

Reviewed by: _____

**COMMISSIONER BOARD MINUTES
January 8, 2018**

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

Commissioner Timothy Brooks	Jillian Stephens, HR
Commissioner Vincent Witherup	Jason Ruggiero, Planning
Commissioner Albert Abramovic	Kim Woods, Human Services
Shelly Hartle, Chief Clerk	Rich Mihalic, Two Mile Run Park
Dottie Tawney, Administrative Assistant	Jim Meyer, Derrick Newspaper
Rich Winkler, Solicitor	Aly Delp, Explore Venango
Diona Brick, Fiscal	Pastor Doug Strawn, Canal Wesleyan Church

The Election Board, Retirement Board, and Salary Board meetings were 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:

Jill Stephens, HR, added the following to the agenda:

Approval of agreement with Clarion University for internships for students in the Criminal Justice program

Jason Ruggiero, Planning, added the following to the agenda:

Approval of grant for contract with Appalachian Regional Commission

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

APPROVAL OF MINUTES FROM THE DECEMBER 11, 2018 MEETING:

- Commissioner Abramovic made a motion to approve the minutes from the December 11, 2018 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 ADMINISTRATION:

There was no business to be conducted.

ROW OFFICES:

The follow items were presented by Shelly

Ratification of School/Sheriff Agreement with Franklin Area School District

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

Ratification of contract with Axon Enterprises for the purchase of tasers.

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

PRISON:

There was no business to be conducted.

COMMUNITY SERVICES ADMINISTRATION:

There was no business to be conducted.

HUMAN SERVICES:

The following items were presented for approval by Kim Woods:

NEW CONTRACTS 2018-2019

Item 1: Constable Eric Nikolaison

(MH)

Synopsis: Request Commissioner approval to contract with Constable Eric Nikolaison for the period July 1, 2018 through June 30, 2019. Provider is to provide transport services for individuals authorized by the Human Services County Administrator or their designee. The County agrees to reimburse the provider a \$60 service charge, \$40 per hour portal to portal fee, and the federal mileage reimbursement rate currently set at 54.5 cents per mile. The County also agrees to reimburse \$20 per hour for a female chaperone to accompany the provider when transporting a female individual authorized by the County.

OTHER ITEMS:

Item 1: Approval of CYFS Resource Family Agreements

(CYS)

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

Item 2: Approval of Aging Well PA, LLC agreement

(CYS)

Request Commissioner approval to amend the service agreement with Aging Well of PA.

Item 3: Approval of Operating Agreement with ODP

(HS)

Request Commissioner approval to replace the Agreement from July 1, 2017 with this 2019 Administrative Entity Operating Agreement between the Pennsylvania Department of Human Services, Office of Developmental Programs (ODP) and this Administrative Entity.

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

FINANCE ADMINISTRATION:

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

HS120618	5,644.38	Human Service Warrant	
SP120618	13,205.05	Non-Human Service Warrant	
121418	322,679.73	Non-Human Service Warrant	
HS121418	156,531.64	Human Service Warrant	
HS121318	102,176.50	Human Service Warrant	
SP121318	4,753.19	Non-Human Service Warrant	
SP121418	2,880.00	Non-Human Service Warrant	
HS121718	403.26	Human Service Warrant	
HS122118	412,177.37	Human Service Warrant	
122118	490,470.23	Non-Human Service Warrant	
SP122018	2,972.88	Non-Human Service Warrant	
HS122818	290,178.08	Human Service Warrant	
122818	404,285.53	Non-Human Service Warrant	
010419	118,158.63	Non-Human Service Warrant	
HS010419	25,997.33	Human Service Warrant	
	Total 2,352,513.80		

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

Approval of County 2019 Tax Rate

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

Approval of County Procurement Policy, which included a change in the bidding threshold.

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

Fiscal Agent for Northwest Pennsylvania Emergency Response Group (NWP AERG)

Approval of contract with Equipment Manager.

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

Fiscal Agent for NW Workforce Development Board (NWWDB)

There was no business to be conducted.

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 **Christian Gibson**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 12/30/18; Special Conditions:** Filling existing vacancy; action ratified at the January Prison Board meeting; of **Kelly McFadden**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 12/30/18; Special Conditions:** Filling existing vacancy; action ratified at the January Prison Board meeting; of **Andrew O’Polka**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 12/30/18; Special Conditions:** Filling existing vacancy; action ratified at the January Prison Board meeting. In Department #530 (PIC Unit) of **Nicole Snyder**, Service Coordinator III, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 7, **effective 01/14/19; Special Conditions:** Filling existing vacancy; receives \$500.00 sign-on bonus at time of employment and \$750.00 bonus after completion of 1 year in this position with satisfactory performance. In Department #531 (Human Service Clerical) of **Amy Stroup**, Department Clerk III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8, **effective 12/31/18; Special Conditions:** Filling existing vacancy; of **Ardelle Tologo**, Department Clerk III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8, **effective 12/10/18; Special Conditions:** Filling existing vacancy.

END OF PROBATION – In Department #160 (Maintenance) of **Henry Gent**, Maintenance Worker II, SEIU Position, **effective 12/19/18**. In Department #305 (Prison) of **Diane Mueller**, Corrections Officer, AFSCME Position, **effective 12/25/18; Special Conditions:** Action ratified at the January Prison Board meeting. In Department #531 (Human Service Clerical) of **Gail Stewart**, Department Clerk III, SEIU Position, **effective 12/12/18**.

INCREASE IN HOURS – In Department #540 (MH/DS) of **Debra Kapp**, Resource Navigator **from** Part-Time, 30 hours/pay, Non-Exempt Hourly Pay Grade 6 **to** Part-Time, 40 hours/pay, Non-Exempt Hourly Pay Grade 6, **effective 12/10/18**.

SEPARATION OF EMPLOYMENT – In Department #305 (Prison) of **Chelsea White**, Corrections Officer, AFSCME Position, **effective 01/06/19; Special Conditions:** Action ratified at the January Prison Board meeting. In Department #509 (Human Service Fiscal) of **Rachael McCall**, Fiscal Technician, SEIU Position, **effective 01/11/19**.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

PROBATIONARY NEW HIRE – In Department #540 (MH/DS) of **Nicole Novicki**, Senior Program Specialist, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 9, **effective 01/07/19; Special Conditions:** Filling newly created position ratified at the October Salary Board meeting; of **Rebekah Stoltz**, Service Coordinator II, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6, **effective 01/22/19; Special Conditions:** Filling newly created position ratified at the November Salary Board meeting.

TEMPORARY NEW HIRE – In Department #325 (911 Center) of **Lauren Kemp**, Telecommunicator I Co-op, Temporary Part-Time, 30 hours/pay, Non-Exempt Hourly Pay Grade 1, **effective 01/07/19; Special Conditions:** Filling newly created position ratified at the December Salary Board meeting; temporary assignment to last up to 4 months.

RE-HIRE – In Department #540 (MH/DS) of **Nerissa Weaver**, Resource Navigator, Temporary Part-Time, 20 hours/pay, Non-Exempt Hourly Pay Grade 6, **effective 01/03/19; Special Conditions:** Filling newly created position ratified at the November Salary Board meeting; temporary assignment to last through 06/30/19.

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

ROW OFFICES

Human Resource Items for Information Purposes

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

PROBATIONARY NEW HIRE – In Department #310 (Court Supervision Services) of **Anthony Felicetty**, ARD Probation Officer, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6, **effective 01/02/19; Special Conditions:** Filling existing vacancy.

OUT OF CLASS COMPENSATION – In Department #270 (Sheriff's Office) of **Merle Geisey**, Deputy Sheriff Sergeant, Full-Time, 80 hours/pay **from** Non-Exempt Hourly Pay Grade 7 (\$18.7081/hr.) **to** Non-Exempt Hourly Pay Grade 7 (\$20.00/hr.), **effective 12/10/18; Special Conditions:** Out of class assignment while covering responsibilities of the Chief Deputy Sheriff position.

END OF PROBATION – In Department #205 (Courts) of **Lois Dayton**, Administrative Assistant II, **effective 12/25/18**. In Department #265 (Prothonotary) of **Penny Whitmer**, Department Clerk II, **effective 01/16/19**. In Department #270 (Sheriff's Office) of **M. Paul Lehman**, Deputy Sheriff, **effective 01/09/19**.

SEPARATION OF EMPLOYMENT – RETIREMENT – In Department #205 (Courts) of **Nancy Cox**, Lead Court Recording Monitor/Transcriptionist, **effective 01/02/19**.

SEPARATION OF EMPLOYMENT – In Department #270 (Sheriff's Office) of **Danny Bimber**, Chief Deputy Sheriff, **effective 12/12/18**.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

POSITION RECLASSIFICATION / RATE ADJUSTMENT – In Department #205 (Courts) of **Gwendolyn Calhoun** from Court Reporter I, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6 (\$17.9978/hr.) to Lead Court Reporter, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6 (\$18.9978/hr.), **effective 01/03/19; Special Conditions:** Reclassification and rate adjustment due to taking on more complex duties in addition to current workload; position reclassified at the January Salary Board meeting.

Approval of Affiliation Agreement with Clarion University for Criminal Justice student interns.

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

PLANNING COMMISSION:

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

Approval of contract with Pennsylvania Emergency Management Agency- for the grant-funded purchase of generators

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

Approval of contract with Pennsylvania Emergency Management Agency- for the grant-funded purchase of messaging signs.

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

Approval of contract with Pennsylvania Emergency Management Agency- for the grant-funded purchase and installation of fiber optic line.

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

Approval of electronic signatory authority for Erik Johnson to submit financial invoices to the Commonwealth of PA, Department of Community & Economic Development for Contract #'s C00069220; C000066574; and C000063992

- Commissioner Abramovic made a motion to approve the above items, contingent on more complete information being provided to the solicitor, seconded by Commissioner Witherup, aye all.

Approval of grant for contract with Appalachian Regional Commission

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

TWO MILE RUN COUNTY PARK:

Mr. Mihalic presented the following items:

Update on Park activities:

2. Venango Fatherhood Initiative WinterFest is scheduled for January 26th, alternate date is February 2nd.
3. Trails need some work, there have been downed trees.
4. Upcoming dates for season to be scheduled.
5. There will not be a Polar Plunge this year due to an accident at last seasons event.
6. International Bowhunting Organization (IBO), has visited the park in preparation for this years' annual event.
7. Received Dam inspection report, there is a need for some minor repairs.

COUNTY ADMINISTRATION:

The following items were presented for ratification/approval by Ms. Hartle:

Approval of Proclamation for Venango County School Choice Week, January 20-26, 2019

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

OTHER BUSINESS

None

PUBLIC COMMENT

None

ADJOURNMENT

The meeting adjourned at 6:18 p.m. upon a motion by Commissioner Abramovic and a seconded by Commissioner Witherup aye all.

Respectfully submitted,

Dottie Tawney, Administrative Assistant