBATION - In Department #305 (Prison) of Jeffrey Heasley, Corrections Officer, effective 05/14/20; Special Conditions: Action to be ratified at the June Prison Board meeting. In Department #325 (911 Center) of Revynlahn Boughner, Telecommunicator I, effective 06/02/20. In Department #530 (PIC) of Courtney Woods, Service Coordinator III, effective 04/15/20. In Department #540 (MH/DS) of Bernadette O'Brien, Resource Navigator, effective 05/12/20.

PROMOTION - In Department #305 (Prison) of Ashley Shuffstall from Corrections Monitor, AFSCME Position, Probationary Part-Time On-Call, AFSCME Pay Grade 11 ($9.38/hr.) to Corrections Officer, AFSCME Position, Probationary Full-Time, AFSCME Pay Grade 11 ($11.50/hr.), effective 05/03/20; Special Conditions: Filling existing vacancy. Action ratified at the May Prison Board meeting.

PROMOTION/TRANSFER - In Department #540 (MH/DS) of Shannon Mahoney from Program Manager, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 10 to Department #535 (Substance Abuse), Deputy HS Administrator, Systems/Substance Abuse Director, Exempt Full-Time, 80 hours/pay, Exempt Pay Grade 4, effective 05/17/20; Special Conditions: Filling existing vacancy.

PROMOTION / CHANGE IN EMPLOYMENT STATUS - In Department #520 (CYS) of Shann Lamison from Service Coordinator Intern, Temporary Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 1 to Service Coordinator I, Probationary Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 5, effective 05/04/20; Special Conditions: Filling existing vacancy; Service Coordinator I position available for up to 1 year as part of the Recruitment and Retention program.

RATE ADJUSTMENT - In Department #305 (Prison) of Carly Paden, Corrections Officer Intern, Temporary Part-Time On Call, 48 hours/pay, from Non-Exempt Hourly Pay Grade 1 ($8.3527/hr.) to Non-Exempt Hourly Pay Grade 1 ($11.50/hr.), effective 04/19/20. Special Conditions: Filling role of Full-Time Corrections Officer during COVID crisis; action ratified at the May Prison Board meeting.

Commissioners' Board
May 12, 2020
LEAVE OF ABSENCE / RATE ADJUSTMENT – In Department #520 (CYS) of Katelyn Madden from Service Coordinator II, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6 ($14.9234/hr.) to Service Coordinator II (CWEL position), Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6 ($14.1772/hr.)* effective 08/24/20; Special Conditions: Educational leave of absence through the CWEL program through August 2022. During this period, salary will be paid at 95% of his current salary ($14.1772/hr.*) and no salary increases may be granted during this period.

SEPARATION OF EMPLOYMENT – In Department #305 (Prison) of Rachel Finney, Corrections Officer, effective 04/30/20; of Alexander Kembick, Corrections Officer; effective 04/28/20; of Matthew Yeager, Corrections officer, effective 04/26/20; action ratified at the May Prison Board meeting.

SEPARATION OF EMPLOYMENT – RETIREMENT - In Department #115 (Voter Registrations) of Geraldine McGuinness, Administrative Assistant III, effective 05/06/20.
In Department #145 (Assessment) of Robert Agin, Field Assessor, effective 04/17/20. In Department #325 (911 Center) if Bobbie Cochran, Telecommunicator I, effective 05/04/20.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

TRANSFER / LEAVE OF ABSENCE / RATE ADJUSTMENT – In Department #530 (PIC) of Christian Druckemiller from Senior Service Coordination Supervisor, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 10 ($21.9837/hr.) to Department #520 (CYS) Senior Service Coordination Supervisor, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 10 ($20.8845/hr.)* effective 08/24/20; Special Conditions: Educational leave of absence through the CWEL program through August 2022. During this period, salary will be paid at 95% of current salary ($20.8845/hr.*) and no salary increases may be granted during this period. Filling newly created position ratified at the May Salary Board meeting.

CORRECTION TO 04/14/20 COMMISSIONER BOARD AGENDA

PROBATIONARY NEW HIRE – In Department #305 (Prison) of Ashley Shufstall, Corrections Monitor, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, effective 03/26/20; Special Conditions: Filling existing vacancy. Action ratified at the April Prison Board meeting.
Note: Employee should have been listed as a Part-Time On Call, 7 hrs./pay.

- Commissioner Dulaney made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

PLANNING COMMISSION:
The following items were presented by Jason Ruggiero:

Approval of the 2020 Citizen Participation Plan

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Dulaney, aye all.

Approval of Appraisal Services of Bob Murray on two county properties

- Commissioner Dulaney made a motion to approve the above, seconded by Commissioner Abramovic, aye all.
TWO MILE RUN COUNTY PARK:
Update on Park activities presented by Luke Kauffman:

Park is open and functioning with COVID-19 guidelines
Sanitizing procedures in place for restrooms
Playground and campgrounds open
Beach set to open Saturday, June 6th

COUNTY ADMINISTRATION:
The following items were presented by Sabrina Backer, Chief Clerk:

Approval of Proclamation of Conservation District Week

Approval of Ratification of Proposal and Contract for Johnson Controls

- Commissioner Dulaney made a motion to approve the above items, seconded by Commissioner Abramovic, aye all.

OTHER BUSINESS:
Resolution regarding the business of re-opening

- Commissioner Dulaney made a motion to approve the above items, seconded by Commissioner Abramovic, aye all.

Statement read from D. Shawn White, District Attorney

PUBLIC COMMENT: None

ADJOURNMENT
The meeting adjourned at 5:24 p.m. upon a motion by Commissioner Abramovic and seconded by Commissioner Dulaney, aye all.

Respectfully submitted,

[Signature]

Jamie L. Kirkwood, Administrative Assistant