

Reviewed by: _____

**COMMISSIONER BOARD MINUTES
SEPTEMBER 10, 2019**

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

Commissioner Timothy Brooks
Commissioner Vincent Witherup
Commissioner Albert Abramovic
Sabrina Backer, Chief Clerk
Jamie Kirkwood, Administrative Assistant
Richard Winkler, Solicitor
Deborah Sharpe, Treasurer
Diona Brick, Fiscal
Luke Kauffman, Two Mile Run County Park
Justin Wolfe, Human Resources
Eric Reamer, Oil City Free Christian Church

Jason Ruggiero, Planning
Kim Woods, Human Services
Jeff Ruditis, Venango Co. Prison
Kelly McKenzie, Venango Co. Prison
Chris Rossetti, Explore Venango
Judy Etzel, The Derrick
Kara O'Neil, The Derrick
Sam Breene
Mike Dulaney
Bonnie Summers

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 6:06 p.m.

APPROVE / AMEND COMMISSIONER BOARD AGENDA:

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

APPROVAL OF MINUTES FROM THE AUGUST 13, 2019 MEETING:

- Commissioner Witherup made a motion to approve the minutes from the August 13, 2019 meeting, seconded by Commissioner Abramovic, 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:

There was no business to be conducted.

PRISON:

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

Ratification of Advertising Agreement by and between Venango County Prison and Partners for a Safer America, Inc., DBA Jail Advertising Network.

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

Ratification of RELIAS Agreement.

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

Ratification of NUCTECH Body Inspection System.

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

COMMUNITY SERVICES ADMINISTRATION:

There was no business to be conducted.

HUMAN SERVICES:

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

2019-2020 CONTRACTS

Item 1: Mars Home For Youth

(CYS)

Synopsis: Request Commissioner approval to enter into a contract with Mars Home For Youth for the period of July 1, 2019 through June 30, 2020. The provider will provide Multi-Systemic Therapy for \$36,000, Intensive Aftercare Program for \$73,815, and HiFi Wraparound for \$204,218.

Item 2: George Junior Republic

(CYS)

Synopsis: Request Commissioner approval to enter into a contract with George Junior Republic for the period of July 1, 2019 through June 30, 2020. The provider is to provide group home or residential services to county as needed at the rates ranging from \$78.99 to \$326.36.

Item 3: Avanco

(CYS/MH/DS)

Synopsis: Request Commissioner approval to enter into a contract with Avanco for the period of July 1, 2019 through June 30, 2020. Provider to provide user access (75 users) secure and backup client data and to provide telephone support for the Mental Health and Child Welfare Services software ICAMS. Contract Total \$40965.40 CYS, and Consulting \$10,000

Item 4: ACHIEVA Support

(EI)

Synopsis: Request Commissioner approval to enter into a contract with ACHIEVA Support 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 @28.83 per 15 minute unit 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 5: Regional Counseling Center, Inc.

(MH)

Synopsis: Request Commissioner approval to enter into a contract with Regional Counseling Center, Inc. for the period of July 1, 2019 through June 30, 2020. Provider will be reimbursed for the following services as authorized by the County: 1) Rep Payee \$50.17 per client per month; 2) Forensic Mental Health Counseling \$55.00 per hour; 3) Psychiatric Support not to exceed \$250 per hour for physician services and cost reimbursement for lodging and meals; 4) Mobile Medication Program \$86.72 per hour per person for individuals with no third party means; 5) Mobile Psychiatric Rehabilitation \$16.56 per 15 minute unit; 6) Adolescent Acute Partial Program at the rate of \$30.00 per hour or \$180.00 per day; 7) Intensive Outpatient at the MA billable rate of \$35.91 per hour for individuals who are uninsured or underinsured; 8) Transitions Program at the rate of \$36.00 per 15 minute unit; 9) Hoarding and Recovery and Maintenance Program at the rate of \$35.00 per 15 minute unit to the maximum of \$10,000.00; 10) Outpatient Services at the MA rate for all individuals who are uninsured or underinsured to the maximum reimbursement of \$373,663.00; 11) Medication Program to the maximum of \$2,700.00; 12) Parent Child Interaction Therapy at the rate of \$128.80 per hour.

Item 6: Family Service & Children's Aid Society

(CYS)

Synopsis: Request Commissioner approval to enter into a contract with Family Service & Children's Aid Society for the period of July 1, 2019 through June 30, 2020. Provider to provide CYFS Parent Support/Lice 1966 units @\$11.79 = \$23,179.14, Supervised Visitation 776 units @8.55 = \$6,635, In-Home D&A 5340 units @\$30 = \$160,200, Effective Safe Parenting 11198 units @\$30 = \$335,940, and Venango Fatherhood Initiative 2900 units @\$30 = \$87,000.

Item 7: MaherDuessel

(OAS)

Synopsis: Request Commissioner approval to enter into a contract with MaherDuessel for the period of July 1, 2019 through June 30, 2020. Provider to assist in the Protective Services investigations of elder financial exploitation and to perform litigation services as requested. Their services will be an hourly rate plus out-of-pocket expenses as follows: Partner \$195 per hour, Manager \$175 per hour, and Staff \$125 per hour. Testimony services will be \$295 per hour plus out-of-pocket expenses.

OTHER ITEMS:

Item 1: Approval of CYFS Resource Family Agreements (CYS)

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

Item 2: Approval of Agreement with aha! Process, Inc. (HS)

Request Commissioners approval to enter into an agreement with aha! Process, Inc. in the amount of \$5,500 for a workshop/training program.

Item 3: Contract with Svetz Consulting Services, LLC (HS)

Request Commissioners approval to enter into a contract with Svetz Consulting Services, LLC. for the period of July 1, 2019 through June 30, 2020. Provider will provide a Work Readiness & Entrepreneur Development Program. Contract amount is \$3,175.

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

Ratification of CWEL Agreement.

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

FINANCE ADMINISTRATION:

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

HS080719	243.97	Human Service Warrant	
081619	293,106.64	Non-Human Service Warrant	
HS081619	188,621.41	Human Service Warrant	
082319	1,133,596.31	Non-Human Service Warrant	
HS082319	231,133.46	Human Service Warrant	
SP082319	175.00	Non-Human Service Warrant	
HS082219	50,000.00	Human Service Warrant	
083019	744,415.61	Non-Human Service Warrant	
HS083019	87,128.39	Human Service Warrant	
HS082919	268.00	Human Service Warrant	
090619	136,973.13	Non-Human Service Warrant	
HS090619	116,123.18	Human Service Warrant	
	Total 2,981,785.10		

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

HUMAN RESOURCES:

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

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

PROBATIONARY NEW HIRE – In Department #305 (Prison) of **Courtney Hines**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 08/20/19; Special Conditions:** Filling existing vacancy; action ratified at the September Prison Board meeting; of **Marcy Perry**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 08/14/19; Special Conditions:** Filling existing vacancy; action ratified at the September Prison Board meeting. In Department #405 (Airport) of **David Phillips**, Maintenance Worker III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 10, **effective 08/26/19; Special Conditions:** Filling existing vacancy. In Department #520 (Children & Youth) of **David Carfang**, Service Coordinator II, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6, **effective 09/17/19; Special Conditions:** Filling existing vacancy; receives \$750.00 sign-on bonus upon meeting eligibility requirements and \$750.00 bonus after completion of 1 year in this position with satisfactory performance; of **Jennifer Impell**, Service Coordinator II, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6, **effective 09/23/19; Special Conditions:** Filling existing vacancy; receives \$750.00 sign-on bonus upon meeting eligibility requirements and \$750.00 bonus after completion of 1 year in this position with satisfactory performance. In Department #530 (PIC Unit) of **Michael Anderson**, Service Coordinator III, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 7, **effective 09/03/19; Special Conditions:** Filling existing vacancy; receives \$750.00 sign-on bonus upon meeting eligibility requirements and \$750.00 bonus after completion of 1 year in this position with satisfactory performance; of **Kevin Lantz**, Service Coordinator II, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6, **effective 08/19/19; Special Conditions:** Filling existing vacancy; receives \$750.00 sign-on bonus upon meeting eligibility requirements and \$750.00 bonus after completion of 1 year in this position with satisfactory performance.

PROMOTION / TRANSFER – In Department #531 (Human Services Clerical) of **Stacey Moronski** from Department Clerk III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8 to Department #509 (Human Services Fiscal), Fiscal Technician, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 10, **effective 09/01/19; Special Conditions:** Filling existing vacancy.

OUT OF CLASS COMPENSATION – In Department #325 (911 Center) of **Tracy McFarland**, Telecommunicator I, Full-Time, 80 hours/pay **from** Non-Exempt Hourly Pay Grade 3 (\$11.9634/hr.) **to** Non-Exempt Hourly Pay Grade 3 (\$12.5240/hr.), **effective 09/09/19; Special Conditions:** Out of class assignment to last through 10/05/19 while performing the duties of Telecommunicator II.

DISCONTINUANCE OF OUT OF CLASS COMPENSATION – In Department #325 (911 Center) of **Terry Wygant**, Telecommunicator I, Full-Time, 80 hours/pay **from** Non-Exempt Hourly Pay Grade 3 (\$12.5240/hr.) **to** Non-Exempt Hourly Pay Grade 3 (\$11.9634/hr.), **effective 09/08/19; Special Conditions:** Temporary assignment performing higher level duties has ended.

END OF PROBATION – In Department #520 (Children & Youth) of **Quinton Clark**, Service Coordinator II, **effective 08/19/19**. In Department #531 (Human Services Clerical) of **Shanda Kelly**, Department Clerk III, SEIU Position, **effective 08/14/19**; of **Martha Shutka**, Department Clerk III, SEIU Position, **effective 08/15/19**.

SEPARATION OF EMPLOYMENT – In Department #130 (Human Resources) of **Jillian Stephens**, Human Resources Director, **effective 08/16/19**. In Department #160 (Maintenance) of **Britton Backer**, Bridge Crew, **effective 08/16/19**; of **Jett Morrow**, Bridge Crew, **effective 08/23/19**; of **Mason Powers**, Bridge Crew, **effective 08/16/19**; of **Alexandria Strawbridge**, Bridge Crew, **effective 08/23/19**. In Department #190 (Planning) of **Zifei (Joyce) Jiang**, GIS Planner, **effective 08/30/19**. In Department #325 (911 Center) of **Leanne Goreczney**, Telecommunicator I, **effective 08/29/19**. In Department #530 (PIC Unit) of **Kevin Lantz**, Service Coordinator II, **effective 08/22/19**.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

None.

CORRECTION TO 08/13/19 COMMISSIONER BOARD AGENDA

RETURN FROM LEAVE / TRANSFER / RATE ADJUSTMENT – In Department #520 (Children & Youth) of **Gregory Nageotte** from Service Coordinator III, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 7 (\$16.3862/hr.) to Department #530 (PIC Unit), Service Coordinator III, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 7 (\$17.9455/hr.), **effective 08/07/19**; *Special Conditions: Rate adjustment includes 2018 and 2019 annual increases provided upon return from CWEL.*

Note: Effective date of return should reflect 08/08/19.

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

Commissioner Brooks congratulated Justin Wolfe as the new Human Resources Director and welcomed him.

PLANNING COMMISSION:

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

Approval of existing contract with Nestor Resources, Inc. for Recycling Center.

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

Approval of contract with Advanced Disposal for additional bins to Two Mile Run County Park.

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

Ratification of offer to purchase right-of-way from the Oil Creek and Titusville Railroad.

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

Ratification of offer to purchase right-of-way from the Commonwealth of Pennsylvania.

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

Approval of Oakland Township's Liquid Fuels request for repairs to drainage surrounding Reynolds Bridge on Creek Road

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

TWO MILE RUN COUNTY PARK:

The following item was submitted for approval by Mr. Kauffman:

Ratification of Schnabel Engineering for Annual Dam Inspection.

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

Update on Park activities by Mr. Kauffman:

Monte Carlo Trail Ride is September 14th

PEC Statewide Ride is September 19th – 22nd

Three Rivers Boat Race is September 21st

COUNTY ADMINISTRATION:

The following items were presented by Commissioner Brooks:

Ratification of Bill of Sale to Dan Prichard for “Gibbs”, one Labrador retriever.

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

Resolution 2019-20, Opposition to the Announced Closure of Polk State Center.

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

Ratification of Whalen Contracting, Inc., for work at Magisterial District Judge Fish’s Office.

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

Ratification of Justin Wolfe as new Human Resources Director.

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

OTHER BUSINESS:

None

PUBLIC COMMENT:

None.

ADJOURNMENT

The meeting adjourned at 6:21 p.m. upon a motion by Commissioner Witherup and seconded by Commissioner Abramovic, aye all.

Respectfully submitted,

Jamie L. Kirkwood, Administrative Assistant