

Reviewed by: _____

**COMMISSIONER BOARD MINUTES
December 12, 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
Steve Rembold, 911
Connie Hazelton, HR
John Miller, Two Mile Run Park
Randy Seitz, ORA
Dave Schwille, CYS
George Thompson, Solicitor

Commissioner Larry Horn
Denise Jones, Chief Clerk
Diona Brick, Fiscal
Lisa Mumford, Admin. Assist
Sheila Boughner, News
Frank Toothman, Taxpayer
Bob Daugherty, Court Supervision
Howard Gaston, Pastor

Pastor Howard Gaston 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 2:12 p.m. A motion was made by Commissioner Hutchison to approve the minutes from the November 28, 2007 meeting, seconded by Commissioner Horn, aye all.

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

ROW OFFICES:

Presented by Chief Clerk, Denise Jones was Resolution 2007-17 giving Signatory Authority to the Chairman of the Board to sign a DUI Checkpoint and Roving Patrol Task Force Grant Application for the Commissioners approval. This grant is in the amount of \$ 32,012 which is federally funded. Commissioner Horn made a motion to approve the Resolution 2007-17, seconded by Commissioner Hutchison, aye all.

COMMUNITY SERVICES ADMINISTRATION:

Steve Rembold, 911 Director presented a renewal contract with SBM Electronics for a RACAL Wordnet Recorder, GPS Network Time Master Clock and 3 Wall mounted clocks. The equipment is a requirement under state legislation and records all phone and radio traffic. The amount of the Contract is \$2,995.00 which would be a one (1) year contract effective to begin December 31, 2007 and expires December 30, 2008.

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

Next presented by Steve Rembold were two (2) new contracts with Mobilcom. The first contract is to replace parts for all Motorola Quantar radios that we have on site at the ECC and other Tower sites in the amount of \$15,715. The second contract with Mobilcom is to replace the County's VHF Repeater at the Emergency Services Center in the amount of \$31,241. This includes the maintenance fee for 24/7 coverage. Commissioner Horn made a motion to approve these contracts pending the solicitor's recommendations, seconded by Commissioner Hutchison, aye all.

Also presented by Steve Rembold was a renewal contract with Mobilcom for a three (3) year contract from 9-1-1 radio repair and maintenance. This is for 24/7 coverage and covers all call out and material due to failures. The amount of the contract is as follows: 2008 - \$56,308.08; 2009 - \$59,123.48; and 2101 - \$62,079.70. 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:

OEO

Approval of the Weatherization subcontract with Warren-Forest EOC. The total amount of this contract is \$136,950 which is a combination of grants from the Department of Energy and the Low Income Home Energy Assistance Program.

Approval of an agreement to allow the OEO to submit grant applications, invoices and reports electronically to the PA Department of Transportation.

Children and Youth Services

Amendment to the Purchase of Service Agreement with Child to Family Connections that extends the original agreement to 30 June 2008 with no other changes.

Amendment to the Purchase of Service Agreement with Community Services of Venango County that extends the agreement to provide consumer satisfaction surveys until 30 June 2008 and increases the contract maximum amount to \$5,000 for the entire fiscal year from \$2,500 for the period from 01 July 2007 until 31 December 2007.

Mental Health and Mental Retardation

Addendum to the existing contract with Fayette Resources to add Life Sharing Residential Services at a cost of \$1,291 and \$1,108 per half month.

Permission to seek grant funds from the Pennsylvania Commission on Crime and Delinquency to hire two case managers a part of a jail diversion program for consumers with mental illness. Total funds are approximately \$100,000 and it does require a match.

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

CONTRACT ADDENDUMS:

Item 1: Fayette Resources, Inc. (FY 2007/08)

Synopsis: Request approval to addend the contract with Fayette Resource to add Life Sharing Residential Services for two MR consumers. Half month rates include \$1,290.97 and \$1,107.72. There is no County match.

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

OTHER ITEMS:

Item 1: Pennsylvania Commission on Crime and Delinquency (PCCD)

Synopsis: Request approval to submit a grant proposal to PCCD to hire two case managers to serve adults with a serious mental illness who have a history of involvement with the criminal Justice system. One case manager would be “stationed” within the County jail and the other would be community based. Case management was the number one need identified by the many people who conducted the community needs assessment as part of the Justice/Mental Health Collaboration Planning Grant process (which was funded by the US Dept of Justice). While the program description and budget are still in progress, it is estimated that the project will cost approximately \$100,000. There is a match for this grant of 25% in the first year, which increase to 50% in the 2nd year, and 75% in the 3rd year. If funding is granted, Venango County MH will provide the match for the project. Match funds will come from two sources: 1) the community based case manager will be able to bill for case management services provided to consumers who have medical assistance, and 2) as Health Choices administrative dollars increase, funds that are freed up will be re-directed to match this project. Keeping individuals with a mental illness out of the County jail should result in reduced jail costs to the county. This proposal has the support of the Criminal Justice Advisory Committee, Robert Daugherty, Director, AJCSS, and Major Smith, Warden.

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

Chief Clerk, Denise Jones presented the recommendations made by Gary Dittman, AAA Administrator for appointees Lisa Weismann, Josephine Galla, and Maria Galla for a three-year term on the Venango County Area Agency on Aging Advisor Council. Commissioner Horn made a motion to approve the appointment of the above mentioned Advisory Council members, seconded by Commissioner Smith, aye all.

FINANCE ADMINISTRATION:

Diona Brick presented the following warrants for approval:

Warrant	HS112707	58,605.61	Human Services
Expenditures			
Warrant	120707	465,140.67	Non-Human Services
Expenditures			
Warrant	HS120707	247,710.31	Human Services
Expenditures			
Warrant	SP120507	6,000.00	Non-Human Services
Expenditures			
Warrant	SP120607	1,925.00	Non-Human Services
Expenditures			
Warrant	121207	310,057.72	Non-Human Services
Expenditures			
Warrant	HS121407	599,017.33	Human Services
Expenditures			

Total Estimated Cost \$ 1,688,456.64

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

Next presented by Diona Brick was the County Budget for the calendar year of 2008 with expenses to be projected at \$54,806,226 excluding \$16,907,960 which represents the Human Services' budget. Commissioner Horn made a motion to approve the 2008 County Budget, seconded by Commissioner Hutchison, aye all.

Diona also presented a Grant Audit Engagement Letter to Maher Duessel for Commonwealth of Pennsylvania Department of Community and Economic Development - Early Intervention for Distressed Municipalities – Contract #C000014091 – for the period July 1, 2004 to June 30, 2007 for an amount of \$1,800. Commissioner Horn made a motion to approve the Grant Audit Engagement Letter, seconded by Commissioner Hutchison, aye all.

HUMAN RESOURCES:

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

REHIRE – In Department #520 (Children and Youth Services) of **Jennifer Berry**, Social Casework Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.76/hr.), **effective 12/18/07; Special Conditions:** Filling newly created position ratified at 12/12/07 Salary Board meeting; must successfully complete pre-employment drug screening; temporary assignment through 01/09/08.

EXTENSION OF TEMPORARY EMPLOYMENT – In Department #205 (Courts) of **Jodi Baker-Lewis**, Administrative Assistant II, Temporary Full-Time, 75 hours/pay, Non-Union Hourly Pay Grade 5 Step 1 (\$11.92/hr.), **from 01/01/08 to 01/08/08; Special Conditions:** Extending temporary assignment through 01/08/08 to cover for employee's

leave of absence.

OUT OF CLASS COMPENSATION – In Department #230 (District Justice 3-2) of **Faye Cuprinka**, District Justice Secretary, Full-Time, 70 hours/pay, **from** Non-Union Hourly Pay Grade 2 Step 23 (\$11.15/hr.) **to** Non-Union Hourly Pay Grade 2 Step X (\$12.04/hr.), **effective 11/27/07; Special Conditions:** Temporary assignment for increased responsibilities not to exceed four weeks to cover for leave of absence; compensation over current rate of pay to be charged to #240 (District Justice 3-4).

LEAVE OF ABSENCE – In Department #260 (District Attorney) of **Susan Shilling**, Victim Witness Coordinator, **effective 12/04/07; Special Conditions:** Unpaid personal leave. In Department #325 (911) of **Matthew Exley**, Telecommunicator I, **effective 12/07/07; Special Conditions:** Unpaid personal leave.

SEPARATION OF EMPLOYMENT - RETIREMENT – In Department #515 (RSVP) of **Anna Claire Chacknes**, RSVP Project Advisor, **effective 01/02/08.**

SEPARATION OF EMPLOYMENT – In Department #270 (Sheriff) of **Edward Krol**, Deputy Sheriff, **effective 11/28/07.** In Department #305 (Prison) of **Edward Gargasz**, Corrections Officer, **effective 12/19/07; Special Conditions:** To be ratified at the January Prison Board meeting. In Department #510 (Area Agency on Aging) of **William Krause**, Aging Care Manager II, **effective 01/02/08.**

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

Connie Hazelton presented for approval the renewal contract with Campbell, Durrant & Beatty for fees for legal services for 2008. The legal fees cover labor personnel law issues and questions. Campbell, Durrant & Beatty will work against a \$25,000 retainer, paid in monthly installments of \$2,083.33. Commissioner Horn made the motion to approve the renewal of the contract, seconded by Commissioner Hutchison, aye all.

Next Connie requested the approval to renew the contract with TJ&S with William C. Raber for the Professional Consulting Services Contract. This Professional Services Contract is for consulting benefits between Venango County and TJ&S. This contract is effective January 1, 2008 and be in effect for 12 months for an amount of \$1,500 per mont. Commissioner Horn made a motion to approve the contract, seconded by Commissioner Horn, aye all.

Connie also requested approval to adopt changes to the 2008 Administrative Rules. Commissioner Horn made a motion to approve the request, seconded by Commissioner Hutchison, aye all.

COUNTY ADMINISTRATION:

Commissioner Hutchison requested approval to name William Liddle of Franklin Industries to the W.I.B. Board. Commissioner Hutchison made a motion to approve William Liddle, seconded by Commissioner Smith, aye all.

Chief Clerk, Denise Jones presented the Compromise Settlement and Mutual Release of Saint Vincent Health Center vs. County of Venango, E. Eugene Price, as Sheriff of Venango County, and Joel A. Geletka, Civil Action No. 110085-2007, in the Court of Common Pleas of Erie County, Pennsylvania. The County of Venango settled in the amount of \$49,486.37 to St. Vincent's Health Center. Commissioner Horn made a motion to approve the settlement, seconded by Commissioner Smith, aye all.

Chief Clerk, Denise Jones also presented the Compromise Settlement and Mutual Release of Saint Vincent Health Center vs. County of Venango, E. Eugene Price, as Sheriff of Venango County, and John J. McFadden, Civil Action No. 10777-04, in the Court of Common Pleas of Erie County, Pennsylvania. The County of Venango settled in the amount of \$10,024.50 to St. Vincent's Health Center. Commissioner Horn made a motion to approve the settlement, seconded by Commissioner Smith, aye all.

Next Chief Clerk, Denise Jones presented Amendment No. 3 to Lease with Option to Purchase by and between Venango County and Sugarcreek Station. The purpose of the amendment is to confirm the County's agreement to the decertification of 28 beds and to obtain the County's consent to improvements which Sugarcreek Station intends to make to the facility. Commissioner Hutchison made a motion to approve the amendment, seconded by Commissioner Horn, aye all.

Commissioner Smith requested the approval of Roy Sanner, John K. Miller, and Dave Strickland to the Park Authority Board for a five (5) year term beginning January 1, 2008 and expires December 21, 2012. Commissioner Hutchison made a motion to approve the new appointees, seconded by Commissioner Horn, aye all.

Commissioner Smith read the application for Certificate of Approval by the Venango Industrial Development Authority submitted by Randy Seitz, Director of the Oil Region Alliance for the approval of financing of the acquisition and renovation of the "West Unit" located at 1 Dale Avenue, Franklin, PA 16323, known as the West Unit, UPMC Northwest in the amount \$1,700,000. Commissioner Horn made the motion to approve the application, seconded by Commissioner Hutchison, aye all.

PUBLIC COMMENT:

None

A motion to adjourn was made by Commissioner Horn at 2:56 p.m., seconded by Commissioner Hutchison, aye all.

Respectfully submitted,

Lisa Mumford

