

Reviewed by: \_\_\_\_\_

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**COMMISSIONER BOARD MINUTES**  
**August 22, 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 Gary Hutchison	George Thompson, Solicitor
Deborah Sharpe, Treasurer	Dave Schwille, Human Services
Major Smith, Jail	Connie Hazelton, HR
Carol Andres, Taxpayer	Troy Wood, Commissioner Candidate
Ken Saunders, Taxpayer	Ray Hagstrom, Taxpayer
Steve Rembold, 911	Frank Toothman, Taxpayer
Judy Downs, Planning	Bob Daugherty, CSS
Ben Breniman, Planning	Will Thomas, Planning
Stan Grzasko, Commissioner Candidate	Lynn Lawrence, Planning
Sheila Boughner, The Derrick	John Phillips, Oil Region Alliance
Vance Mays, Commissioner Candidate	Pastor Rudy Rimer

Pastor Rudy Rimer 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 2:07 p.m. A motion was made by Commissioner Hutchison to approve the minutes from the July 25, 2007 meeting, seconded by Commissioner Smith, aye all.

No public comment on the Commissioner Board Agenda.

**COURT ADMINISTRATION:**

Director of Court Supervision, Robert Daugherty, presented several items for consideration. The first was the JCJC Grant-in-Aid Application for the fiscal year '07 – '08 which is used to offset the cost associated with administrating the juvenile probation department. The second was a Letter of Equity advising that the compensation provided to Venango County's Juvenile Probation personnel is equitable with the compensation

provided to other county and court employees. Third was the JCJC Grant-in-Aid award notification invoice which is for the period of July 1, 2007 through June 30, 2008 and is in the amount of \$128,295.00. Last were two financial statements for the period July 1, 2006 to June 30, 2007 showing how the money is spent. Commissioner Hutchison made a motion to approve the above items, seconded by Commissioner Smith, aye all.

### **ROW OFFICES:**

Presented by County Treasurer, Deborah Sharpe, was Policy #08-07 titled Venango County Government Tax Collector Commission. This policy states that the commissions due from the Treasurer's Office to all Venango County Tax Collectors will be calculated and disbursed on a monthly basis; unless the amount due is less than \$50.00 and the Tax Collector has delivered to the Treasurer written notification that the commissions be withheld until they reach an aggregate total of at least \$50.00. Commissioner Hutchison made a motion to approve the above policy, seconded by Commissioner Smith, aye all.

### **PRISON:**

Presented by Warden Major Smith was a renewal contract with Johnson Controls. The contract is in the amount of \$6,107.00 and runs from October 1, 2007 to August 31, 2008. This is a service agreement on the Powers Control System. Commissioner Hutchison made a motion to approve the renewal contract, seconded by Commissioner Smith, aye all.

### **COMMUNITY SERVICES ADMINISTRATION:**

Presented by O. C. Bell, Airport Director was a Hangar Use Agreement between Venango County and Richard Fisher. The contract begins on August 1, 2007 and continues until the agreement is terminated. Rent for hangar #12-10 is \$175.00 plus 6% sales tax due on the first day of each month. Commissioner Hutchison made a motion to approve the agreement, seconded by Commissioner Smith, aye all.

Presented by Steve Rembold was a Wireless Phase II Deployment Services add-on contract in the amount of \$52,327.00. Commissioner Hutchison made a motion to approve the add-on, pending solicitor approval, seconded by Commissioner Smith, aye all.

Next presented by Steve Rembold was The Pennsylvania Emergency Management Agency Grant Agreement for the year 2007. The performance period is October 1, 2006 through September 30, 2007. The grant amount is \$30,303.00 and is to be used for personnel salaries and benefits for the Emergency Management Coordinator and a Clerk Typist 2. Commissioner Hutchison made a motion to approve the grant agreement, seconded by Commissioner Smith, aye all.

### **HUMAN SERVICES**

Dave Schwille presented the following items for approval.

### **Substance Abuse Services**

Renewal of a contract with Sojourner House to provide residential drug and alcohol treatment services for pregnant women and women with children at \$190.63 per diem.

Renewal of a contract with Community Services of Venango County to provide prevention services for pregnant women and women with children. The contract maximum is \$7,500.

Renewal of a contract with Gaudenzia for inpatient non hospital residential at \$155 per diem. Inpatient non-hospital detox at \$220 per diem, inpatient non-hospital dual diagnosis at \$245 per diem and halfway house, women with children at \$113 per diem.

### **Area Agency on Aging**

Addendum to the lease with the Scrubgrass Grange to reflect a 2.7% cost of living increase. The monthly rent is now \$476.01.

### **Children and Youth Services**

Approval of the 2008-09 Needs Based Plan and Budget for the years 2006-07 through 2008-09. \*\*

2006-07 spending was \$6,194,037

2007-08 budget is approved at \$7,096,656

2008-09 budget is projected at \$7,224,693

County match is about 14%.

Approval of a budget amendment for FY 2006-07. The Administrative Cost Center exceeded the 10% allowed under the regulations due to changes in the indirect cost calculations.

#### **Contract Renewals:**

Child Development Center After School and Parenting \$127,625

Mars Home for Youth Residential and In-Home Services

Per diems:

Residential: \$50-166

Intensive Aftercare: \$27 per diem

Multi Systemic Therapy: \$55 per diem

Perseus House Residential Services

Per Diems: \$187-580

Child to Family Connections In-Home and Foster Care

Family Group \$130,700

Visitation \$25,000

Robert Craig Youth Alternatives	Foster Care \$56-85 per diem Psychological testing services \$50-100 After school HELP Steps to Tomorrow independent living Contract maximum \$175,162
Harborcreek Youth Services Erie Homes Community Services	Residential Services \$226-314 per diem Doula and Family Engagement \$63,500 Welcome Every Child Nurse Home Visitor \$105,080
Family Services CAS	Fatherhood initiative Parent Aide \$133,640
Grace Learning Center Family Services NWP	After School \$68,500 CART Family Behavioral Health Family Preservation Permanency \$286,662

FSNWPA rate adjustment 2006-07 Contract for CART case management and Family Preservation

**OEO**

Approval of contracts under the State Food Purchase Program:

Community Services	\$15,680
Franklin SA	\$15,680
Oil City SA	\$15,680
Clintonville	\$8,960

Update of Contract with the PA Dept of Agriculture for food distribution in the amount of \$107,485.

**MH/MR**

**CONTRACT ADDENDUMS:**

**Item 1: United Community Independence Program \*\***

**Synopsis:** Request approval to amend the FY 2007/08 contract with UCIP to add residential support for one MR consumer at a rate of \$1,267.84 per ½ month unit. There is no County match.

**Item 2: Venango Training and Development Center, Inc \*\***

**Synopsis:** Request approval to amend the contract with VTDC to add Pre-Vocational Level 1 services for one MR consumer at a rate of \$1.75 per 15 minute unit. There is 10% match for this individual, which will come from the existing match allocation

**Item 3: Community Services of Venango County \*\***

**Synopsis:** Request approval to amend the Early Head Start contract with CSVC to all the Federal COLA of \$11,449.00. There is on County match associated with this program

**Item 4: United Community Independence Program**

**Synopsis:** Request approval to amend FY 2007/08 contract with UCIP to change the rate on for one Residential Home from \$2,697.57 to \$2,202.00 per half month. This change will be retroactive to July 1, 2007. This is a fee for service contract so there is no contract maximum. There is no County match.

**Item 5: Heart 2 Heart-Parent Support Network, Inc.**

**Synopsis:** Request approval to amend the contract between CYS and Heart 2 Heart to provide up to 12 hours per week of technical support relative to the development of the MH/MR and EI portions of the Human Services online resource directory. The hourly rate is \$15.19. The contract maximum is \$9,480.00. There is a 10% county match associated with this contract which will come from the existing match allocation.

**Item 1: Regional Counseling Center (FY 07/08) \*\***

**Synopsis:** Request approval to continue to contract with Regional Counseling Center to provide community mental health services on behalf of Venango County. The contract includes program funding for Outpatient Services (up to \$252,984), Medication support (up to \$4,728.00), Mobile Psychiatric Rehabilitation and the purchase of housing consultation (up to \$103,509.00) and for the Depression and Bi-Polar Support Alliance support group (up to \$4,000.00). The contract also includes Fee for Service funding for representative payee services (\$49.19 per person per month) and Counseling support in the jail (\$42.02 per hour). There is a 10% county match on all services except mobile psychiatric rehabilitation, which will come from the existing MH/MR allocation.

**Item 2: Easter Seals Society of Western Pennsylvania (2007/08) \*\***

**Synopsis:** Request approval to continue to contract with Easter Seals to provide residential support to 10 MR consumers (for a combined total of \$30,640.48 per ½ month) and Special instruction (\$25.46 per 15 min. unit), PT I, OT, ST and Vision Therapy for children enrolled in Early intervention Services. This is a fee for service contract so there are not maximums. There is county match on base funded EI children only, which will come from the existing MH/MR allocation.

**Item 3: Gina Shongo \*\***

**Synopsis:** Request approval to continue to contract with Gina Shongo to provide speech therapy for Early Intervention children upon referral/authorization from EI staff. The fee for service rate is \$30/15 min unit. There is a match on base funded children only, which will come from the existing allocation.

**Item 4: Next Step Therapy \*\***

**Synopsis:** Request approval to continue to contract with Next Step Therapy, Inc., to provide medical rehabilitation services to Early Intervention children and MR consumers. EI rates include \$30.53/15 min (OT and ST), \$30.08/15 min. (PT), \$26.32/15 min. (Special Instruction), and \$26.77/15 min. (Nutrition Services). MR rates are \$22.75/15 min. for PT and OT. This is a fee for service contract and utilization is controlled via service authorization. There is a 10% match if/when base funds are used for purchase these services which will come from the existing MH/MR match allocation.

**Item 5: Training Towards Self Reliance \*\***

**Synopsis:** Request approval to continue to provide residential (for a combined total of \$25,491 per ½ month) and Home and Community Habilitation Level 3 (\$4.37/15 min unit) and Home and Community Habilitation Level 3 Enhanced – 2:1 ratio (8.46/15 min unit) for four MR consumers. There is no County match. Utilization is managed via service authorization.

**Item 6: Community Services of Venango County**

**Synopsis:** Request approval to continue to contract with CSVc to provide state funded EHS services for 16 pregnant women, infants and toddlers identified as being affected by substance abuse. There is no County match associated with this contract.

**Item 7: Robert Craig, Ph.D**

**Synopsis:** Request approval to continue to contract with Dr. Craig to provide psychological training, testing, consultation and evaluation services. The rates include \$64.35/hr for consultation and \$55.60/hour for evaluations. The County pays only if MA or other 3<sup>rd</sup> party payer source is not available. There is a 10% match which will come from the existing MH/MR match allocation.

**Item 8: Baker's Transportation Service, Inc.**

**Synopsis:** Request approval to resume contracting with Bakers Transportation Services for MR and MH consumers at the rate of \$10.62 per one way trip and at a rate of \$2.50 per 15 minute unit for Home and Community Level 3 services. This contract will be

monitored frequently to make sure that Bakers is compensated at a rate consistent with the county negotiated hourly rate. The MR HCSIS system requires that transportation be reimbursed on a unit rate. We have calculated a rate in collaboration with Bakers to meet this expectation but, as noted, will monitor it and make corrections as needed. There is a 10% County match on base funded individuals, which will come from the existing match allocation.

**Item 9: Sugar Valley Lodge**

**Synopsis:** Request approval to continue to contract with Sugar Valley Lodge to provide enhanced personal care support (i.e. supported group living) for 45 individuals with a serious mental illness at a contract maximum of \$227,750.00, and the Life Enhancement Program (a recovery oriented volunteer program for consumers) at a contract maximum of \$6,482,00. There is no County match for this contract.

**OTHER ITEMS:**

**Item 1: Berks County Intermediate Unit – Letter of Agreement**

**Synopsis:** Request Commissioner signature on the Letter of Agreement with Berks County Intermediate Unit to accept funds for the delivery of State funded EHS services. The funding amount is \$79,475.00 and will service 16 pregnant women, infants and/or toddlers whose lives are affected by substance abuse. Service delivery is contracted to Community Services of Venango County. There is no County match requirement for these funds.

**Item 2: MR Stage I Plan and Budget Request**

**Synopsis:** Request Commissioner approval of the MR Stage I Plan and Budget Request. This plan reflects the identification of specific MR consumers, the severity of their needs (i.e., emergency status, critical status), and the estimated amount of funding needed to meet needs. Waiver Funds provided by the state in relation to this plan will not require a County match.

Contracts being ratified are marked with two asterisks as follows \*\*.

Commissioner Hutchison made a motion to approve all the above contracts with the exception of the Easter Seals Contract under MH/MR, seconded by Commissioner Smith. The Easter Seals Contract was previously signed by Commissioners Horn and Smith. Commissioner Hutchison abstained from voting as his wife works for Easter Seals.

**FINANCE ADMINISTRATION**

The following warrants are submitted for your approval:



**PROBATIONARY NEW HIRE** – In Department #520 (Children and Youth Services) of **Holly Dayton**, Caseworker I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5 Step 1 (\$11.63/hr.), **effective 08/06/07**; **Special Conditions:** Filling existing vacancy; of **M. JoAnn Weckerly**, County Social Services Aide III, SEIU position, Full-Time, 75 hours/pay, SEIU Pay Grade 10 Step 1 (\$10.54/hr.), **effective 08/13/07**; **Special Conditions:** Filling newly created position ratified at 06/06/07 Salary Board meeting.

**EXTENSION OF TEMPORARY EMPLOYMENT** – In Department #580 (Transportation) of **Diane Miller**, Vehicle Driver, SEIU position, On-Call Temporary Part-Time, 7 hours/pay, SEIU Pay Grade 4 Step 1 (\$7.62/hr.), **from 07/10/07 to 08/02/07**; **Special Conditions:** Extending temporary assignment through 08/02/07.

**TRANSFER/INCREASE IN HOURS/CHANGE IN EMPLOYMENT STATUS** – In Department #305 (Prison) of **David Armstrong**, Corrections Officer, AFSCME position, AFSCME Pay Grade 11 Step X (\$9.15/hr.), **from** Probationary Part-Time, 64 hours/pay **to** Department #270 (Sheriff), Deputy Sheriff, Teamsters position, Probationary Full-Time, 80 hours/pay, Teamsters Pay Grade 11 Step 1 (\$11.29/hr.) **effective 08/06/07**; **Special Conditions:** Filling existing vacancy; action ratified at 08/07/07 Prison Board; part-time hours worked to be credited toward probationary period for benefit entitlements.

**DECREASE IN HOURS/CHANGE IN EMPLOYMENT STATUS** – In Department #325 (911) of **Billie McElhaney**, Telecommunicator I, **from** Regular Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 3 Step 5 (\$10.35/hr.), **to** Regular Part-Time, 40 hours/pay, Non-Union Hourly Pay Grade 3 Step 5 (\$10.35/hr.), **effective 08/27/07**; **Special Conditions:** Filling existing vacancy; benefits discontinued immediately.

**RETURN FROM LEAVE OF ABSENCE** – In Department #325 (911) of **T. R. McDaniel**, Telecommunicator II, **effective 08/20/07**.

**RATE ADJUSTMENT** – In Department #265 (Prothonotary) of **Vickie DeMarco**, Department Clerk II, Teamsters position, Full-Time, 70 hours/pay, **from** Teamsters Pay Grade 6 Step 1 (\$8.61/hr.) **to** Teamsters Pay Grade 6 Step 2 (\$8.70/hr.), **effective 08/21/07**; **Special Conditions:** Step increase per the Teamsters contract; of **Sarah Lind**, Department Clerk II, Teamsters position, Full-Time, 70 hours/pay, **from** Teamsters Pay Grade 6 Step 1 (\$8.61/hr.) **to** Teamsters Pay Grade 6 Step 2 (\$8.70/hr.), **effective 09/01/07**; **Special Conditions:** Step increase per the Teamsters contract. In Department #270 (Sheriff) of **Eric Foy**, Deputy Sheriff, Teamsters position, Full-Time, 80 hours/pay, **from** Teamsters Pay Grade 11 Step 5 (\$11.76/hr.) **to** Teamsters Pay Grade 11 Step 6 (\$11.87/hr.), **effective 08/05/07**; **Special Conditions:** Step increase per the Teamsters contract.

**SEPARATION OF EMPLOYMENT** – In Department #205 (Courts) of **Matthew Parson**, Law Clerk, **effective 08/31/07**; of **John Troese**, Law Clerk, **effective 09/07/07**.

The two new law clerks being appointed to fill the above positions are Holly Koehler and Lorraine Smith.

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

### **PLANNING COMMISSION:**

Judy Downs, Planning Director recommended that John R. Flint, the Executive Director of the Venango County Housing Authority be appointed to fill the remainder of Tammy Ross's term on the Affordable Housing Committee which expires on December 31, 2007. Commissioner Smith made a motion to approve the appointment, seconded by Commissioner Hutchison, aye all.

Judy Downs, Director of the Planning Commission reported on the DEP Contract for the Storm Water Phase II Plan. A consultant will be hired to evaluate runoff problem areas in county municipalities. The study will be funded by \$150,000 in state funds and \$50,000 in county funds. The county funds will consist of in kind service by Planning Commission staff over a four-year period. Commissioner Hutchison made a motion to approve the contract, seconded by Commissioner Smith, aye all.

Presented by County Solicitor George Thompson was a contract with Pashek Associates of Pittsburgh in the amount of \$82,400. They are to do a comprehensive recreation and open space plan for the county. That study will be partially funded by a \$50,000 grant from the State Department of Conservation and National Resources. Commissioner Hutchison made a motion to approve the contract, seconded by Commissioner Smith, aye all.

Ben Breniman with the Planning Commissioner announced that four more families filed applications to receive help purchasing homes through the County's Affordable Housing Fund. The housing program was started in 2006 and helps county residents pay some of the up front costs for a new home. The money is in the form of a loan that is forgiven if the buyer stays in the house for five years. The grantees and amounts are as follows:

Adam Hutchison - \$4,150.00; Evan Stroup - \$6,000.00; Shane and Katrina Swartz - \$7,500.00; and Kristen Myer and Travis Franke - \$7,500.00.

Commissioner Hutchison made a motion to approve the above applications, seconded by Commissioner Smith, aye all.

### **COUNTY ADMINISTRATION:**

Commissioner Smith along with George Thompson presented an auction agreement between Venango County and Baker Auction Company. The Auctioneers Commission is 10% for personal property plus \$1,000.00. The labor rate for pre-auction set-up and auction day help is \$9.00 an hour. Commissioner Hutchison made a motion to approve the agreement, seconded by Commissioner Smith, aye all.

Commissioner Smith announced that Resolution #2007-10 designates the Oil Region Alliance of Business, Industry and Tourism Agency as the Industrial Development Organization for the County of Venango. Commissioner Hutchison made a motion to approve the designation, seconded by Commissioner Smith, aye all.

Commissioner Hutchison recommended the appointment of Doug Clark, General Operating Manager with Matric Limited as an alternate for Steve Turner on the Northwest Pennsylvania Workforce Investment Board. Commissioner Hutchison made a motion to approve the appointment of Mr. Clark, seconded by Commissioner Smith, aye all.

### **OTHER BUSINESS:**

John Phillips, Senior Vice-President of economic development for the Alliance presented to the Commissioners a framed poster which is being distributed nationwide in celebration of the sesquicentennial of oil in 2009.

Diona Brick asked for approval on the five year (5) engagement letter for audit services from 2007 through 2011. The fee for the 2007 independent audit which is done at the end of the year is \$77,400. Commissioner Smith made a motion to approve the engagement letter, seconded by Commissioner Hutchison, aye all.

County Treasurer Deborah Sharp reported that a \$3 million CD matured on August 17, 2007 and needs to be reinvested. The bank with the best interest rate was Citizens Bank at a rate of 5.17% for a short term investment of 183 days. The interest yield would be \$78,842.50. Commissioner Hutchison made a motion to approve the CD investment, seconded by Commissioner Smith, aye all.

Dave Schuille announced that CYS got official notification of receiving \$74,400 in the form of a grant from the Department of Public Welfare for the Integrated Service Planning Process. This was the full requested grant amount.

Commissioner Smith stated that lists for the upcoming 2008 budget hearings are available to be passed out and anyone wanting to attend would be welcome. The meetings will be advertised and all interested parties should attend. The dates for the Commissioner Board Public Meetings as well as the budget hearings are available on the county web site.

### **PUBLIC COMMENT:**

Ken Saunders asked if Two Mile Run Park has been deeded back to the County which was answered "not at this time" by Commissioner Smith. Also he asked if anything, short of a law suit which would spend tax payer's money, could have been done to keep the park open this summer. Commissioners Smith and Hutchison responded that an offer had been made but was rejected by the Park Authority.

The next public meeting will be held on September 5, 2007 at 2:00 p.m. in Room 103 of the Courthouse Annex.

A motion to adjourn was made by Commissioner Hutchison at 2:45 p.m., seconded by Commissioner Smith, aye all.

Respectfully submitted,

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Ellen Rettinger