COMMISSIONER BOARD MINUTES
September 15, 2026

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

Commissioner Samuel Breene
Commissioner Kenneth J. Bryan
Commissioner Timothy Heffernan
Dorothy "Dottie" Tawney, Chief Clerk
Regina Meador, Admin. Assistant
Rich Winkler, Solicitor
Jeannie Ritchey, Treasurer
Michael Anderson - Fiscal
Amanda Virgile, HR
Amie Wood-Wessell, Human Services
Laura Anna, Elections and Voter Registration
Joshua Sterling - Planning

Irene McCabe
Ralph Montgomery, Oil Region Rising Indivisible
Peter Fitzpatrick
Katherine Ulisky

Commissioner Samuel Breene, said the invocation before the meeting.

All rose and said the Pledge of Allegiance.

The Election Board meeting was convened and adjourned. The Retirement Board meeting was convened and adjourned. The Salary Board meeting was convened and adjourned.

1. Commissioner Breene called the Commissioner Board meeting to order at 2:51 p.m.

2. Commissioner Heffernan made a motion to approve the agenda for August 11, 2026, seconded by Commissioner Bryan, aye all.

3. Commissioner Bryan made a motion to approve the minutes from the August 11, 2026 meeting, seconded by Commissioner Heffernan, aye all.

4. There was no public comment on the Commissioner Board Agenda.

5. **Court Administration:**

   a. Approval for Jeri L. Bolton serving as the Title IV-D contracted attorney hourly rate change
      - Commissioner Heffernan made a motion to approve the above, seconded by Commissioner Bryan, aye all.

   b. Approval for Chad Templin, Esquire serving as the Title IV-D attorney
      - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Heffernan, aye all.

6. **Row Offices:** No business to be presented.

7. **Prison:** No business to be presented.

8. **Community Services Administration:** No business to be presented

9. **Human Services:**
   a. Human Services Agenda for approval, Attachment C:

Attachment C – Human Service Contracts
2026-2027 Contract

Item 1: Sugarcreek Borough Police Department **MH**
Synopsis: Request Commissioners' approval for the renewal of the existing contract with Sugarcreek Borough Police Department. Contract for the period of July 1, 2026 thru June 30, 2027.
Purpose of Contract: 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 Humans Services County Administrator or their designee. The County agrees to reimburse the Provider for officer overtime costs at a rate of the 1.5 times the actual hourly pay plus any other statuary or contractual costs of any officer that must be engaged in an overtime capacity to provide the transport services agreed upon herein.

Item 2: Family Pathways **CYFS**
Synopsis: Request Commissioners' approval for the renewal of the existing contract with Family Pathways. Contract for the period of July 1, 2026 thru June 30, 2027.
Purpose of Contract: To provide Foster Care services at rates between $25.00 and $106.20 as approved by the County.

Item 3: Peter von Korff, PhD **CYFS**
Synopsis: Request Commissioners' approval for the renewal of the existing contract with Peter von Korff, PhD. Contract for the period of July 1, 2026 thru June 30, 2027.
Purpose of Contract: Provide Bonding Assessments at $125/hour and Provide Mental Health Assessment at $125/hour

Item 4: Craig Psychological Associates, Inc. **CYFS**
Synopsis: Request Commissioners' approval for the renewal of the existing contract with Craig Psychological Associates, Inc. Contract for the period of July 1, 2026 thru June 30, 2027.
Purpose of Contract: Provide Foster Parent Evaluations at $150 per evaluation and
Provide Court Ordered Evaluations at $64.35 per hour

Item 5: Kidspeace National Centers, Inc. **CYFS**
Synopsis: Request Commissioners' approval for the renewal of the existing contract with Kidspeace National Centers, Inc. Contract for the period of July 1, 2026 thru June 30, 2027.
Purpose of Contract: To provide foster care services at a range of $124.42 to $145.59 as approved by the County
To provide residential placement services at a range of $676.74 to $1,003.40 as approved by the County
To provide Aftercare Services at $80.00 per hour as approved by the County
To provide Personal Care Costs at $3.00 per day as approved by the County
To provide One-on-Once Services at $80.00 per hour as approved by the County

Item 6: Perseus House, Inc. **CYFS**
Synopsis: Request Commissioners' approval for the renewal of the existing contract with Perseus House, Inc. Contract for the period of July 1, 2026 thru June 30, 2027.
Purpose of Contract: To provide Transitional Living at $314.31 per day as approved by the County
To provide Shelter Services at $337.65 per day as approved by the County
To provide Intensive Treatment at $365.40 per day as approved by the County

Item 7: Grace Learning Center **CYFS**
Synopsis: Request Commissioners' approval for the renewal of the existing contract with Grace Learning Center. Contract for the period of July 1, 2026 thru June 30, 2027.
Purpose of Contract: To help provide after school childcare at the rate of $8.25 per hour, per child as approved by the county

Item 8: Alliance for Non-Profit – E-Systems **SUD**

Synopsis: Request Commissioners' approval to renew an existing contract with Alliance for Non-Profit – E-Systems for the period of July 1, 2026 thru June 30, 2027.
Purpose of Contract: To cover the monthly usage fee of $850 per month for Case Management and Authorization software for SUD.
Annual Amount: $10,200

Amendment's

Item 1: Davis Archway Treatment Center **SUD**

Request Commissioners approval to amend the existing Service Agreement with Davis Archway Treatment Center, date effective July 1, 2026.
Purpose of Amendment: To provide non-hospital detox at facility #107112 at a rate of $553.00/day, non-hospital residential services at facility #107112 at a rate of $316.00/day, and halfway house at facility #107036 at a rate of $161.00/day
All MAT to be billed at actual pharmacy cost

Item 2: Outside in School of Experiential Education, Inc. **SUD**

Request Commissioners approval to amend the existing Service Agreement with Outside in School of Experiential Education, Inc., date effective July 1, 2026.
Purpose of Amendment: To provide non-hospital adolescent residential services (male only) at facility #657038 at a rate of $359.00 per day

Item 3: Ellen O'Brien Gaiser Addiction Center, Inc. **SUD**

Request Commissioners approval to amend the existing Service Agreement with Ellen O'Brien Gaiser Addiction Center, Inc., date effective July 1, 2026.
Purpose of Amendment: To provide non hospital residential treatment at facility #101064 at a rate of $294.00 per day - MAT will be billed at actual pharmacy costs

Item 4: Ascend Clinical Services/Teen Challenge **SUD**

Request Commissioners approval to amend the existing Service Agreement with Ascend Clinical Services/Teen Challenge, date effective July 1, 2026.
Purpose of Amendment: To provide the following SUD services: 3.7WM (Facility#062579) - $537.00/day 3.5 (Facility#707087) - 220.00/day; 3.5 (Facility#062579) - $306.00/day; 2.1 (Licensing #067093) - $10.87/15 min unit; 2.1 (Facility#707087) – $10.87/15 min unit; (Licensing #067093) - 10.87/15 min unit; 1.0 (Facility #707087) - $10.87/15-min unit; all MAT at actual pharmacy cost

Item 5: Family Services and Children's Aid Society – SAP Program **SUD**

Request Commissioners approval to amend the existing Service Agreement with Family Services and Children's Aid Society – SAP Program, date effective July 1, 2026.
Purpose of Amendment: The Provider will provide the Student Assistance Program involving site-based student screenings and assessments for Mental Health and Substance Use Disorder recommendations The Program will be cost reimbursed with a max contract of $80,623 for FY 26-27

Item 6: Pyramid Healthcare, Inc. **SUD**

Request Commissioners approval to amend the existing Service Agreement with Pyramid Healthcare, Inc., date effective July 1, 2026.
Purpose of Amendment: facility #707233 detox: 3.7wm - $444.01/day, 3.7 - $302.51/day, 3.7enh - $355.01/day; residential 3.5 - $348.24/day; 3.5enh - $365.66
facility #077019 detox: 3.7wm - $435.00/day, 3.7 - $367.00/day, residential 3.5 - $309.00/day; 3.5enh - $338.00facility #707235 residential - 3.5 $321.67; MAT all facilities at actual pharmacy costs

Addendum's

Item 1: Venango Training & Development Center, Inc. **MH**
Request Commissioners approval to add an addendum to the existing contract with Venango Training & Development Center, Inc. for the period of July 1, 2026 through June 30, 2027.
The purpose of the Addendum: Provider wishes to receive two vehicles from Venango County to be used for Fairweather Lodge and the Crossing Bridges Program.
Vehicles must be used in these programs and cannot be sold
without County approval for 3 years.

Ratifications

Item 1: Sugar Valley Lodge **MH**
Request Commissioners approval for ratification of Sugar Valley Lodge contract to provide; To contract with the Provider for enhanced personal care for a maximum of 45 individuals at the rate of $30.77 per day per individual, maximum budget $505,397.25
Also to contract for emergency temporary housing for up to 2 individuals at any given time at the rate of $70/day occupied per individual and $50/day for 1 room unoccupied as authorized by the County.

Other ITEMS:

Item 1: Approval of CYFS Resource Family Agreements **CYFS**
Request Commissioners approval to enter SIX Resource Family Agreements for the Foster/Kinship Care Program.

Item 2: OAS Advisory Board Council **OAS**
Request Commissioners approval to appoint Marti Shutka and Julie Hovis to a three (3) year term on the Venango County Older Adults Advisory Council.

- Commissioner Bryan made a motion to approve the above Human Service items (Attachment C), seconded by Commissioner Heffernan, aye all.

10. FINANCE ADMINISTRATION:

a. Warrants – Attachment D:
b. Sugar Valley Lodge Budget Amendment

Attachment D – Fiscal Warrants

081426	$231,162.13	Non-Human Service Warrant	
HS081326	$129,259.04	Human Service Warrant	
HS081426	$95,636.35	Human Service Warrant	
082126	$1,446,295.72	Non-Human Service Warrant	
HS082126	$109,758.23	Human Service Warrant	
OP082026	$2,000.00	Non-Human Service Warrant	
HS082026	$496.00	Human Service Warrant	
HS082426	$34,193.84	Human Service Warrant	
082826	$348,416.55	Non-Human Service Warrant	
HS082826	$501,030.66	Human Service Warrant	
090426	$158,481.00	Non-Human Service Warrant	
HS090426	$73,666.35	Human Service Warrant	
091126	$355,539.64	Non-Human Service Warrant	
HS091026	$123,879.04	Human Service Warrant	
HS091126	$244,558.70	Human Service Warrant	
TOTAL	**$3,854,373.25**		

- Commissioner Bryan made a motion to approve the above (Attachment D), seconded by Commissioner Heffernan, aye all.

Fiscal Agent for NWPAERG (Northwest PA Emergency Response Group)

No business to be presented

Fiscal Agent for NWWDB (Northwest Workforce Development Board)

a. Approval of Cleaning Contract

11. Human Resources:

a. Human Resources Agenda Items for Approval – Attachment E:
b. Human Resources Items for Information Purposes – Attachment F:

Attachment E – Human Resource Agenda Items

PERSONNEL ACTIONS FOR THE MONTH

PROBATIONARY NEW HIRE

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Nate Beerbower	305	Prison	Corrections Officer	PF	80	AFSC	11	08/17/26
2	Jeffery Boal	305	Prison	Corrections Officer	PF	80	AFSC	11	08/24/26
3	Lorigene Thomas	305	Prison	Corrections Officer	PF	80	AFSC	11	08/25/26
4	Stephanie Scudese	510	Older Adult Services	Aging Care Manager	PF	80	HSNEHR	1	08/17/26
5	Krista Wiltrout	510	Older Adult Services	Volunteer / Apprise Coordinator	PF	80	HSNEHR	1	08/17/26
6	Payge Bailey	520	Children & Youth	CPS/GPS Investigator	PF	80	HSNEHR	4	08/31/26
7	Daphanny Baker	520	Children & Youth	Family Case Consultant	PF	80	HSNEHR	4	08/17/26
8	Bethany Coutz	520	Children & Youth	Sr. Program Spec. - Diversion	PF	80	HSEXEM	1	08/18/26
9	Cassandra Cox	520	Children & Youth	CPS/GPS Supervisor	PF	80	HSEXEM	1	08/17/26
10	Heather Fox	520	Children & Youth	Family Case Consultant	PF	80	HSNEHR	4	08/31/26
11	Angela Latshaw	520	Children & Youth	Department Clerk III - Floater	PF	80	SEIU	8	08/03/26
12	Angela McGinnis	520	Children & Youth	CPS/GPS Investigator	PF	80	HSNEHR	4	08/17/26
13	Chloe Sherman	520	Children & Youth	Service Cooridnation Intern	PF	80	NEHR	1	08/31/26
14	Thomas Cairns	530	PIC Unit	Crisis Investigation Specialist	PF	80	HSNEHR	5	08/03/26
15	Thomas Ward	530	PIC Unit	Crisis Investigation Specialist	PF	80	HSNEHR	5	09/01/26
16	Melanie Sparks	540	MH/DS	Service Coordinator - MH/TCM	PF	80	HSNEHR	3	08/31/26
17	Noah Taylor	540	MH/DS	Service Coordinator - MH/TCM	PF	80	HSNEHR	3	08/31/26
18	Daniel Ferguson	570	Community Support Svc.	Case Manager - SDoH	PF	80	HSNEHR	1	08/31/26

RE-HIRE

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Bryan Smith	520	Children & Youth	CPS/GPS Investigator	PF	80	HSNEHR	4	08/17/26

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END OF PROBATION

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Lindsey McElhattan	305	Prison	Corrections Officer	FT	80	AFSC	11	07/19/26
2	Emily Stone	305	Prison	Corrections Officer	FT	80	AFSC	11	07/30/26
3	Noah Stump	305	Prison	Correctional Corporal	FT	80	AFSC	11	07/31/26
4	Ashley Abbott	520	Children & Youth	Department Clerk III	FT	80	SEIU	8	08/11/26
5	Jennifer Lauer	520	Children & Youth	CPS/GPS Investigator	FT	80	HSNEHR	4	08/17/26
6	Glenn Speer	605	Park	Maintenance Worker iV	PT	30	SEIU	12	08/20/26

SEPARATION OF EMPLOYMENT - END OF ASSIGNMENT

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Kaden Kiselka	160	Maintenance	Bridge Crew	TFT	80	NEHR	1	08/07/26
2	Jaden Wehrle	160	Maintenance	Bridge Crew	TFT	80	NEHR	1	08/07/26

SEPARATION OF EMPLOYMENT

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Katelyn Antramgarza	305	Prison	Corrections Officer	PF	80	AFSC	11	08/05/26
2	Hunter Littlefield	305	Prison	Corrections Officer	PF	80	AFSC	11	08/31/26
3	Lindsey McElhattan	305	Prison	Corrections Officer	FT	80	AFSC	11	08/28/26
4	Shannon Trousdale	305	Prison	Corrections Officer	PF	80	AFSC	11	08/05/26
5	Jesse Urey	305	Prison	Corrections Officer	PF	80	AFSC	11	06/05/26
6	Tracy McFarland	325	911 Center	Telecommunicator II	FT	80	NEHR	6	08/25/26
7	Amber Mayner	520	Children & Youth	Child Welfare Case Aide	PF	80	SEIU	12	08/04/26
8	Erica Ondrusek	520	Children & Youth	CPS/GPS Investigator	PF	80	HSNEHR	4	08/12/26

- Commissioner Bryan made a motion to approve to the above (Attachment E), seconded by Commissioner Heffernan, aye all.

Attachment F – Row Office Agenda Items

PERSONNEL ACTIONS AS A RESULT OF EXISTING VACANCIES

PROBATIONARY NEW HIRE

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Robert Dick	210	Domestic Relations	Enforcement Officer II	PF	80	NEHR	5	08/24/26
2	Kassandra Rodgers	210	Domestic Relations	Intake / Alt. Conference Officer	PF	80	NEHR	5	08/10/26

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RE-HIRE

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Joseph McFadden	205	Courts	Law Clerk	PF	80	LEGL	2	08/10/26
2	Reiley Gordon	240	MDJ 3-4	Legal Secretary II	PF	75	NEHR	3	08/31/26

SEPARATION OF EMPLOYMENT

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Ronald Woods	210	Domestic Relations	Enforcement Officer II	FT	80	NEHR	5	08/27/26

12. Planning Commission:

a. Approval of contract for Mobilcom Customer Support Plan for Venango County Recycling Center Video System

13. Two Mile Run County Park: Commissioner Bryan, *gave an update on park activities:*

- **R100 Archery Competition** was held Friday, September 11th through Sunday, September 13th
  - 11 states represented and 1 province
    - NJ, NY, PA, VA, MD, WV, AL, OH, IN, MI, TX
    - Quebec
  - 877 people registered (record number registered, top R100 of the year)

- **2026 Monte Carlo Trail Fundraiser** – Saturday, September 26th @ Lockwood
  - Registration 8:30-10:30am; $25
  - Open to horse riders, cars, and E-bikes
    - Different trails will be used for different types of transportation
  - Proceeds benefit the trails at the park
  - More information posted on the Park's Facebook page

- **2026 BooMile** – Friday, October 23rd 6:00-9:00pm
  - Trunk registration link posted on the Park's Facebook page

- **ScaryTree Acres** – October 2nd – October 31st
  - Friday and Saturday nights from 7:00-11:00pm
  - 4 attractions for 1 price
  - Discount tickets until September 26th - $20 per person; $25 per person at the door

- **Campground** – last day is Sunday, November 1st (then will close for the season)

14. County Administration:

a. Ratification of Agreement for Pirrello Enterprises Inc. service needs.
   - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Heffernan, aye all.

b. Ratification of Proclamation for National Suicide Prevention Month 135 attendees
    - Commissioner Heffernan made a motion to approve the above, seconded by Commissioner Bryan, aye all.

c. Ratification of Agreement for Tax Claim Software Contract – RBA Professional Data Systems, INC.
    - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Heffernan, aye all.

d. Ratification of Contract for Neumo Tax & Licensing, LLC., for Land Records Management System
    - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Heffernan, aye all.

e. Approval of Resolution of the County of Venango, Pennsylvania, to name the Sugarcreek Bridge (Buttermilk Hill Road Bridge) as the "Charlie McDaniel" Memorial Bridge
    - Commissioner Heffernan made a motion to approve the above, seconded by Commissioner Bryan, aye all.

f. Approval of Resolution of the County of Venango, Pennsylvania, to authorize an agreement with the City of Oil City under the Intergovernmental Cooperation Act to provide for service by the Oil City Fire Chief as the County Director of Public Safety and Emergency Management Director
    - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Heffernan, aye all.

g. Approval of Resolution regarding Victory Elementary School
    - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Heffernan, aye all.

15. Other business: None

16. Public Comment: Katherine Ulisky wanted to discuss the Proposed Advisory Resolution, FASD, Victory Elementary.

17. The meeting adjourned at 3:27 p.m. upon a motion by Commissioner Bryan, seconded by Commissioner Heffernan, aye all.

NEXT MEETING DATE: The next public meeting will be held at 3:00 p.m. October 20, 2026, in Room 100 of the Courthouse Annex to conduct county business.

Respectfully submitted,

Regina Meador

Regina Meador,
Administrative Assistant

Reviewed by:

Samuel H. Breene

Kenneth J. Bryan

Timothy M. Heffernan