

Reviewed by: _____

COMMISSIONER BOARD MINUTES

July 25, 2007

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

Commissioner Sue Smith
Commissioner Gary Hutchison
Diona Brick, Fiscal
Sandy Sutch, HR
Debbie Bigley, Prison
Jim Sandok, CYS
Troy Wood, Taxpayer
Francis Beary, Taxpayer
Bob Carter, Taxpayer

Commissioner Larry Horn
Ellen Rettinger, Admin. Assistant
O. C. Bell, Airport
Major Smith, Warden
Bill Kresinski, MIS
Robin Lutz, Election Board
Mary Ellen Chesar, Taxpayer
Chip DeVoge, CRI
Frank Toothman, Taxpayer

Associate Pastor Brenda Augenbaugh gave the invocation, and then Commissioner Smith led the group in the Pledge of Allegiance.

The Election Board was convened and adjourned at 2:14.

COMMISSIONER BOARD:

Commissioner Smith called the meeting to order at 2:02 p.m. A motion was made by Commissioner Hutchison to approve the minutes from the July 11, 2007 meeting, seconded by Commissioner Horn, aye all.

No public comment on the agenda. No business to come before the Board from Court Administration, the Row Offices or the Planning Commission.

PRISON:

Presented by Warden Smith was a renewal contract with Schindler Elevator Corporation in the quarterly payment amount of \$1,617.61. Duration of the contract is from Aug 1, 2007 to July 31, 2008. The contract covers elevator maintenance at the jail. Commissioner Horn made a motion to approve the contract, seconded by Commissioner Hutchison, aye all.

Next presented by Warden Smith was the Planned Equipment Maintenance Agreement with Cummins Bridgeway, LLC., which is a combined agreement with 911 for coverage on their generators. The jail's portion of the agreement is \$1,069.20 which covers 2 visits, labor, parts and travel. 911's portion is in the amount of \$850.46 for a total

agreement amount of \$1,920.06. Commissioner Hutchison made a motion to approve the maintenance agreement, seconded by Commissioner Horn, aye all.

Major Smith stated that the work release project at the prison, which began on July 2, 2007, is slightly ahead of schedule and is to wrap up on July 30th, 2007 instead of August 3, 2007.

Congratulations were extended to Major Smith on his one year anniversary with the County in his position as Warden at the prison.

COMMUNITY SERVICES ADMINISTRATION:

O. C. Bell, Airport Director presented two hangar agreements for consideration. The first was a month to month hangar use agreement between John Lavell and the County of Venango in the amount of \$124.00 plus sales tax monthly beginning on July 17th, 2007.

The second was a month to month hangar use agreement between Todd Spears and the County of Venango in the amount of \$81.00 plus sales tax monthly beginning the 1st day of August 2007. Commissioner Hutchison made a motion to approve both hangar agreements, seconded by Commissioner Horn, aye all.

HUMAN SERVICES:

Jim Sandok, on behalf of Dave Schwille presented the following items for approval.

Area Agency on Aging

Letter of Agreement with Warren General Hospital to provide reciprocal backup monitoring of Lifeline calls

Submission of the RSVP financial and progress reports for the first six months of 2007. This authorizes Gary Dittman to submit the report electronically. For the first six months of the year 560 volunteers have provided 30,380 hours of community service.

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

Substance Abuse Services

Renewal agreement with Stepping Stones for short term hospital rehabilitation at \$450 per diem and medically monitored detoxification at \$475 per diem

Renewal of a contract with Highland House for half way house services at \$80 per diem.

Renewal of a contract with Gateway Rehabilitation Center for no-hospital detoxification services at \$191 per diem, non hospital adult rehabilitation at \$167 per diem, non hospital adolescent rehabilitation at \$167 per diem and halfway house services at \$82 per diem.

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

Children and Youth

Renewal agreement with Outside in School, for residential services including drug and alcohol treatment at per diem between \$153 and \$239.

Renewal agreement with Community Alternatives for foster care and other in home services at a per diem of \$63.58 for foster care and between \$25 and \$51 per hour for in-home services.

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

OEO

Agreement to provide the First Energy “WARM” program (weatherization of First Energy customers). This is a two year agreement which provides for a 4% increase in costs during the second year.

Approval of the Shared Ride Agreement with Penn DOT for \$102,000.

Approval of the fare increase for the shared ride. New fares will range from \$9 to \$20 with the reimbursement limit raised to \$13.05. The average fare per trip will be \$15.42, up from \$10.44.

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

MH/MR

Renewal of a contract with UCIP to provide residential services and community based services to 25 individuals. Rates vary with level of care. Currently the total cost is \$56,358 per half month for residential and \$4,934 for community based support.

Additionally:

Community Habilitation (3)	\$4.50 per 15 minute unit
Community Habilitation (1)	1.88 per 15 minute unit
Job finding/support	8.45 per 15 minute unit.

Renewal of a contract with Touch Stone Solutions to provide Level 3 Community Habilitation at a rate of \$5.83 per 15 minute unit.

Renewal of a contract with Venango Training and Development Center to provide various services to mental health consumers and consumers with mental retardation. Level 1 - \$1.00 per 15 minute unit, Level 2 - \$2.05 per 15 minute unit and Level 3 - \$5.67 per 15 minute unit.

on file. Commissioner Horn made a motion to approve the amended policy, seconded by Commission Hutchison, aye all.

HUMAN RESOURCES:

The following Human Resource Agenda was presented for approval by Sandy Sutch.

PROBATIONARY NEW HIRE – In Department #145 (Assessment) of **Robert Agin**, Field Assessor Trainee, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.09/hr.), **effective 07/23/07**; **Special Conditions:** Filling existing vacancy. In Department #310 (Court Supervision Services) of **Sarah Peterson**, Department Clerk II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 2 Step 1 (\$8.96/hr.), **effective 07/11/07**; **Special Conditions:** Filling existing vacancy.

EXTENSION OF TEMPORARY EMPLOYMENT – In Department #260 (District Attorney) of **Cornelia Adams**, Legal Secretary II, Temporary Part-Time, 40 hours/pay, Non-Union Hourly Pay Grade 3 Step 2 (\$10.05/hr.) **from 07/12/07 to 12/31/07**; **Special Conditions:** Extending temporary assignment through yearend.

INCREASE IN HOURS/CHANGE IN EMPLOYMENT STATUS – In Department #305 (Prison) of **Barbara Andres**, Corrections Officer, AFSCME position, AFSCME Pay Grade 11 Step 5 (\$11.59/hr.), **from** Regular Part-Time, 64 hours/pay **to** Regular Full-Time, 80 hours/pay, **effective 07/15/07**; **Special Conditions:** Filling existing vacancy; benefits effective immediately; to be ratified at 08/07/07 Prison Board.

PROMOTION – In Department #540 (MH/MR) of **Amy Aikins**, **from** Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.09/hr.), **to** Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 Step 1 (\$14.44/hr.), **effective 07/30/07**; **Special Conditions:** Filling existing vacancy.

SEPARATION OF EMPLOYMENT – In Department #260 (District Attorney) of **Kelly Karns**, Legal Secretary II, **effective 07/27/07**. In Department #310 (Court Supervision Services) of **Melanie Hansen**, ARD Probation Officer, **effective 07/20/07**. In Department #520 (Children and Youth Services) of **Amy Klein**, Caseworker II, **effective 07/09/07**. In Department #540 (MH/MR) of **Susanna Wile**, Department Clerk II, **effective 07/27/07**. In Department #580 (Transportation) of **Robert Bajorek**, Vehicle Driver, **effective 07/10/07**.

CORRECTION TO HUMAN RESOURCE AGENDA 07/11/07

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.

NOTE: Effective date of transfer changed from 07/19/07 to 07/16/07.

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

COUNTY ADMINISTRATION:

The first item presented by Major Smith was Change Order No. 2 on the Jail Work Release Project which was awarded to T. D. Mielke Construction, Inc. The cost is an additional \$825.00 to cover labor and materials to build bulkhead to accommodate new duct work plus prime and paint the plywood to match the walls. Commissioner Hutchison made a motion to approve the change order, seconded by Commissioner Horn, aye all.

Commissioner Hutchison presented an application for county aid from Clinton Township in the amount of \$20,000.00. They were granted \$10,000.00 which will come from the county's Liquid Fuels allocation fund. Their application was presented late due to changes in Clinton Township's municipal officials. Commissioner Horn made a motion to approve the distribution of funds in the amount of \$10,000.00 to Clinton Township, seconded by Commissioner Horn, aye all.

Resolution #2007-10 which was to support the clean indoor air banning smoking in public places and workplaces, was tabled at the July 11th, 2007 public meeting. Commissioner Horn made a motion to remove the resolution from table, Commissioner Smith seconded. No action was taken, motion carried.

Commissioner Smith announced the names of eleven volunteers who want to serve on the Park Advisory Committee and were appointed on July 25, 2007. More names are expected to be added in the future. This committee will work with Chief Clerk, Denise Jones and County Finance Administrator, Diona Brick, liaisons for the county, to try and find a solution for Two Mile Run Park. The committee is as follows: John Miller of Oil City, Sheryl Rodgers of Seneca, Dennis Martin of Cooperstown, Sandy Hovis, John Woloszyn, Jodie Saeli, Nancy Frey-Smith, Maurice Huth, Ken Saunders, Kenneth Woods, and Dana Shawgo all of Franklin. Commissioner Horn made a motion to approve the above appointed volunteers to the Park Advisory Committee, seconded by Commissioner Hutchison, aye all.

Commissioner Smith announced that she had reviewed the 1982 and 2002 park master plans and they are pretty much on target as to the way the county park was going. Anyone wanting to review the documents can visit the Commissioners Office.

OTHER BUSINESS:

Commissioner Smith presented an update on courthouse security. Plans have been submitted to the HARB Board for making the courthouse handicap accessible. At some point in the future, the back door of the courthouse will be closed to the public after regular business hours. The Sheriff's Department will be handling the courthouse security.

Also discussed by Commissioner Smith was authorization to redistribute money in the county's Growing Greener 2006 account. About \$500,000 remained in the account after funds were earmarked for pond restoration work at Venango Campus and for the Conservation District projects. \$400,000 of that total will be split between a newly created loan fund for new and expanding businesses and other Conservation District work. This will hopefully be submitted for approval to the State by next week.

Commissioner Hutchison announced that there will be public budget hearings the last two weeks in September. He challenged the four commissioner nominees to attend with input as to what they expect the park to be and the financing required to implement their ideas.

PUBLIC COMMENT:

Chip DeVoge with CRI, (Community Resources Independence) along with Mary Ellen Chesar requested a PDA Waiver for Mary Ellen's Mother who resides with her and her family. This program is administered by the Pennsylvania Department of Aging and provides long term care for older adults as an alternative to nursing facilities. Commissioner Smith offered to research and find out how Mary Ellen would go about getting started with this program and call her with follow up details.

A motion to adjourn was made by Commissioner Horn at 2:36 p.m., seconded by Commissioner Hutchison, aye all.

Respectfully submitted,

Ellen Rettinger