

Reviewed by: _____

COMMISSIONER BOARD MINUTES
July 11, 2007

Those present at the public meeting of the Venango County Commissioners held in Room 103 of the Courthouse Annex:

Commissioner Sue Smith	Diona Brick, Fiscal
Commissioner Larry Horn	George Thompson, Solicitor
Commissioner Gary Hutchison	Mark Hein, WKQW
Denise Jones, Chief Clerk	Ellen Rettinger, Admin. Assistant
Deborah Sharpe, Treasurer	Dave Schwille, Human Services
Major Smith, Jail	Connie Hazelton, HR
Carol Andres, Taxpayer	Troy Wood, Commissioner Candidate
Ken Saunders, Taxpayer	Frank Toothman, Taxpayer
B. J. Brooks, Taxpayer	Ray Hagstrom, Taxpayer
Debbie Bigley, Jail	Jodie Saeli, Taxpayer
Brenda Aue, Taxpayer	Nancy Frey-Smith, Taxpayer
Stan Grzasko, Commissioner Candidate	Sandy Grzasko, Taxpayer
Steve Rembold, 9-1-1	Judy Etzel, Venango Newspaper

Reverend Jim Leichliter gave the invocation, and then Commissioner Smith led the group in the Pledge of Allegiance.

The Salary and the Retirement Boards were convened and adjourned prior to the beginning of the Commissioner Board.

COMMISSIONER BOARD

Commissioner Smith called the meeting to order at 2:09 p.m. A motion was made by Commissioner Hutchison to approve the minutes from the June 20, 2007 meeting, seconded by Commissioner Horn, aye all.

No public comment. No business to come before the Board from the Row Officers or the Planning Commission.

COURT ADMINISTRATION:

Chief Clerk, Denise Jones presented for approval the personal service contract for Edward McIntyre, Esquire. Mr. McIntyre represented the District Attorney's office at juvenile master court and the D. A.'s office will pay for his services from their budget.

The contract is in the amount of \$5,850 and runs from July 1, 2007 through December 31, 2007. Commissioner Horn made a motion to approve the contract, seconded by Commissioner Hutchison, aye all.

Next presented by Denise Jones was an amendment to the Ikon contract which covers both an equipment change and Image Volume change for the cost of \$3,113.01. Commissioner Horn made a motion to approve the amendment, seconded by Commissioner Hutchison, aye all.

PRISON:

Three Items were presented by Warden Smith. The first was a renewal contract with Thomson West for the law library computer. The effective date of the contract is from July 1, 2007 through June 20, 2010 and is in the amount of \$532.36. Commissioner Hutchison made a motion to approve the contract, seconded by Commissioner Horn, aye all.

The second item was a change order from T. D. Mielke Construction, Inc. for the work being done at the prison in the work release area for \$3,900.00. Exterior walls and partitions in the shower area will be removed, walls and insulation installed. Drywall will be hung, finished and painted. Partition walls will be built between the commodes and rubber base will be installed after the floor is painted. Commissioner Hutchison made a motion to approve the change order, seconded by Commissioner Horn, aye all.

The third item was a change order from Central Heating and Plumbing to install two (2) American Standard countertop sinks with Delta faucets. This proposal includes all labor and material to connect the existing plumbing. Not included in the change order was the actual countertop or cutting the holes into the countertop. Total cost is \$760.00. Commissioner Horn made a motion to approve the change order, seconded by Commissioner Hutchison, aye all.

COMMUNITY SERVICES ADMINISTRATION:

Steve Rembold presented an add-on contract with Priority Dispatch in the amount of \$12,358.00. This is to add on the Emergency Medical Dispatching software to the new positions created by the wireless fund. The cost covers the installation of the equipment, software and 1 year software maintenance, dispatch cards, and 3 days of training and certification. The contract amount is covered by the Wireless Fund. Commissioner Horn made a motion to approve the contract, seconded by Commissioner Smith, aye all.

Next presented by Steve was an add-on contract with Bramic Creative Business Products in the amount of \$6,997.00. This is to add computer cabinets to the workstations that were recently purchased for the new equipment for wireless and is covered by the Wireless Fund. Commissioner Horn made a motion to approve the contract, seconded by Commissioner Hutchison, aye all.

HUMAN SERVICES

Dave Schwille presented the following items for approval.

Approval of a contract with the Northwest Behavioral Health Partnership to disburse administrative funds to manage the business of Health Choices. The amount will be based on 0.171% of net capitation plus \$20,000 to fund the Consumer and Family Satisfaction Team.

Commissioner Horn made a motion to approve the above contract, seconded by Commissioner Smith, aye all.

Area Agency on Aging

Amendment to the contract with Nutrition, Inc to raise the cost per meal by \$.145 effective 01 July 2007.

Amendment to the agreement with the Visiting Nurses Association of Venango County that raises the rates of the Personal Care, Personal Assistance and Home support from \$17.75 to \$17.96 per hour.

Commissioner Horn made a motion to approve the above amendments, seconded by Commissioner Hutchison, aye all.

OEO

Approval of the lease agreement with Sugar Creek Station/Sugar Valley Lodge for the 1999 Dodge lift van at \$1.00 per year.

Approval of the 2007-08 Medical Assistance Transportation grant allocation agreement.

Approval of the contract with the Pa Department of Transportation for the Persons with Disabilities Program. 2007-08 funding is \$40,172.

Approval of the annual work plan to provide supportive engagement to residents in Crawford and Venango Counties. The allocation is \$198,819 which is an increase of almost \$59,000 over last year.

Approval of the 2007-08 Weatherization Work Plan in the amount of \$136,950.

Renewal contract with VNA Private Duty from July 1, 2007 to June 30, 2008 in the amount of \$18,000 for Homemaker and Personal Care Service.

Renewal contract with Family Service and Children's Aid Society from July 1, 2007 to June 30, 2008 in the amount of \$500.00 for counseling services not provided by the Counseling Center.

Sublease agreement with Child to Family Connections commencing July 1, 2007 and terminating on June 30, 2008 in the amount of \$350.00 per month. Due to Crawford County moving their Human Services to a new location, we've had to relocate the Crawford O.E. O. office to a new location.

Purchase Orders with FirstEnergy to conduct the Customer Assistance Program (CAPS) to provide financial assistance, energy education and weatherization services to low income customers. Contract is in effect from July 1, 2007 to June 30, 2008.

Commissioner Horn made a motion to approve the above contracts, seconded by Commissioner Hutchison, aye all.

Children and Youth Services

Renewal of a contract with Community Services of Venango County in the amount of \$2,500 to conduct consumer satisfaction surveys with Child Welfare consumers. This is a 6 month contract.

Renewal contracts with Residential Services Providers:

Resolutions-per diem of \$130 and \$138

Sara Reed Children's Center-per diem \$475 (MA Reimbursable), \$320

Vision Quest- per diem \$165 to \$266

Diakon Lutheran Services-state wide adoption services

Contract extension for Harborcreek Youth Services until 30 September 2007

Glade Run Lutheran Services per diem range from \$152 to \$285

Children's Home of Easton-per diem range of \$132 to \$162

Pressley Ridge-per diem range of \$32 to \$402

Mid Atlantic Youth Services-per diem range from \$210 to \$255

Bradley Center-per diem range from \$78 to \$316

Hermitage House-per diem range from \$165 to \$212

Oil City YMCA - NYPUM Program in amount of \$24,168

Contract with Demetrious Marousis to provide specialized training to foster parents and consumers not to exceed \$1,000 for 5 training days.

A contract between Hope Thomas, Children and Youth Caseworker II, the County and the University of Pittsburgh to begin graduate studies in Social Work under the CWEL (Child Welfare Excellence in Leadership). Included in this request is the granting of educational leave to Hope as well.

Addendum to the 2006-07 agreement with Mars Home for Youth to adjust the final medical assistance rate for Multi Systemic Therapy to \$70.74 per hour.

Addendum to the contract with TFC consultants to expand the existing contract to include implementation on the Multidimensional Treatment Foster Care program.

Commissioner Hutchison made a motion to approve the above addendums, seconded by Commissioner Horn, aye all.

Substance Abuse Services

Renewal contract with Abstinent Living at the Turning Point at Washington, a fee for service contract for female halfway house services at \$79 per diem

Renewal of a contract with Another Way, a fee for service contract for female inpatient non-hospital services at \$85 per diem

Renewal contract with Turning Point Chemical Dependency Treatment Center, a fee for service contract providing group and individual outpatient treatment as well as inpatient non hospital treatment and detoxification services. Fees vary from \$60.00 per hour to \$210.00 depending on services provided. A copy of the contract synopsis will be filed with these minutes.

Renewal contract with White Deer Run, a fee for services contract to provide a range of non hospital based residential, detoxification and rehabilitation services. These fees vary from \$87.00 a day to \$239.00 per day depending on services. A copy of the contract synopsis will be filed with these minutes.

Renewal contract with Twin Lakes Center for Drug and Alcohol Rehabilitation, a fee per service per authorization, to provide a range of services for non-hospital detoxification, non-hospital rehabilitation and non-hospital adolescent rehabilitation. Fees vary from \$146.00 per day to \$200.00 per day depending on services provided. A copy of the contract synopsis will be filed with these minutes.

Renewal contract with Clem-Mar House, Inc., a fee for service per authorization. Halfway House for adult males at \$90.00 per day.

Renewal contract with Greenbriar Treatment Center, a fee for service per authorization for non-hospital detoxification, short term rehabilitation, dual diagnosis and female only halfway house. Fees vary from \$102.00 per day to \$227.00 a day depending on services offered. A copy of the contract synopsis will be filed with these minutes.

Renewal contract with Family Service and Children's Aid Society, a fee for service contract providing group and individual outpatient consultant, assessment and intervention services. Fees vary from \$32.00 hourly to \$72,709.00 yearly for education, information/dissemination, alternative activities, problem ID and referral. A copy of the contract synopsis will be filed with these minutes.

Commissioner Horn made a motion to approve the above contracts, seconded by Commissioner Hutchison, aye all.

MH/MR

Approval of the maintenance agreement with Keffer Software for \$7,500 and \$85.00 per hour for staff training costs, if needed.

Approval of a contract with Colleen Breene for psychological consultation at \$64.35 per hour and psychological testing and services at \$55.60 per hour.

Approval of the MR/EI income and expense report.

Commissioner Horn made a motion to approve the above items, seconded by Commissioner Hutchison, aye all.

FINANCE ADMINISTRATION

The following warrants were submitted by Diona Brick for approval:

Warrant	062907	\$	362,573.42	Non-Human Services Expenditures
Warrant	HS062907		143,594.92	Human Services Expenditures
Warrant	SP070207		14,190.92	Non-Human Services Expenditures
Warrant	070607		133,509.32	Non-Human Services Expenditures
Warrant	HS070607		332,565.24	Human Services Expenditures
Warrant	SP070507		287.00	Non-Human Services Expenditures
Warrant	071307		142,905.67	Non-Human Services Expenditures
Warrant	HS071307		624,543.12	Human Services Expenditures

Total Estimated Cost \$ 1,754,169.61

Commissioner Horn made a motion to approve the warrants, seconded by Commissioner Hutchison, aye all.

Diona Brick gave notice that an Appeals Hearing will convene on May 30th, 2007 in Room 103 of the Courthouse Annex to hear pending assessment appeals.

Next presented by Diona was Grant Audit for the Tobacco Program in the amount of \$1,800. This audit of the program is for the 05/06 year and is required by the State. Commissioner Hutchison made a motion to approve the audit, seconded by Commissioner Horn, aye all.

Last presented by Diona was the grant from the Department of Community and Economic Development (DCED) in the amount of \$27,021 to defer costs incurred as a result on implementing requirements of the Taxpayer Relief Act, Act 1. Commissioner Horn made a motion to approve the above grant, seconded by Commissioner Hutchison, aye all.

HUMAN RESOURCES

The following Human Resource Agenda was presented for approval by Connie Hazelton.

PROBATIONARY NEW HIRE – In Department #205 (Courts) of **Michele Winger**, Administrative Assistant II, Full-Time, 75 hours/pay, Non-Union Hourly Pay Grade 5 Step 1 (\$11.63/hr.), **effective 07/09/07**; **Special Conditions:** Filling existing vacancy. In Department #510 (AAA) of **Colleen Hundertmark**, Community Health Nurse I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 Step 1 (\$14.44/hr.), **effective 07/02/07**; **Special Conditions:** Filling newly created position ratified at 12/06/06 Salary Board.

TEMPORARY NEW HIRE – In Department #305 (Prison) of **Melissa Rutherford**, Corrections Officer, AFSCME position, Temporary Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.15/hr.), **effective 06/25/07**; **Special Conditions:** Filling existing vacancy; classified temporary until C.O. testing is successfully completed; to be ratified at 07/03/07 Prison Board meeting.

REHIRE – In Department #510 (AAA) of **Michele Mercatell**, Department Clerk II, SEIU position, Probationary Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$8.49/hr.), **effective 06/26/07**; **Special Conditions:** Filling existing vacancy.

END OF PROBATION – In Department #190 (Planning) of **Benjamin Breniman**, Shared Municipal Services Planner, Full-Time, 70 hours/pay, **effective 06/22/07**; **Special Conditions:** No change in pay grade or step. In Department #305 (Prison) of **Edward Gargasz**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, **from** AFSCME Pay Grade 11 Step X (\$9.15/hr.) **to** AFSCME Pay Grade 11 Step 1 (\$11.13/hr.), **effective 06/18/07**; **Special Conditions:** To be ratified at 08/07/07 Prison Board. In Department #325 (911) of **Corey Schwab**, Telecommunicator I, Part-Time, 40 hours/pay, **effective 07/19/07**; **Special Conditions:** No change in pay grade or step. In Department #540 (MH/MR) of **Amy Aikins**, Caseworker II, Full-Time, 80 hours/pay, **effective 06/19/07**; **Special Conditions:** No change in pay grade or step.

SHIFT INCREASE – In Department #325 (911) of **Justin Dolby**, Telecommunicator I, Full-Time, 80 hours/pay, **from** 8-hour shift **to** 12-hour shift, **effective 07/15/07**; of **Tina Eggers**, Telecommunicator I, Full-Time, 80 hours/pay, **from** 8-hour shift **to** 12-hour shift, **effective 07/15/07**; of **Billie McElhaney**, Telecommunicator I, Full-Time, 80 hours/pay, **from** 8-hour shift **to** 12-hour shift, **effective 07/15/07**; of **Ryan Smith**, Telecommunicator I, Full-Time, 80 hours/pay, **from** 8-hour shift **to** 12-hour shift, **effective 07/15/07**; of **Wendy Warrington**, Telecommunicator I, Full-Time, 80 hours/pay, **from** 8-hour shift **to** 12-hour shift, **effective 07/15/07**; of **Linda Holtz**, Telecommunicator II, Full-Time, 80 hours/pay, **from** 8-hour shift **to** 12-hour shift, **effective 07/15/07**; of **T. R. McDaniel**, Telecommunicator II, Full-Time, 80 hours/pay, **from** 8-hour shift **to** 12-hour shift, **effective 07/15/07**; of **Mark Seigworth**, Telecommunicator II, Full-Time, 80 hours/pay, **from** 8-hour shift **to** 12-hour shift, **effective 07/15/07**; of **Mary White**, Telecommunicator II, Full-Time, 80 hours/pay,

from 8-hour shift to 12-hour shift, **effective 07/15/07; Special Conditions:** In effect for a six-month trial period.

INCREASE IN HOURS/CHANGE IN EMPLOYMENT STATUS – In Department #325 (911) of **Tina Eggers**, Telecommunicator I, Non-Union Hourly Pay Grade 3 Step 2 (\$10.05/hr.), **from** Regular Part-Time, 40 hours/pay **to** Regular Full-Time, 80 hours/pay, **effective 07/15/07; Special Conditions:** Filling existing vacancy; benefits effective immediately.

TRANSFER WITH RATE INCREASE – In Department #540 (MH/MR) of **Kirk Morrison**, Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 Step 5 (\$15.03/hr.), **to** Department #530 (Integrated Crisis Services), Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 Step 7 (\$15.33/hr.), **effective 07/19/07; Special Conditions:** Filling existing vacancy.

PROMOTION – In Department #520 (Children & Youth Services) of **Amy Klein**, **from** Social Casework Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.76/hr.), **to** Caseworker II, Full-Time, Non-Union Hourly Pay Grade 6 Step 1 (\$13.09/hr.), **effective 05/21/07; Special Conditions:** Filling newly created position ratified at 05/09/07 Salary Board; temporary service to be credited toward probationary period for benefit entitlements; of **Sara Wiegel**, **from** Social Worker I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 Step 4 (\$14.87/hr.), **to** Social Work Supervisor, Full-Time, Exempt Pay Grade 3 (\$36,531/yr.), **effective 07/02/07; Special Conditions:** Filling newly created position ratified at 06/06/07 Salary Board. In Department #540 (MH/MR) of **Deanna Cooke**, **from** Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 Step 25 (\$18.35/hr.), **to** Program Specialist II, Full-Time, Exempt Pay Grade 3 (\$41,221/yr.), **effective 06/18/07; Special Conditions:** Filling existing vacancy.

LEAVE OF ABSENCE – In Department #325 (911) of **T. R. McDaniel**, Telecommunicator II, **effective 06/02/07.**

SEPARATION OF EMPLOYMENT - RETIREMENT – In Department #305 (Prison) of **Robert Carson**, Corrections Officer, **effective 09/04/07; Special Conditions:** To be ratified at 07/03/07 Prison Board meeting.

SEPARATION OF EMPLOYMENT – In Department #305 (Prison) of **Beth Emick**, Corrections Officer, **effective 06/25/07; Special Conditions:** To be ratified at 07/03/07 Prison Board meeting. **Steven Kahle**, Adult House Arrest Officer, **effective 07/20/07.** In Department #325 (911) of **Don Bellinger**, Telecommunicator I, **effective 07/02/07;** of **Kelly Buchanan**, Telecommunicator I, **effective 07/15/07.** In Department #520 (Children and Youth Services) of **Caroline Wilks**, Caseworker II, **effective 07/06/07.**

CORRECTION TO HUMAN RESOURCE AGENDA 06/20/07

SEPARATION OF EMPLOYMENT - RETIREMENT – In Department #510 (AAA) of **Jean Stephens**, Department Clerk II, **effective 08/31/07.**

Note: Effective date changes from 08/31/07 to 09/04/07.

Commissioner Horn made a motion to approve the above agenda items, seconded by Commissioner Hutchison, aye all.

COUNTY ADMINISTRATION:

Chief Clerk, Denise Jones presented a proposal from Crabtree, Rohrbaugh & Associates Architects in the amount of \$10,000. This fee proposal is to complete the schematic layout to the West Unit and to conduct workshop meetings. This fee does not include any mechanical or electrical design work. Commissioner Horn made a motion to approve the above proposal, seconded by Commissioner Smith, aye all.

A motion to table Resolution #2007-10 was made by Commissioner Horn, seconded by Commissioner Smith. The resolution was in support of the Clear Indoor Air Act Banning Smoking in Public Places and Workplaces. Commissioner Hutchison voted nay. Motion passed.

Next presented by Denise Jones was the Central Westmoreland C.O.G. yearly associate membership due which is \$150.00 per model year which runs from September 30th, 2007 to September 30th, 2008. This allows the County to purchase any vehicles and equipment we need listed in their brochure under their bid award for that model year. Commissioner Horn made a motion to approve the dues, seconded by Commissioner Smith, aye all.

A request from Sugar Valley Lodge was presented by Denise Jones. The request is for \$15,078.15 to subsidize 27 elderly residents that cannot pay full cost for their care. Commissioner Hutchison made a motion to approve the request, seconded by Commissioner Horn, aye all.

A proposal from Frank B. Taylor Engineering was presented in the amount of \$229,141.43. The proposal is for Part 1-Preliminary engineering, Part 2-Final Design and Part 3-Consultation during construction services of the Woolen Mills Bridge (T-372). The County will be reimbursed for 80% of these costs as per reimbursement agreement No. 010 N04 from PennDot. Commissioner Horn made a motion to approve the proposal, seconded by Commissioner Horn, aye all.

OTHER BUSINESS:

Steve Eakin with the Housing Authority gave a quarterly report stating that the Authority has increase client participation by 26%. Funds are available to help an additional 60 families and more landlords are needed. Also the Authority got a 104.5% positive grading for Section 8 housing and 100% for public housing. The next Housing Authority public meeting is scheduled for July 25th.

An agreement between Venango County and Channellock was presented for approval by Chief Clerk, Denise Jones. The agreement is for five (5) years beginning on July, 1, 2007

and ending on July 30, 2012 unless renewed for an additional term. The cost is \$1,600 monthly and is for hangar six (6). Commissioner Horn made a motion to approve the hangar agreement, seconded by Commissioner Hutchison, aye all.

Commissioner Hutchison announced that the gypsy moths are on the move in Venango County and doing a lot of damage. He would like to bring in Mike Swatzler from the Conservation District for a discussion on the moth problem. Commissioner Horn made a motion to approve, seconded by Commissioner Hutchison, aye all.

Commissioner Smith gave a plea to the public to write or call the Commissioners office if anyone was interested in serving on the advisory board regarding Two Mile Run Park. Currently there are only three parties interested in serving on the board.

Commissioner Horn made a motion to adjourn at 2:53, seconded by Commissioner Hutchison, aye all.

Respectfully submitted,

Ellen Rettinger