

**AMENDED
COMMISSIONER BOARD MINUTES
JUNE 11, 2019**

Those present at the public meeting of the Venango County Commissioners held in Room 100 of the Courthouse Annex:

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| Commissioner Timothy Brooks | Rich Mihalic, Two Mile Run County Park |
| Commissioner Vincent Witherup | Luke Kauffman, Two Mile Run County Park |
| Commissioner Albert Abramovic | Jillian Stephens, Human Resources |
| Sabrina Backer, Chief Clerk | Jason Ruggiero, Planning |
| Geraldine McGuinness, Administrative Assistant | Kim Woods, Human Services |
| Richard Winkler, Solicitor | Robert Daugherty, Court Supervision |
| Deborah Sharpe, Treasurer | Bonnie Summers |
| Diona Brick, Fiscal | Sam Breene |
| Rich Ruditis, Airport | |
| Pastor Eric Reamer, Free Christian Church, Oil City, PA | |

The Retirement Board meeting was convened and adjourned prior to the start of the Salary Board meeting. The Salary Board meeting was convened and adjourned prior to the start of the Commissioner Board meeting.

CALL TO ORDER:

Commissioner Brooks called the meeting to order at 6:04 p.m.

APPROVE / AMEND COMMISSIONER BOARD AGENDA:

Kim Woods, Human Services, added the following to the agenda:

- Approval of Health Care Quality Unit Agreement for Older Adult Services
- Approval of PA Health and Wellness, Inc. Agreement for Older Adult Services

- Commissioner Witherup made a motion to approve the agenda, with the above amendments, seconded by Commissioner Abramovic, aye all.

APPROVAL OF MINUTES FROM THE MAY 14, 2019 MEETING:

- Commissioner Abramovic made a motion to approve the minutes from the May 14, 2019 meeting, seconded by Commissioner Witherup, aye all.

PUBLIC COMMENT ON COMMISSIONER BOARD AGENDA:

There was no public comment offered on the Commissioner Board agenda.

COURT SUPERVISION SERVICES:

Mr. Daugherty, Director of Court Supervision Services, presented Ratification of Contract for Extended Warranty Agreement with BI Incorporated.

- Commissioner Abramovic made the motion to approve the above, seconded by Commissioner Witherup, aye all.

COURT ADMINISTRATION:

There was no business to be conducted.

ROW OFFICES:

There was no business to be conducted.

PRISON:

There was no business to be conducted.

COMMUNITY SERVICES ADMINISTRATION:

Rich Ruditis, Community Services Administration, presented Ratification of the Easement Agreement between Michael Thomas Kadylak and the County of Venango.

- Commissioner Witherup made the motion to approve the above, seconded by Commissioner Abramovic, aye all.

HUMAN SERVICES:

The following items were presented for approval by Kim Woods:

2019-2020 CONTRACTS

Item 1: Sugar Valley Lodge

(MH/DS)

Synopsis: Request Commissioner approval to enter into a contract with Sugar Valley Lodge for the period of July 1, 2019 through June 30, 2020. The provider will provide enhanced personal care for a maximum of 45 individuals at the rate of \$18.50 per day per individual. Also to contract for emergency temporary housing for up to 3 individuals at any given time at the rate of \$48 per day per individual as authorized by the County.

Item 2: VNA of Venango County

(OAS)

Synopsis: Request Commissioner approval to enter into a contract with VNA of Venango County for the period of July 1, 2019 through June 30, 2020. The provider will provide the following services to older individuals as authorized by the County: Personal Care at the rate of \$19.48 per hour, and Home Support (General) at the rate of \$19.48 per hour.

Item 3: Sugarcreek Borough Police Department

(MH)

Synopsis: Request Commissioner approval to enter into a contract with Sugarcreek Borough Police Department for the period of July 1, 2019 through June 30, 2020. Provider to provide emergency transport services of individuals originating within the Sugarcreek Borough limits to UPMC Northwest Medical Center located in Seneca, PA as authorized by the Human Services County Administrator or their designee. The county agrees to reimburse the provider for officer overtime costs at a rate of 1.5 times the actual hourly pay plus any other statutory or contractual costs of any officer that must be engaged in an overtime capacity to provide the transport services agreed upon herein.

Item 4: Community Services of Venango County

(OAS)

Synopsis: Request Commissioner approval to enter into a contract with Community Services of Venango County for the period of July 1, 2019 through June 30, 2020. Provider to manage all aspects of Venango County Senior Centers-County will reimburse provider for actual incurred expenses to the maximum of \$232,382. Title IIID Health and Wellness – County will reimburse provider for actual incurred expenses to the maximum of \$4,260. Parker Place – County will reimburse provider for actual incurred expenses to a maximum of \$8,900.

Item 5: Family Service and Children’s Aid Society

(OAS)

Synopsis: Request Commissioner approval to enter into a contract with Family Service and Children’s Aid Society for the period of July 1, 2019 through June 30, 2020. Provider to provide the following services to older individuals as authorized by the County: Home & Community Services Guardian and Non-Guardian Support - \$10.49 per unit (15 minutes equals one unit).

Item 6: Community Ambulance

(MATP)

Synopsis: Request Commissioner approval to enter into a contract with Community Ambulance for the period of July 1, 2019 through June 30, 2020. County agrees to reimburse the provider for the following: MATP transportation services for eligible Venango County individuals when authorized by the County at the rate of \$120.00 per one way trip and provider agrees to provide ambulance transport services for non-MATP individuals in need of such services as authorized by the Human Services Administrator or their designee. The County will reimburse the provider the approved Medicaid rate when no other third party reimbursement is available.

Item 7: United Way of Southwestern Pennsylvania

(HS)

Synopsis: Request Commissioner approval to enter into a contract with United Way of Southwestern Pennsylvania for the period of July 1, 2019 through June 30, 2020. Provider is to provide 211 Northwest Contact Center Services.

Item 8: Hand In Hand Christian Counseling

(MATP)

Synopsis: Request Commissioner approval to enter into a contract with Hand In Hand Christian Counseling for the period of July 1, 2019 through June 30, 2020. County will reimburse provider for the following: MATP transportation services for eligible Venango County individuals when authorized by the County at the rate of \$56.85 per one way trip.

Item 9: Amanda Gadsby

(EI)

Synopsis: Request Commissioner approval to enter into a contract with Amanda Gadsby for the period of July 1, 2019 through June 30, 2020. Provider to accept referrals for Speech Therapy for individuals referred from the Venango County Early Intervention Program for EI clients at the rate of \$31.76 per 15 minute unit and to participate in the evaluation process at the rate of \$229.90 per evaluation. The rates are set by the PA Office of Child Development and Early Learning.

Item 10: Beth Lesniak

(EI)

Synopsis: Request Commissioner approval to enter into a contract with Beth Lesniak for the period of July 1, 2019 through June 30, 2020. Provider to accept referrals for Special Instruction for individuals referred from the Venango County Early Intervention Program for EI clients at the rate of \$27.99 per 15 minute and to participate in the evaluation process as authorized by the Venango County Early Intervention Program. The rates are set by the PA Office of Child Development and Early Learning.

Item 11: Frances Stone DBA Morning Joy Counseling

(MH)

Synopsis: Request Commissioner approval to enter into a contract with Frances Stone DA Morning Joy Counseling for the period of July 1, 2019 through June 30, 2020. The provider agrees to provide counseling services to consumers as authorized by the Human Services County Administrator or their designee at the fee of \$80.00 per hour.

Item 12: Crawford County Mental Health Awareness Program (MH)

Synopsis: Request Commissioner approval to enter into a contract with Crawford County Mental Health Awareness Program for the period of July 1, 2019 through June 30, 2020. Provider is to provide Certified Peer Support services for individuals authorized by the Human Services County Administrator or their designee at the rate of \$32.00 per 15 minute unit for services not covered or billable under Medical Assistance.

FY 18-19 CONTRACTS

Item 1: Touch Stone Solutions, Inc.

(MHDS)

Synopsis: Request Commissioner approval to enter into a contract with Touch Stone Solutions, Inc. for the period July 1, 2018 through June 30, 2019. The provider will provide In-Home and Community Supports (Level 2) at the rate of \$8.08 per 15 minute unit. The rates are set by the PA Dept. or Human Services, Office of Developmental Programs.

AMENDMENTS/ADDENDUMS FY 2018-2019

Item 1: Hand in Hand Christian Counseling LLC

(MH/DS)

Request Commissioner approval to amend the FY 2018-2019 contract with Hand in Hand Christian Counseling LLC for the period of July 1, 2018 through June 30, 2019. Amend the contract to reimburse the provider to operate a Residential Home in Meadville, PA for 1 Venango County resident with a serious mental illness identified by the County. The Provider will be reimbursed for actual costs incurred to a maximum of \$30,000.00

Item 2: Venango Training and Development Center, Inc.

(MH/DS)

Request Commissioner approval to amend the FY 2018-2019 contract with Venango Training and Development Center, Inc. for the period of July 1, 2018 through June 30, 2019. The County will reimburse the provider for up to \$23,668 to purchase a new vehicle for the Fair Weather Lodge program per the documentation received from provider.

Item 3: Family Service & Children's Aid Society

(CYS)

Request Commissioner approval to amend the FY 2018-2019 contract with Family Service & Children's Aid Society for the period of July 1, 2018 through June 30, 2019. For Provider to use a portion of unused contract max for ESP program to purchase a new vehicle. The unused amount is \$20,898.

OTHER ITEMS:

Item 1: Approval of CYFS Resource Family Agreements

(CYS)

Request Commissioner approval to enter into seven Resource Family Agreements for the Foster/Kinship Care Program.

Item 2: Ratification of Residential Lease Agreement

(HS)

Request Commissioners to ratify Residential Lease Agreement with Shuffstall Properties, LLC for the period of June 1, 2019 through June 1, 2022. This agreement is for the rental of one two bedroom apartment at 1149 Liberty Street, Franklin, PA. The lease total is \$24,912.00 for the three year period.

Item 3: Approval of State Food Participation Statement

(CSS)

Request Commissioners to approve the State Purchase Contract Option Participation Statement. This is for the period of July 1, 2019 through June 30, 2020.

Item 4: Approval of Professional Services Agreement w/Susquehanna Software (MH)

Request Commissioners to approve the Professional Services Agreement with Susquehanna Software, Inc. for the period of May 15, 2019 through June 30, 2020.

Item 5: Approval of Health Care Quality Unit Agreement (OAS)

Request Commissioners to approve the Letter of Agreement between Butler County Human Services and Venango County for the implementation and oversight of a shared Health Care Quality Unit.

Item 5: Approval of PA Health & Wellness, Inc. Agreement (OAS)

Request Commissioners to approve the Provider Agreement with PA Health & Wellness, Inc. to establish Venango County Older Adult Services as a service coordinator provider for waiver services.

- Commissioner Abramovic made the motion to approve the above Human Services items, **EXCEPT OTHER ITEMS, #2, Ratification of Residential Lease Agreement**, seconded by Commissioner Witherup, aye all.

FINANCE ADMINISTRATION:

The following warrants were submitted for approval by Ms. Brick:

051719	201,220.64	Non-Human Service Warrant	
HS051719	214,313.78	Human Service Warrant	
HS051619	423.31	Human Service Warrant	
052419	614,314.11	Non-Human Service Warrant	
HS052419	214,977.68	Human Service Warrant	
SP052419	1,792.00	Non-Human Service Warrant	
053119	483,827.47	Non-Human Service Warrant	
HS053119	348,318.64	Human Service Warrant	
060719	118,026.01	Non-Human Service Warrant	
HS060719	150,838.55	Human Service Warrant	
EL060519	30,104.50	Non-Human Service Warrant	
	Total	2,378,156.69	

- Commissioner Witherup made a motion to approve the above warrants, seconded by Commissioner Abramovic, aye all.

Approval of Contract with Maximus (Cost Allocation Plan)

- Commissioner Abramovic made a motion to approve the above contract, seconded by Commissioner Witherup, aye all.

Fiscal Agent for NWWDB (Northwest Workforce Development Board)

Approval of Ratification of PFP Lease for Office Space

- Commissioner Witherup made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

HUMAN RESOURCES:

The following Human Resources items were presented for approval by Ms. Stephens:

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

PROBATIONARY NEW HIRE – In Department #305 (Prison) of **David Ace**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 05/21/19; Special Conditions:** Filling existing vacancy; action ratified at the June Prison Board meeting; of **Sharon Bussard**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 05/19/19; Special Conditions:** Filling existing vacancy; action ratified at the June Prison Board meeting; of **Crystal Miller**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 05/19/19; Special Conditions:** Filling existing vacancy; action ratified at the June Prison Board meeting; of **Brittney O'Brien**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 06/02/19; Special Conditions:** Filling existing vacancy; action ratified at the June Prison Board meeting; of **Jennifer Phillips**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 05/27/19; Special Conditions:** Filling existing vacancy; action ratified at the June Prison Board meeting; of **Dawn Rumbaugh**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 05/19/19; Special Conditions:** Filling existing vacancy; action ratified at the June Prison Board meeting; of **Alita Turner**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 05/22/19; Special Conditions:** Filling existing vacancy; action ratified at the June Prison Board meeting; of **Ruthie Weis**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 05/19/19; Special Conditions:** Filling existing vacancy; action to be ratified at the July Prison Board meeting. In Department #325 (911 Center) of **Nicole Peterson**, Telecommunicator I, Part-Time, 40 hours/pay, Non-Exempt Hourly Pay Grade 3, **effective 05/20/19; Special Conditions:** Filling existing vacancy. In Department #405 (Airport) of **James Stoops**, Maintenance Worker III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 10, **effective 05/16/19; Special Conditions:** Filling existing vacancy. In Department #531 (Human Services Clerical) of **Martha Shutka**, Department Clerk III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8, **effective 05/13/19; Special Conditions:** Filling existing vacancy.

PROMOTION – In Department #520 (Children & Youth) of **Megan McConnell** from Service Coordinator I (Recruitment & Retention), Probationary Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 5 to Service Coordinator II, Probationary Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6, **effective 05/27/19; Special Conditions:** Filling existing vacancy.

PROMOTION / CHANGE IN STATUS – In Department #325 (911 Center) of **Lauren Kemp** from Telecommunicator I Co-op, Temporary Part-Time, 40 hours/pay, Non-Exempt Hourly Pay Grade 1 to Telecommunicator I, Regular Part-Time, 40 hours/pay, Non-Exempt Hourly Pay Grade 3, **effective 06/02/19; Special Conditions:** Filling existing vacancy; temporary co-op service credited as probationary period.

LATERAL TRANSFER – In Department #160 (Maintenance) of **Micah DeWoody** from Maintenance Worker III – Shared, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 10 to Department #605 (Park), Maintenance Worker III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 10, **effective 06/02/19**; **Special Conditions:** Filling existing vacancy.

END OF PROBATION – In Department #160 (Maintenance) of **Adam Fox**, Maintenance Worker II, SEIU Position, **effective 05/16/19**. In Department #190 (Planning) of **Zifei “Joyce” Jiang**, GIS Planner, **effective 02/20/19**. In Department #530 (PIC Unit) of **Dallas Spruill**, Service Coordinator III, **effective 05/13/19**.

DISCONTINUANCE OF OUT OF CLASS COMPENSATION – In Department #531 (Human Services Clerical) of **Stacey Moronski**, Department Clerk III, SEIU Position, Full-Time, 80 hours/pay from SEIU Pay Grade 8 (\$10.21/hr.) to SEIU Pay Grade 8 (\$9.7920/hr.), **effective 06/03/18**; **Special Conditions:** Temporary assignment performing higher level duties has ended; “to” rate includes 2019 salary increase.

LEAVE OF ABSENCE / RATE ADJUSTMENT – In Department #520 (Children & Youth) of **Anna Shawgo** from Service Coordinator II, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6 (\$14.9234/hr.) to Service Coordinator II (CWEL position), Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6 (\$14.1772/hr.*) **effective 08/26/19**; **Special Conditions:** Educational leave of absence through the CWEL program through August 2021. During this period, salary will be paid at 95% of his current salary (\$14.1772/hr.*) and no salary increases may be granted during this period. Fringe benefits are not to exceed the amount permitted by the PA Department of Public Welfare. Children & Youth will invoice the University of Pittsburgh on a monthly basis for the appropriate amount of salary and benefits.

SEPARATION OF EMPLOYMENT – In Department #305 (Prison) of **Trevor Deibert**, Corrections Officer, AFSCME Position, **effective 05/22/19**; **Special Conditions:** Action ratified at the June Prison Board meeting; of **William Winters**, Deputy Warden, **effective 05/15/19**; **Special Conditions:** Action ratified at the June Prison Board meeting. In Department #325 (911 Center) of **Kelly Buchanan**, Telecommunicator II, **effective 06/01/19**. In Department #405 (Airport) of **Robert Christy**, Maintenance Worker III, SEIU Position, **effective 05/18/19**. In Department #520 (Children & Youth) of **Samantha Horn**, Service Coordinator Intern, **effective 05/31/19**.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

POSITION REALLOCATION / RATE ADJUSTMENT – In Department #305 (Prison) of **Eric Caffrey** from Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$12.0264/hr.) to Correctional Lieutenant, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6 (\$14.0996/hr.), **effective 05/19/19**; **Special Conditions:** Position reallocated as part of restructuring of Prison command staff; action ratified at the June Prison Board meeting; position reallocation ratified at the June Salary Board meeting; of **Dean Caldwell** from Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$15.2914/hr.) to Correctional Lieutenant, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6 (\$17.5670/hr.), **effective 05/19/19**; **Special Conditions:** Position reallocated as part of restructuring of Prison command staff; action ratified at the June Prison Board meeting; position reallocation ratified at the June Salary Board meeting; of **David Corle** from Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$12.3571/hr.) to Correctional Lieutenant, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6 (\$14.6996/hr.), **effective 05/19/19**; **Special Conditions:** Position reallocated as part of restructuring of Prison command staff; action ratified at the June Prison Board meeting; position reallocation ratified at the June Salary Board meeting; of **Scott Raecke** from Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$15.2914/hr.) to Correctional Lieutenant, Full-

Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6 (\$16.9430/hr.), **effective 05/19/19; Special Conditions:** Position reallocated as part of restructuring of Prison command staff; action ratified at the June Prison Board meeting; position reallocation ratified at the June Salary Board meeting; of **Kathryn Williams** from Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$15.4262/hr.) to Correctional Lieutenant, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6 (\$17.7073/hr.), **effective 05/19/19; Special Conditions:** Position reallocated as part of restructuring of Prison command staff; action ratified at the June Prison Board meeting; position reallocation ratified at the June Salary Board meeting; of **Jeffrey Wonderling** from Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$15.2914/hr.) to Correctional Lieutenant, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6 (\$17.5670/hr.), **effective 05/19/19; Special Conditions:** Position reallocated as part of restructuring of Prison command staff; action ratified at the June Prison Board meeting; position reallocation ratified at the June Salary Board meeting.

VOLUNTARY DEMOTION – In Department #530 (PIC Unit) of **Dallas Spruill** from Service Coordinator III, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 7 to Service Coordinator II, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6, **effective 07/01/19; Special Conditions:** Filling newly created position ratified at the May Salary Board meeting.

TEMPORARY NEW HIRE – In Department #160 (Maintenance) of **Jett Morrow**, Bridge Crew, Temporary Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 1, **effective 05/28/19; Special Conditions:** Filling newly created position ratified at the May Salary Board meeting; assignment to last through 08/25/19; of **Alexandria Strawbridge**, Bridge Crew, Temporary Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 1, **effective 05/28/19; Special Conditions:** Filling newly created position ratified at the May Salary Board meeting; assignment to last through 08/25/19. In Department #520 (Children & Youth) of **Samantha Horn**, Service Coordinator Intern, Temporary Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 1, **effective 05/13/19; Special Conditions:** Filling newly created position ratified at the April Salary Board meeting; Seasonal assignment to last no longer than 08/23/19 as part of the Recruiting and Retention program; of **Kelly Richard**, Service Coordinator Intern, Temporary Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 1, **effective 05/13/19; Special Conditions:** Filling newly created position ratified at the April Salary Board meeting; Seasonal assignment to last no longer than 08/30/19 as part of the Recruiting and Retention program. In Department #540 (MH/DS) of **Dalton Shuler**, Service Coordinator Intern, Temporary Full-Time, 72 hours/pay, Non-Exempt Hourly Pay Grade 1, **effective 05/13/19; Special Conditions:** Filling newly created position ratified at the April Salary Board meeting; Seasonal assignment to last no longer than 08/23/19 as part of the Recruiting and Retention program; of **Madison Veglia**, Service Coordinator Intern, Temporary Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 1, **effective 05/13/19; Special Conditions:** Filling newly created position ratified at the April Salary Board meeting; Seasonal assignment to last no longer than 08/23/19 as part of the Recruiting and Retention program. In Department #605 (Park) of **Sydney Caiarelli**, Department Clerk Intern, Temporary Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 1, **effective 05/20/19; Special Conditions:** Filling newly created position ratified at the May Salary Board meeting; assignment to last through 08/17/19.

TEMPORARY RE-HIRE – In Department #605 (Park) of **Nathaniel “Bo” Graham**, Maintenance Worker Intern, Temporary Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 1, **effective 05/20/19; Special Conditions:** Filling newly created position ratified at the May Salary Board meeting; assignment to last through 08/17/19.

CORRECTIONS TO 05/14/19 COMMISSIONER BOARD AGENDA

SEPARATION OF EMPLOYMENT – RETIREMENT – In Department #605 (County Park) of **Richard Mihalic**, County Park Director, **effective 06/29/19.**

Note: Employee revised resignation date to 06/30/19.

SEPARATION OF EMPLOYMENT – In Department #540 (MH/DS) of **Lindsey Strawbridge**, Service Coordination Supervisor, **effective 05/24/19**.

Note: Employee revised resignation date to 05/27/19.

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Witherup, aye all.

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

PROBATIONARY NEW HIRE – In Department #265 (Prothonotary) of **Elaine Dunlap**, Department Clerk II, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 2, **effective 06/04/19; Special Conditions:** Filling existing vacancy.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

PROBATIONARY NEW HIRE – In Department #270 (Sheriff's Office) of **Eric Lacey**, Deputy Sheriff – School Resource Officer (SRO), Part-Time, 40 hours/pay, Non-Exempt Hourly Pay Grade 6, **effective 06/17/19; Special Conditions:** Filling newly created position ratified at the June Salary Board meeting; of **Richard Wadlow**, Deputy Sheriff – School Resource Officer (SRO), Part-Time, 40 hours/pay, Non-Exempt Hourly Pay Grade 6, **effective 06/03/19; Special Conditions:** Filling newly created position ratified at the June Salary Board meeting.

PLANNING COMMISSION:

The following items were submitted for approval by Mr. Ruggiero:

Approval of Resolution #2019-09 – Funding for the Oil City Northside Urban Renewal Initiative Local Match Commitment

- Commissioner Witherup made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

Approval of Ratification of Resolution #2019-10 – Funding for Greenways, Trails and Recreation Program Local Match Commitment

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Witherup, aye all.

Approval of Resolution #2019-13 – Funding for the Unified Planning Work Program Initiative Match Commitment

- Commissioner Witherup made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

Approval of Resolution #2019-14 – Appointment of a Labor Standards Officer
Approval of Resolution #2019-15 – Appointment of a Language Access Coordinator
Approval of Resolution #2019-16 – Appointment of a 504 Officer

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Witherup, aye all.

Approval of a Grant Administration Agreement between the County of Venango and the Venango County Economic Development Authority

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Witherup, aye all.

Approval of Appointment of Ben Porter to the Venango County Regional Planning Commission
Approval of Appointment of Sue Smith to the Venango County Regional Planning Commission

- Commissioner Witherup made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

Approval of Ratification of Agreement of Sale with Penn DOT

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Witherup, aye all.

TWO MILE RUN COUNTY PARK:

Update on Park activities by Mr. Mihalic:

June 8th was the first horseback riding event

June 8th beach officially opened and there was a good crowd

The grass is very wet due to all of the rain

Next big event is IBO – International Bowhunting Organization, which is a national championship contest, over 1,000 were present last year, to be held on July 12th, 13th, & 14th

May have over budgeted on Deets Mechanical

June 30th will be Rich's official last day as he is retiring. Rich thanked everyone for their support over the years and welcomed Luke to the Park.

COUNTY ADMINISTRATION:

The following items were presented for ratification/approval by Sabrina Backer, Chief Clerk:

Approval of Ratification of ES&S (Election Systems & Software) Sales Order Agreement

- Commissioner Witherup made the motion to approve the above, seconded by Commissioner Abramovic, aye all.

Approval of Sourcewell State & Local FMV Lease (Postage Machine – Renewal of Lease)

- Commissioner Abramovic made the motion to approve the above, seconded by Commissioner Witherup, aye all.

Approval of Ratification of Agreement between County of Venango and Terra Works, Inc.

- Commissioner Witherup made the motion to approve the above, seconded by Commissioner Abramovic, aye all.

OTHER BUSINESS:

Rich Mihalic, Two Mile Run County Park, indicated a lease agreement for a right-of-way was to be signed this week.

PUBLIC COMMENT:

None

ADJOURNMENT

The meeting adjourned at 6:22 p.m. upon a motion by Commissioner Abramovic and seconded by Commissioner Witherup, aye all.

Respectfully submitted,

Jamie L. Kirkwood, Administrative Assistant