

Reviewed by:  _____

**COMMISSIONER BOARD MINUTES
MARCH 9, 2021**

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

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| Commissioner Samuel Breene | Justin Wolfe, Human Resources |
| Commissioner Michael Dulaney | Marie Plumer, Human Services |
| Commissioner Albert Abramovic | Luke Kauffman, Two Mile Run County Park |
| Sabrina Backer, Chief Clerk | Jason Ruggiero, Planning |
| Jamie Kirkwood, Admin. Asst. | Deborah Sharpe, Treasurer |
| Richard Winkler, Solicitor | Kara O'Neil, The Derrick |
| Diona Brick, Fiscal | Nathan Roggenkamp, Stream TV |
| Associate Pastor Sam Wagner | Tim Dunkle, Public Safety (via Zoom) |
| Christ United Methodist Church, Franklin, PA | |

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 Election Board meeting. The Election Board meeting was convened and adjourned prior to the state of the Commissioner Board meeting.

CALL TO ORDER:

Commissioner Breene called the meeting to order at 4:39 p.m.

APPROVE / AMEND COMMISSIONER BOARD AGENDA:

Marie Plumer made a motion to add 9B, Appointment of Regina Deloe to the Advisory Board for Human Services.

Diona Brick made a motion to remove 10B, Updated Procurement Policy

- Commissioner Dulaney made a motion to approve the agenda, seconded by Commissioner Abramovic, aye all.

APPROVAL OF MINUTES FROM THE FEBRUARY 9, 2021 MEETING:

- Commissioner Abramovic made a motion to approve the minutes from the February 9, 2021 meeting, seconded by Commissioner Dulaney, aye all.

PUBLIC COMMENT ON COMMISSIONER BOARD AGENDA:

None

COURT ADMINISTRATION:

The following item was presented by Diona Brick:

Approval of Contract with Daugherty Governmental Services, LLC

- Commissioner Abramovic made a motion to approve the agenda, seconded by Commissioner Dulaney, aye all.

ROW OFFICES:

No business to be conducted

PRISON:

No business to be conducted

COMMUNITY SERVICES ADMINISTRATION:

The following item were presented by Tim Dunkle:

Approval of Contract SBM Electronics, Inc.

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

HUMAN SERVICES:

The following items were presented for approval by Ms. Plumer:

CONTRACTS FY 20-21:

Item 1: Firetree, Ltd.

(SA)

Synopsis: Request Commissioners approval to enter into a contract with Firetree, Ltd., for the period of July 1, 2020 through June 30, 2021. Provider is to provide the following services at Facility #327023: Non hospital residential treatment at the rate of \$175.00 per day and non-hospital residential treatment co-occurring at the rate of \$261.00 per day and at Facility #327030: Halfway house male only at the rate of \$120.00 per day.

Item 2: Crawford County Drug & Alcohol Executive Commission, Inc. (SA)

Synopsis: Request Commissioners approval to enter into a contract with Crawford County Drug & Alcohol Executive Commission, Inc. for the period of January 1, 2021 through June 30, 2021. Provider to provide outpatient and intensive outpatient services. See attached sheet for rates.

ADDENDUMS:

Item 1: Venango Training & Development Center, Inc.

(MHDS)

Synopsis: Request Commissioners to approve an addendum with Venango Training & Development Center, Inc. for the period of January 1, 2021 through June 30, 2021. Addendum to cover increase in rates. Please see attached list for programs and rates.

Item 2: The Arc of Crawford County, Inc.

(MHDS)

Synopsis: Request Commissioners to approve an addendum with The Arc of Crawford County, Inc. for the period of January 1, 2021 through June 30, 2021. Addendum to cover increase in rates. Please see attached list for programs and rates.

Item 3: Hand in Hand Christian Counseling, LLC

(MHDS)

Synopsis: Request Commissioners to approve an addendum with Hand in Hand Christian Counseling, LLC for the period of January 1, 2021 through June 30, 2021. Addendum is for provider to perform psychiatric rehabilitation services at \$13.61 per 15 minute unit.

Item 4: Vallonia Industries, Inc.

(ID)

Synopsis: Request Commissioners to approve an addendum with Vallonia Industries, Inc. for the period of January 1, 2021 through June 30, 2021. Addendum is for provider to perform the following services for individuals authorized by the County: Community Participation Pre-Voc Lv 1 at \$2.96 per 15 minute unit, provide Transportation Zone 1 at \$33.83 per trip/Zone 2 at \$60.91 per trip/Zone 3 at \$69.19 per trip. ID rates are set by the PA Department of Human Services, Offices of Developmental Programs.

Item 5: United Community Independence Programs, Inc.

(MHDS)

Synopsis: Request Commissioners to approve an addendum with United Community Independence Programs, Inc. for the period of January 1, 2021 through June 30, 2021. Addendum is for provider to provide Community Participation Supports 1:2 at the rate of \$6.98 per 15 minute unit, Transportation Zone 1 at the rate of \$33.83 per trip, and Transportation Zone 2 at the rate of \$60.91 per trip. Provider will provide CPS Fac 1:2 to 1:3 at the rate of \$6.846 per 15 minute unit, CPS Fac 1:4 to 1:6 at a rate of \$5.23 per 15 minute unit. The rates are set by the PA Department of Human Services, Office of Developmental Programs.

Item 6: Community Resources for Independence

(MHDS)

Synopsis: Request Commissioners to approve an addendum with Community Resources for Independence for the period of January 1, 2021 through June 30, 2021. Addendum is for provider to provide Community Participation Supports 1:1 at the rate of \$12.81 per 15 minute unit. The rates are set by the PA Department of Human Services, Office of Developmental Programs.

Item 7: Touch-Stone Solutions, Inc.

(MHDS)

Synopsis: Request Commissioners to approve an addendum with Touch-Stone Solutions, Inc. for the period of January 1, 2021 through June 30, 2021. Provider is to perform the following services for individuals authorized by the County. ID rates are set by the PA Department of Human Services, Office of Developmental Programs. Please see attached list for the programs and the increased rates.

OTHER ITEMS:

Item 1: Approval of CYFS Resource Family Agreements

(CYS)

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

Item 2: Approval of Donald Shelatree to Older Adult Services Advisory Council (OAS)

Request Commissioners approval to appoint Donald Shelatree to a fifth three- year term on the Venango County Older Adult Services Advisory Council.

Item 3: Approval of George Merritt to Older Adult Services Advisory Council (OAS)

Request Commissioners approval to appoint George Merritt to a fifth three-year term on the Venango County Older Adult Services Advisory Council.

Item 4: Approval of MOU with Fayette County (HS)

Request Commissioners approval to enter into a MOU with Fayette County for the period of January 1, 2021 through June 30, 2021. This MOU is to administer PHARE HOME dollars in the amount of \$5,512.11.

Item 5: Approval of Warren-Forest Counties Liheap Contract (HOUSING)

Request Commissioners approval to contract for LIHEAP Crisis Services with Warren-Forest Counties Economic Opportunity Council, Inc. for the period of November 2, 2020 through April 30, 2021. Contract total is \$90,400.

Item 6: Approval of Washington County Agreement (CYS)

Request Commissioners approval to enter into a Purchase of Service Agreement with Washington County Children and Youth Social Service Agency and Washington County Office of Juvenile Probation for the period of July 1, 2020 through June 30, 2021. The contract total is \$100,000. We expect the entire use of this agreement to be the range of November 6, 2020 through January 12, 2021 for the amount of \$4,760. This is for the reimbursement for the use of a Foster Home licensed by Venango County.

Item 7: Approval of MOU with Diana T. Myers & Associates, Inc. (OAS)

Request Commissioners approval to enter into a MOU with Diana T. Myers & Associates, Inc. for the period of January 1, 2021 through September 30, 2021. County to pay the provider for research and program development for SHARE housing. County will pay provider \$135 per consulting hour, \$35 per hour for travel time plus expenses for mileage, lodging, and meals (if applicable). Total not to exceed \$7975.

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

Approval of Appointment of Regina Deloe to the Advisory Board for Human Services

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

FINANCE ADMINISTRATION:

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

021221	\$196,592.04	Non-Human Service Warrant	
HS021221	\$274,690.72	Human Service Warrant	
SP021121	\$6,435.87	Non-Human Service Warrant	
021921	\$1,495,402.72	Non-Human Service Warrant	
HS021921	\$239,181.93	Human Service Warrant	
SP021721	\$724.64	Non-Human Service Warrant	
022621	\$201,970.66	Non-Human Service Warrant	
HS022621	\$208,463.40	Human Service Warrant	
SP030121	\$22,395.63	Non-Human Service Warrant	
030521	\$1,149,160.82	Non-Human Service Warrant	
HS030521	\$100,922.07	Human Service Warrant	
	Total \$3,895,940.50		

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

Acceptance of Cost Allocation Plan

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

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

No business to be presented

Fiscal Agent for NWWDB (Northwest Workforce Development Board)

No business to be presented

HUMAN RESOURCES:

The following Human Resources items were presented for approval by Mr. Wolfe:

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

END OF PROBATION – In Department #520 (CYS) of Evelyn Kovacs, Service Coordinator II, **effective 02/17/21**; of Kaylee Weaver, Service Coordinator II, **effective 2/18/21**. In Department #530 (PICS) of Brynn Baughman, Service Coordinator III, **effective 03/03/21**.

JOB TITLE CHANGE – In Department #305 (Prison) of **Crystal Miller** from Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11 to Correctional Sergeant, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 01/25/21**. **Special Conditions:** Action ratified at the February Prison Board meeting.

SEPARATION OF EMPLOYMENT – In Department #305 (Prison) of **Steven Dashner**, Corrections Monitor, **effective 02/16/21**; **Special Conditions:** Action ratified at the March Prison Board meeting; of **Mirrissa Fleming**, Corrections Officer, **effective 02/26/21**; **Special Conditions:** Action to be ratified at the April Prison Board meeting; of **Ryan Moronski**, Corrections Officer, **effective 3/17/21**; **Special Conditions:** Action ratified at the March Prison Board meeting; of **John Sparger**, Corrections Officer, **effective 02/26/21**; **Special Conditions:** Action ratified at the March Prison Board meeting; of **Lindsay Vaughn**, Corrections Officer, **effective 02/25/21**; **Special Conditions:** Action to be ratified at the April Prison Board meeting. In Department #405(Airport) of **Brandy Brown**, Maintenance Worker III, **effective 01/29/21**. In Department #520(CYS) of **Lanado Fleming**, Service Coordination Supervisor, **effective 03/22/21**. In Department #530(PICS) of **Ryan Kaputa**, Service Coordinator III, **effective 02/25/21**.

SEPARATION OF EMPLOYMENT – RETIREMENT – In Department #305 (Prison) of **Kelly McKenzie**, Warden, **effective 02/05/21**.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

POSITION REALLOCATION/ RATE ADJUSTMENT – In Department #530 (PICS) of **Jennifer Lytle** from Service Coordinator Supervisor, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 9 (\$18.7507/hr.) to Senior Service Coordination Supervisor, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 10 (\$19.9652/hr.), **effective 02/10/21**. **Special Conditions:** Per administrative rules, promotion after 6 months; filling newly created position ratified at the March Salary Board meeting.

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

PLANNING COMMISSION:

The following items were presented by Mr. Ruggiero:

Approval of Contract with Metal Fence Supply Company, LLC

Approval of Contract with Mobilcom

Approval of Contract ECS&R

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

Approval of Phase II proposal from Amos Rudolph Architecture, LLC

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

Approval of SOA for Two Mile Run County Park with LSSE

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

TWO MILE RUN COUNTY PARK:

Update on Park activities presented by Mr. Kauffman:

- Polar Plunge was great, raised over \$2,000
- April 3 trout season begins
- Off Season camping is available
- Mountain Bike Race is coming up April 24 & 25

COUNTY ADMINISTRATION:

The following items were presented by Ms. Backer, Chief Clerk:

Ratification of Contract with Northwest Commission for Administration of CHIRP (COVID HOSPITALITY INDUSTRY RELIEF PROGRAM)

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

Proclamation for Pennsylvania 811 Sage Digging Month

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

Approval of Resolution 2-2021, Oakland Township Property

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

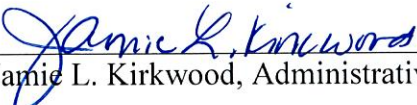
OTHER BUSINESS: NONE

PUBLIC COMMENT: NONE

ADJOURNMENT

The meeting adjourned at 5:00 p.m. upon a motion by Commissioner Dulaney, and seconded by Commissioner Abramovic, aye all.

Respectfully submitted,



Jamie L. Kirkwood, Administrative Assistant