COMMISSIONER BOARD MINUTES
October 27, 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
Justine Wolfe, HR
Christie Johnson, Human Services
Laura Anna, Elections and Voter Registration
Joshua Sterling - Planning
Kara Pfingstl – The Derrick
Pastor Dan Murray – Living Streams Ministries, OC
John Mullen, Airport Director

Pastor Dan Murray – Living Streams Ministries, OC, 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 2:40 p.m.
2. Commissioner Bryan made a motion to approve the agenda for September 15, 2026, seconded by Commissioner Heffernan, aye all.
3. Commissioner Heffernan made a motion to approve the minutes from the September 15, 2026 meeting, seconded by Commissioner Bryan, aye all.
4. There was no public comment on the Commissioner Board Agenda.
5. **Court Administration:** No business to be presented
6. **Row Offices:**
    a. Approval of Engagement Letter - Solicitor Services for the Sheriff Department
        - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Heffernan, aye all.
7. **Prison:** No business to be presented.
8. **Community Services Administration:**
    a. Approval of Hangar change for Mr. Richard Shields
        - Commissioner Heffernan made a motion to approve the above, seconded by Commissioner Bryan, aye all.

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

Attachment C – Human Service Contracts
2026-2027 Contract

Item 1: Regional Counseling Center, Inc **AAA**

Synopsis: Request Commissioners' approval for a new contract with Regional Counseling Center, Inc. Contract for the period of September 15, 2026 thru June 30, 2027.
Purpose of the Contract: To provide psychological and neuropsychological evaluations to older adults as needed and requested by Protective Services at the rate of $500 per authorization, service will include evaluation, reports and intellectual testing.

Item 2: Richard Winkler **MH**

Synopsis: Request Commissioners' approval for a new contract with Richard Winkler. Contract for the period of July 1, 2026 thru June 30, 2027.
Purpose of the Contract: Provider will act as the Mental Health Review Officer in mental health commitment hearings at a rate of $120 per hearing and will file the appropriate paperwork with the courts.

Renewal's

Item 1: Project Point of Light/Brenda Manno **CYFS**

Synopsis: Request Commissioners' approval for the renewal of the existing contract with Project Point of Light/Brenda Manno. Contract for the period of July 1, 2026 thru June 30, 2027.
Purpose of Contract: To provide Sexual Offender & Sexual Abuse Victim Services, Internet Monitoring Services, Court Services, Family Intervention Services, and Batterers' Intervention/Anger Management Services at a range of $25.00 to $700.00 as determined necessary and approved by the County.

Item 2: George Junior Republic in Pennsylvania **CYFS**

Synopsis: Request Commissioners' approval for the renewal of the existing contract with George Junior Republic in Pennsylvania. Contract for the period of July 1, 2026 thru June 30, 2027.
Purpose of Contract: To provide group home and residential services at a range of $209.63 to $890.01 as determined necessary by the County.

Item 3: JusticeWorks YouthCare, Inc. **CYFS**

Synopsis: Request Commissioners' approval for the renewal of the existing contract with JusticeWorks YouthCare, Inc. Contract for the period of July 1, 2026 thru June 30, 2027.
Purpose of Contract: To use the VIP Program for JPO at a rate of $120.62 per hour up to the Max of $69,000.00.
To use the IL Program for JPO at a rate of $128.13 per hour up to the Max of $120,000.00.
The IL Program is now funded under Special Grants.
Per Provider-Stipends and the Culinary Program are included in the IL Program Budget.

Item 4: Sugar Valley Lodge, Inc. **SUD**

Synopsis: Request Commissioners' approval for the renewal of the existing contract with Sugar Valley Lodge, Inc. Contract for the period of July 1, 2026 thru June 30, 2027.
Purpose of Contract: To provide temporary Emergency Housing at the rate of $70.00/Day.

Item 5: Therapy House, LLC. **EI**

Synopsis: Request Commissioners' approval for the renewal of the existing contract with Therapy House, LLC. Contract for the period of July 1, 2026 thru June 30, 2027.
Purpose of Contract: To contract with the Provider to accept referrals for Occupational and Speech Therapy for children referred from the Venango County Early Intervention Program for EI clients at the rate of $37.13 per 15-minute unit. The rates are set by the PA Office of Child Development and Early Learning.

Item 6: Service Coordination Unlimited, Inc. **ID**

Synopsis: Request Commissioners' approval for the renewal of the existing contract with Service Coordination Unlimited, Inc. Contract for the period of July 1, 2026 thru June 30, 2027.
Purpose of Contract: To contract with the Provider to perform the following services for individuals authorized by the County: ID/A Supports Coordination at $27.21 per 15-minute unit.
ID rates are set by the PA Department of Human Services, Offices of Developmental Programs.

Item 7: Butler Medical Providers **MH**

Synopsis: Request Commissioners' approval for the renewal of the existing contract with Butler Medical Providers. Contract for the period of July 1, 2026 thru June 30, 2027.
Purpose of Contract: To reimburse the Provider at the fee of $1,000 per month for on-call support to the Venango County PIC - Protective, Intake, Crisis Unit during evening, weekend and holiday hours.

Item 8: Evolve Professional Counseling Services **MH**

Synopsis: Request Commissioners' approval for the renewal of the existing contract with Evolve Professional Counseling Services. Contract for the period of July 1, 2026 thru June 30, 2027.
Purpose of Contract: To provide counseling services not covered or billable under Medical Assistance, as authorized by Human Services Administrator or their designee. Rates are as follows:
Initial intake - $150, Session prices - $80-$150
Max contract is set at $9,000.00

Item 9: Family Services and Children's Aid Society – SAP Program **MH**

Synopsis: Request Commissioners' approval for the renewal of the existing contract with Family Services and Children's Aid Society. Contract for the period of July 1, 2026 thru June 30, 2027.
Purpose of Contract: 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

Item 10: Mars Home for Youth Family Services (MHY) **CYS**

Synopsis: Request Commissioners' approval for the renewal of the existing contract with Mars Home for Youth Family Services (MHY). Contract for the period of July 1, 2026 thru June 30, 2027.
Purpose of Contract: Provide Intensive Aftercare Program (IAP) at a rate of $39.70 per unit - MAX $118,091.00
Provide Multisystemic Therapy (MST) at a rate of $90.00 per unit - MAX $54,137.00
Provide Multisystemic Therapy PSB at a rate of $90.00 per unit - MAX $60,000.00
Provide High Fidelity Wraparound (HFW) at a rate of $35.84 per unit - MAX $281,851.00

Item 11: The Bair Foundation **CYS**

Synopsis: Request Commissioners approval for the renewal of the existing contract with The Bair Foundation. Contract for the period of July, 1 2026 thru June 30, 2027.
Purpose of Contract: Provide foster care services at a range of $83.36 to $186.74 as approved by the County.

Item 12: Bethesda Lutheran Services **CYS**

Synopsis: Request Commissioners approval for the renewal of the existing contract with Bethesda Lutheran Services. Contract for the period of July 1, 2026 thru June 30, 2027.
Purpose of Contract: Provide foster care and group home services at a range of $77.00 to $560.00 as approved by the County.

Item 13: Pathways Adolescent Center, Inc. **CYS**

Synopsis: Request Commissioners approval for the renewal of the existing contract with Pathways Adolescent Center, Inc. Contract for the period of July 1, 2026 thru June 30, 2027.
Purpose of Contract: Provide Group Home and Shelter Services at the range of $294.40 to $1950.00 as determined necessary by the County. Provide After Care and diagnostic services at request of the County (After Care $60.00 to $130.00) (Diagnostic Services $4000.00)

Item 14: Family Services and Children's Aid Society of Venango County **CYS**

Synopsis: Request Commissioners approval for the renewal of the existing contract with Pathways Adolescent Center, Inc Family Services and Children's Aid Society of Venango County. Contract for the period of July 1, 2026 thru June 30, 2027.
Purpose of Contract:
CYFS parent support/lice & bedbug 3,210 units @ $17.00 = $54,570.00
Supervised visitation 675 units @ $9.85 = $6,648.75
In-home D&A - FRP 7,000 units @ $30.00 = $210,000.00
Certified recover specialist max amount of $61,018.00
Youth connection max amount of $20,000.00
Fatherhood initiative - direct activity 2,860 units @ $36.04 = $103,074.40
Fatherhood initiative - direct collateral 240 units @ $20.00 = $4,800.00

Amendment's

Item 1: Community Services of Venango County **OAS**

Request Commissioners approval to amend the existing Service Agreement with Community Services of Venango County, date effective September 11, 2026.
Purpose of Amendment: The County will reimburse the provider for vehicle, up to the value of $5265 for use in the Older Adult Services Home Delivered Meal Program.
The County will place a lien on the vehicle for 18 months.
Vehicle- 2018 Ford Escape VIN#1FMCU9GD3JUD60769

Addendum's

Item 1: Venango Training and 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 add Supported Employment Transportation Services
Services not to exceed: $1,000

Item 2: Cornell Abraxas Group, LLC **CYS**
Request Commissioners approval to add an addendum to the existing contract with Cornell Abraxas Group, LLC for the period of July 1, 2026 through June 30, 2027.
The purpose of the Addendum: Provider will provide ARMHS-PRTF for $664.20 per day.

Item 3: E. Wachter Early Intervention Services, LLC. **EI**
Request Commissioners approval to add an addendum to the existing contract with Wachter Early Intervention Services, LLC for the period of July 1, 2026 through June 30, 2027.
The purpose of the Addendum: To add Speech therapy at $37.13 per 15-minut unit, not to exceed $74,260, Occupational Therapy at $37.13 per 15-minute unit, not to exceed $74,260, and Special Instruction at $30.58 per 15-minute unit, not to exceed $6,116.

Other ITEMS:

Item 1: State Food Purchase Program Grant Agreement **MH**

Request Commissioner's approval of the State Food Purchase Program Grant Agreement for State Fiscal Year ("SFY") 2026, in the amount of $112,824.80. The term of the agreement will being on the date of the last Commonwealth signature and will end on September 28, 2027. This agreement allows the County to purchase food with grand funds in accordance with the proportions, pricing, and other purchasing requirement of 7 Pa. Code § 160.8.

Item 2: Approval of CYFS Resource Family Agreements **CYFS**

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

- 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:

Attachment D – Fiscal Warrants

SP091426	$8,792.70	Non-Human Service Warrant	
091826	$199,022.80	Non-Human Service Warrant	
HS091826	$48,178.19	Human Service Warrant	
SP091726	$233,318.66	Non-Human Service Warrant	
SP091826	$1,400.00	Non-Human Service Warrant	
092526	$624,016.07	Non-Human Service Warrant	
HS092526	$481,204.66	Human Service Warrant	
HS092426	$74,133.00	Human Service Warrant	
100226	$562,970.61	Non-Human Service Warrant	
HS100226	$65,597.77	Human Service Warrant	
SP092926	$2,568.13	Non-Human Service Warrant	
100926	$207,111.75	Non-Human Service Warrant	
SP100626	$400.00	Non-Human Service Warrant	
HS100926	$326,766.79	Human Service Warrant	
SP100726	$128.42	Non-Human Service Warrant	
101626	$2,566,909.40	Non-Human Service Warrant	
HS101526	$118,133.70	Human Service Warrant	
HS101626	$194,218.10	Human Service Warrant	
SP101526	$1,933.39	Non-Human Service Warrant	
102326	$1,792,586.04	Non-Human Service Warrant	
HS102326	$460,801.14	Human Service Warrant	
TOTAL	**$7,970,191.32**		

- 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:

Attachment E – Human Resource Agenda Items

PERSONNEL ACTIONS FOR THE MONTH

PROBATIONARY NEW HIRE

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	John Mullen	405	Airport	Airport Director	PF	80	EXEM	4	09/07/26
1	Kayla Adams	507	Veterans' Affairs	Veterans' Service Officer	PF	80	SEIU	12	09/28/26
1	Melissa Abbott	520	Children & Youth	Outreach Case Consultant	PF	80	HSNEHR	1	09/14/26
1	Jeffrey Grabiak	520	Children & Youth	Sr. Program Specialist - QA/Training	PF	80	HSEXEM	1	09/28/26
1	Carla Winiecke	530	PIC Unit	Crisis Investigation Specialist	PF	80	HSNEHR	5	09/14/26

SEPARATION OF EMPLOYMENT - RETIREMENT

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Justin Dolby	325	911 Center	Deputy Director of 911	FT	80	NEHR	8	10/24/26

SEPARATION OF EMPLOYMENT - END OF TEMPORARY ASSIGNMENT

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Karlie Horn	520	Children & Youth	Summer Food Crew	TFT	80	NEHR	1	08/26/26
1	Brooke Kistler	520	Children & Youth	Summer Food Crew	TFT	80	NEHR	1	08/26/26
1	Jaylynne Konetsky	520	Children & Youth	Summer Food Crew	TFT	80	NEHR	1	08/21/26
1	Jullana Konetsky	520	Children & Youth	Summer Food Crew	TFT	80	NEHR	1	08/26/26
1	Ava Aaron	605	Park	Shack Shack Attendant	TFT	80	NEHR	1	09/07/26
1	Brynlee Barber	605	Park	Shack Shack Attendant	TFT	80	NEHR	1	09/07/26
1	Brookelynn Dengel	605	Park	Shack Shack Attendant	TFT	80	NEHR	1	09/07/26
1	Emma Donovan	605	Park	Shack Shack Attendant	TFT	80	NEHR	1	09/07/26
1	Layla Felmlee	605	Park	Lifeguard	TFT	80	NEHR	3	09/07/26
1	Tristan Fox	605	Park	Shack Shack Attendant	TFT	80	NEHR	1	09/07/26
1	Madyson Kissell	605	Park	Lifeguard	TFT	80	NEHR	3	09/07/26
1	Kash Martin	605	Park	Lifeguard	TFT	80	NEHR	3	09/07/26
1	Lucy Pedley	605	Park	Lifeguard	TFT	80	NEHR	3	09/07/26
1	Adam Reynolds	605	Park	Lifeguard	TFT	80	NEHR	3	09/07/26
1	Blake Schmidt	605	Park	Lifeguard	TFT	80	NEHR	3	09/07/26
1	Brett Schmidt	605	Park	Maintenance Worker Intern	TFT	80	NEHR	1	09/07/26
1	Addison Schnitzer	605	Park	Lifeguard	TFT	80	NEHR	3	09/07/26
1	Daphne Shawley	605	Park	Lifeguard	TFT	80	NEHR	3	09/07/26
1	Elizabeth Stoltz	605	Park	Lifeguard	TFT	80	NEHR	3	09/07/26

SEPARATION OF EMPLOYMENT

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Laini Vogan	140	Assessment	Department Clerk III	FT	80	SEIU	8	09/11/26
1	Thomas Ward	530	PIC Unit	Crisis Investigation Specialist	PF	80	HSNEHR	5	09/09/26
1	William McCloskey	520	Children & Youth	Family Case Consultant	FT	80	HSNEHR	4	10/01/26
1	John Oakes	540	MH/DS	Service Coordinator - MH/TCM	PF	80	HSNEHR	1	10/05/26
1	Becky Rhoades	540	MH/DS	Department Clerk III	FT	80	SEIU	8	09/02/26

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

b. Human Resources Items for Information Purposes – Attachment F:

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	Loney McKenzie	240	MDJ 3-4	Legal Secretary II	PF	80	NEHR	3	09/15/26
1	Emily Beals	265	Prothonotary	Department Clerk II - Civil	PF	80	NEHR	2	09/21/26
1	Allison Clingerman	265	Prothonotary	Department Clerk II - Civil	PF	80	NEHR	2	10/19/26
1	Makayla Yount	265	Prothonotary	Bookkeeper II	PF	80	NEHR	3	09/04/26
1	Kassidy Buckley	305	Prison	Corrections Officer	PF	80	AFSC	11	10/12/26

RE-HIRE

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Ashley Johnson	225	MDJ 3-1	Legal Secretary II	PF	80	NEHR	3	07/16/26

PROMOTION

#	Name		Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Noah Stump	From:	305	Prison	Corporal	FT	80	AFSC	11	
		To:	305	Prison	Correctional Lieutenant	FT	80	NEHR	8	10/07/26

END OF PROBATION

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Trista Cherish	305	Prison	Administrative Assistant II	FT	80	NEHR	5	09/30/26
1	Logan Confer-Sampsell	305	Prison	Corrections Officer	FT	80	AFSC	11	07/12/26
1	Caleb Kelly-Coxson	305	Prison	Corrections Officer	FT	80	AFSC	11	09/28/26
1	Jordan Domres	305	Prison	Corrections Officer	FT	80	AFSC	11	10/06/26
1	Robert Fattler	305	Prison	Corporal	FT	80	AFSC	11	09/17/26
1	Maxwell Roberts	305	Prison	Corrections Officer	FT	80	AFSC	11	07/19/26

SEPARATION OF EMPLOYMENT

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Lori Braun	270	Sheriff's Office	Administrative Assistant II	FT	80	NEHR	5	08/17/26
1	Nate Beerbower	305	Prison	Corrections Officer	PF	80	AFSC	11	09/22/26
1	Ellen Foy	305	Prison	Corrections Officer	FT	80	AFSC	11	10/07/26
1	Justin Plemmons	305	Prison	Correctional Lieutenant	FT	80	NEHR	8	09/17/26
1	Richard Tenney	305	Prison	Corrections Officer	FT	80	AFSC	11	09/11/26

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

c. Approval of Public-Facing Non-Discrimination Policy

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

d. Approval of Law Clerk Pay Procedure and Policy

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

e. Approval of Renewal of retainer agreement with Gabriel Fera

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

f. Approval of Renewal of UPMC for Life Contract

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

12. Planning Commission:

a. Approval of Cooperation Agreement for Administration of FFY 2026 Community Development Block Grant Funds for Cranberry Township

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

b. Approval of Cooperation Agreement for Administration of FFY 2026 Community Development Block Grant Funds for Sugarcreek Borough

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

c. Approval of Resolution for the County of Venango Community Development Block Grant 116-2022

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

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

- **Boo Mile** was held Friday, October 23rd
  - We had over 50 trunks
  - Mad Mac BBQ used 450 pounds of potatoes to make French fries for participants
  - Estimate of around 1500 attended
  - 4 truck/trailer drivers (thanks Ken and Sam) and 2 CATA buses
  - Another great Boo Mile!! Thank you to everyone that helped make this a great community event!!!

- **Campground**– last day is November 1st (then closes for the season)

- **PA Hunter Safety class** – Saturday, November 7th
  - Class is full with 80 registrants
  - Conducted by PA Game Commission

- **"Hope for the Holidays"** – Saturday, November 14th
  - Sponsored by Venango VNA Foundation and SMS Group
  - A community event for children and teens grieving the loss of a loved one

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

14. County Administration:

a. Ratification of Proclamation for Imagination Library

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

b. Approval of County of Venango 8X8 Renewal Contract with new era Technology has been tabled to November 17, 2026 Commissioner Board Meeting

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

c. Approval to nominate Carly Warner to serve on the NWPA Job Connect Board for a 2-year term from October 27, 2026 to October 27, 2028.

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

d. Approval of Proclamation for Operation Green Light for Veterans

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

15. Other business:

a. Introduction of John Mullen – Airport Director

16. Public Comment: None

17. The meeting adjourned at 3:05 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. November 17, 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

Samuel H. Breene

Kenneth J. Bryan

Kenneth J. Bryan

Timothy M. Heffernan

Timothy M. Heffernan