

Reviewed by: _____

**COMMISSIONER BOARD MINUTES
November 14, 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
Deborah Sharpe, Treasurer
Diona Brick, Fiscal
Connie Hazelton, HR
Judy Downs, Planning
Troy Wood, Citizen
Sheila Boughner, News
Mark Heim, WKQW
Pastor Chris Clark, Chapel On The Hill

Commissioner Larry Horn
Denise Jones, Chief Clerk
O. C. Bell, Airport
Steve Rembold, 911
Jayne Romero, MH/MR
John Miller, Two Mile Run Park
Lisa Mumford, Admin. Assist.
Ken Saunders, Park Board Member

Pastor Chris Clark gave the invocation, and then Commissioner Smith led the group in the Pledge of Allegiance.

COMMISSIONER BOARD:

Commissioner Smith called the meeting to order at 2:04 p.m. A motion was made by Commissioner Hutchison to approve the minutes from the October 31, 2007 meeting, seconded by Commissioner Horn, aye all.

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

COMMUNITY SERVICES ADMINISTRATION:

Presented by O. C. Bell was a Change Order No. 1 for the Apply Seal Coat G. Apron; Crack Seal Taxiway Project in the amount of \$37,328 bringing the project total to \$147,324.87. Commissioner Hutchison made a motion to approve the Change Order, seconded by Commissioner Horn, aye all.

Steve Rembold presented a Motorola Contract to install a new microwaving system at the Scrubgrass site for a total of \$60,966.60. Commissioner Hutchison made a motion to approve the Contract, seconded by Commissioner Horn, aye all.

HUMAN SERVICES:

Jayne Romero presented the following items for approval:

NEW CONTRACTS:

Item 1: M. Y. Physical Therapy

Synopsis: Request approval to contract with M.Y. Physical Therapy to provide PT services for EI children at a rate of \$30.00 per 15 minute unit. Utilization will be managed via service authorization. There is no match for waiver funded children and a 10% match for base funded children.

CONTRACT ADDENDUMS:

Item 1: Sugar Valley Lodge (FY 2006/07)

Synopsis: Request approval to addend the contract with Sugar Valley Lodge to fund additional expenses incurred for two consumers for a maximum increase of \$16,721.00. There is a 10% match for this service which will come from the MH/MR match allocation.

Item 2: Family Services and Children's Aid Society (FY 2007/08)

Synopsis: Request approval to amend the contract with FSCAS to include up to \$11,378.50 in funding to purchase a vehicle to be used in the delivery of the MR Community Habilitation Program. There is a 10% match which will come from the existing allocation.

Item 3: Diversified Family Services (FY 2007/08)

Synopsis: Request approval to amend the contract with Diversified to add Respite-out of home (24 hr) base services for MR individuals at a rate of \$100/day. Utilization is managed via service authorization. There is a 10% County match which will come from the existing MH/MR match allocation.

OTHER ITEMS:

Item 1: Early Intervention I & E Report (FY 2006/07)

Synopsis: Request Commissioner review and approval of the Early Intervention Income and Expenditure report for FY 2006/07. Total unused funds for the EI program were \$62,844.00

Item 2: Early Head Start Renewal Application (FY 2008/09)

Synopsis: Request Commissioner approval to submit a request to the Department of Health and Human Services, Administration for Children and Families for continuation funding for the Venango County Early Head Start Program. Delivery of the Early Head

Start services will continue to be contracted to Community Services of Venango County (CSVC). The funding request is for \$793,140.00, which is the amount allocated by DHHS for Venango County's initial 2008/09 budget. There is a required match of \$208,211.00, which is provided by CSVC in the form of in-kind support.

Commissioner Horn made a motion to approve the above items with the condition that the My Physical Therapy contract be approved pending solicitor review and recommendations, seconded by Commissioner Hutchison, aye all.

SUBSTANCE ABUSE

Chief Clerk Denise Jones presented UPMC Northwest Amendment I for an additional \$554.00 for the Nicotine Replacement Therapy Program resulting in a contract total of \$2,900. Commissioner Horn made a motion to approve the above item, seconded by Commissioner Hutchison, aye all.

FINANCE ADMINISTRATION:

Diona Brick presented the following warrants for approval:

Warrant	SP110507	\$ 261.50	Non-Human Services Expenditures
Warrant	SP110907	4,200.00	Non-Human Services Expenditures
Warrant	110907	129,747.63	Non-Human Services Expenditures
Warrant	HS110907	305,628.80	Human Services Expenditures
Warrant	111607	270,197.63	Non-Human Services Expenditures
Warrant	HS111607	651,393.07	Human Services Expenditures

Total Estimated Cost \$ 1,361,428.63

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

Next presented by Diona Brick was the transfer of \$2,300 from the Contingency Account to the Community Development budget to cover the cost associated with the audit for the Park Authority for a six month period in 2007. Commissioner Horn made a motion to approve the above item, seconded by Commissioner Hutchison, aye all.

Diona Brick presented the Certification of Assessed Values of properties in Venango County in the amount of \$2,331,976,130.00. Commissioner Horn made a motion to approve the above item, seconded by Commissioner Hutchison, aye all.

Diona Brick also presented the County Budget for the calendar year of 2008 with expenses to be projected at \$54,806,226.00 excluding \$16,907,960.00 which represents the Human Services' budget (attached). The Budget will be on display for 20 days in the Commissioners' office prior to its approval on December 12, 2007.

HUMAN RESOURCES:

PROBATIONARY NEW HIRE – In Department #110 (Commissioners) of **Lisa Mumford**, Administrative Assistant II, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 5 Step 1 (\$11.63/hr.), **effective 11/13/07**; **Special Conditions:** Filling existing vacancy; must successfully complete pre-employment drug screening.

END OF PROBATION – In Department #145 (Assessment) of **Robert Agin**, Field Assessor Trainee, Full-Time, 80 hours/pay, **effective 10/26/07**; **Special Conditions:** No change in pay grade or step. In Department #270 (Sheriff) of **David Armstrong**, Deputy Sheriff, Teamsters position, Full-Time, 80 hours/pay, **effective 08/17/07**; **Special Conditions:** No change in pay grade or step. In Department #510 (AAA) of **Colleen Hundertmark**, Community Health Nurse I, Full-Time, 80 hours/pay, **effective 10/31/07**; **Special Conditions:** No change in pay grade or step.

SEPARATION OF EMPLOYMENT – In Department #270 (Sheriff) of **Brian Pierce**, Deputy Sheriff, **effective 11/09/07**. In Department #510 (AAA) of **Michele Mercatell**, Department Clerk II, **effective 11/02/07**.

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

PLANNING COMMISSION:

Judy Downs with the Planning Commission presented Resolution #2007-15 for the Oil Region Greenways and Open Space Coordinator Grant Application. Commissioner Horn made a motion to approve the above item, seconded by Commissioner Hutchison, aye all.

Next presented by Judy Downs was Regional Planning Commission Ordinance #06-02 which added other member municipalities. This brings the total membership to 23 with a perspective of two more joining by year end. Commissioner Horn made a motion to approve the Ordinance, seconded by Commissioner Smith, aye all.

COUNTY ADMINISTRATION:

Commissioner Smith stated it was an honor and a privilege to serve Venango County as Commissioner over the past 4 years. She also stated that it was a very smooth running election this year. Commissioner Smith then congratulated the new upcoming Commissioners and suggested that a meeting be arranged in December to meet with the new Commissioners to bring them up to speed with issues concerning the County.

CCAP is presenting a workshop next weekend and Commissioner Smith hopes the new Commissioners will attend. Commissioner Smith advised that this workshop would be extremely informative.

PUBLIC COMMENT:

None

A motion to adjourn was made by Commissioner Horn at 2:43 p.m., seconded by Commissioner Hutchison, aye all.

Respectfully submitted,

Lisa Mumford