

*The mission of the employees of Venango County is to promote a spirit of cooperation and commitment by encouraging the active and informal partnership of Venango County residents in government thereby empowering citizens to shape a better community.
"We will strive to honor the past, serve the present, and touch the future."*

COMMISSIONERS' PUBLIC MEETING AGENDA

AUGUST 6, 2025

Invocation – Pastor Chad Troup, Fox Street Church of God, Rocky Grove
(Participation is voluntary)

Pledge of Allegiance

ELECTION BOARD

1. Call to Order
2. Approval of minutes from July 8, 2025 Meeting
3. Public comment on Election Board Agenda
4. Election Board Items for Consideration
 - a. Voter Registration Statistics
 - b. Election Integrity Grant Program
 - c. Library Referendum
 - d. Upcoming Outreach
 - e. Upcoming Important Election Dates
5. Other Business
6. Public Comment
7. Adjournment

RETIREMENT BOARD

1. Call to Order
2. Approval of minutes from July 8, 2025 Meeting
3. Public Comment on Retirement Board Agenda
4. Retirement Board Items for Consideration
 - a. Attachment A
5. Other Business
 - a. Approval of Contract with Foster & Foster for Actuarial Valuation Services

6. Public Comment

7. Adjournment

SALARY BOARD

1. Call to Order

2. Approval of Minutes from July 8, 2025 Meeting

3. Public Comment on Salary Board Agenda

4. Salary Board Items for Consideration

a. Attachment B

5. Other Business

6. Public Comment

7. Adjournment

COMMISSIONER BOARD

1. Call to Order

2. Approve/Amend Commissioner Board Agenda

3. Approval of Minutes from July 8, 2025 Meeting

4. Public Comment on Commissioner Board Agenda

5. **Court Administration:** No business to be presented

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

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

8. **Community Services Administration:**

a. Approval of contract with Procoom Systems to De-Install and Re-Install
911 Dispatch Console at new 911 Center

9. **Human Services:**

a. Human Services Agenda for approval – Attachment C

10. Finance Administration:

- a. Warrants – Attachment D

Fiscal Agent for NWPARG (Northwest PA Emergency Response Group)

- a. Approval of Strategy Solutions Contract

Fiscal Agent for NWWDB (Northwest Workforce Development Board)

No business to be presented

11. Human Resources:

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

12. Planning Commission:

- a. Signage of Minority and Women's Business Enterprise Plan with updated signature blocks
- b. Approval of Skyway Towers Escrow Agreement
- c. Approval of the 2024 Planning Commission Annual Report

13. Two Mile Run County Park:

- a. Update on Park and activities

14. County Administration:

- a. Approval of Ordinance #01-2025 authorizing the issuance of debt
- b. Approval of Resolution #2025-09 Hazard Mitigation Plan Update
- c. Contract with Vestis to supply rugs to 7 county facilities
- d. Proclamation – National Suicide Prevention Month

15. Other Business:

16. Public Comment:

17. Adjournment:

NEXT MEETING DATE: The next public meeting will be held at 4:30 p.m. Sept. 9, 2025, in Room 100 of the Courthouse Annex to conduct county business.

RETIREMENT BOARD AGENDA

August 6, 2025

Time: _____

Attendance: _____

Approval of Minutes:

A motion was made by _____ and seconded by _____ to waive the reading of the minutes of the 07/08/25 meeting, make them available for public inspection and approve them as submitted; aye all. Motion carried and was approved.

Public Comments:

Retirement Board Items for Consideration:

A motion was made by _____ and seconded by _____ to approve the application for the following employees to enter the Retirement Fund System:

NAME	EFFECTIVE DATE	PERCENTAGE
Nathen McDonough	07/08/2025	9%
Audrey McLaughlin	07/14/2025	9%
Logan Emig	07/14/2025	12%
Heather Jemmett	07/20/2025	9%
Dawn Barscz	07/21/2025	9%
Crystal Mohler	07/21/2025	9%
Drew Mears	07/21/2025	12%

Aye all; Motion carried and was approved.

A motion was made by _____ and seconded by _____ to authorize the Treasurer of the Retirement Board to issue checks to the following persons who are withdrawing their contributions plus interest in accordance with the Plan and County pension law:

NAME	AMOUNT	DISBURSEMENT DATE
Robyn Vogan	\$ 1,388.28	08/29/2025
Courtney Long	\$ 1,157.05	08/29/2025
Joseph Finlan	\$ 186.20	08/29/2025
Allison O'Keefe	\$ 3,766.04	08/29/2025
Adam Craig	\$ 10,754.50	08/29/2025
Michael Horn	\$ 4,115.68	08/29/2025
Abigail Joseph	\$ 4,471.33	08/29/2025
Jillian Hale	\$ 5,582.86	08/29/2025
Danielle Britt	\$ 6,333.23	08/29/2025
Chad Skokowski	\$ 1,197.23	08/29/2025
Tristin Siegel	\$ 47,382.22	08/29/2025

Aye all; Motion carried and was approved.

A motion was made by _____ and seconded by _____ to

RETIREMENT BOARD AGENDA

August 6, 2025

approve the following retirements: [Refunds; Normal (Superannuation) Retirements; Early Retirements; Death Benefits]

- 1) Notice to the Retirement Board of the death of retiree **Anna M. Harry** on **07/23/2025**. Anna had elected a "No Option" at the time of her retirement. There is no pension benefit, pro rata or otherwise, payable to her estate or beneficiaries.
- 2) Notice to the Retirement Board of the death of retiree **Daria E. Hutchinson** on **06/11/2025**. Daria had elected an "Option Four C" at the time of her retirement. . Her estate is entitled to a pro rata benefit of **\$277.56** to be paid for 11 days in the month of June 2025.
- 3) Notice to the Retirement Board of the death of retiree **Sharon K. Bradford** on **06/22/2025**. Sharon had elected an "Option Four A" at the time of her retirement. There is no pension benefit, pro rata or otherwise, payable to her estate or beneficiaries.
- 4) Motion to approve the superannuation retirement of **Tammy Reitz**, effective **6/14/2025**. She has elected "Option One" which entitles her to receive a monthly annuity of **\$101.79** payable throughout her lifetime. She is entitled to a pro rata benefit of **\$57.68** to be paid for 17 days in the month of June.
- 5) Motion to approve the superannuation retirement of **Jennifer R. Richards**, effective **8/06/2025**. She has elected "Option One" which entitles her to receive a monthly annuity of **\$1,375.40** payable throughout her lifetime. She is entitled to a pro rata benefit of **\$1,153.56** to be paid for 26 days in the month of August.
- 6) Motion to approve the superannuation retirement of **Lorie L. O'Neil**, effective **7/01/2025**. She has elected an "Option One" which entitles her to receive a monthly annuity of **\$309.16** payable throughout her lifetime. She is entitled to a pro rata benefit of **\$309.16** to be paid for 31 days in the month of July.

Aye all; motion carried and was approved.

Other Business: [Buy-backs; Administrative issues]

- 1.) **Robyn Vogan** failed to execute or file pension withdrawal documents within the established time frame, her accumulated deductions are being withdrawn in accordance with Retirement Board policy.
- 2.) **Courtney Long** failed to execute or file pension withdrawal documents within the established time frame, her accumulated deductions are being withdrawn in accordance with Retirement Board policy.
- 3.) **Joseph Finlan** failed to execute or file pension withdrawal documents within the established time frame, his accumulated deductions are being withdrawn in accordance with Retirement Board policy.

A motion was made by _____ and seconded by _____ to adjourn the meeting at _____; aye all. Motion was approved.

VENANGO COUNTY RETIREMENT BOARD

Samuel H. Breene

Kenneth J. Bryan

Albert A. Abramovic

Jeannie L. Ritchey

Dorothy L. Tawney

SALARY BOARD

August 6, 2025

ITEMS FOR CONSIDERATION

DEPARTMENT #509 HUMAN SERVICES FISCAL

<u>#</u>	<u>Action</u>	<u>Position</u>	<u>Status</u>	<u>Hr/Pay</u>	<u>Group</u>	<u>Grade</u>	<u>Effective</u>
1	ABOLISH	Fiscal Operations Officer I	FT	80	NEHR	8	6/23/2025
2	CREATE	Fiscal Operations Officer II	FT	80	NEHR	9	6/23/2025

DEPARTMENT #535 SUBSTANCE ABUSE

<u>#</u>	<u>Action</u>	<u>Position</u>	<u>Status</u>	<u>Hr/Pay</u>	<u>Group</u>	<u>Grade</u>	<u>Effective</u>
1	CREATE	Re-Entry / Inmate Services Care Management Specialist I	FT	80	HSNEHR	4	7/20/2025

* Attachment C

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 08/06/2025
RE: Items for Commissioner Approval

2025-2026 CONTRACT

Item 1: Valued Relationships, Inc.

OAS

Synopsis: Request Commissioners' approval for a renewal of an existing contract with Valued Relationships, Inc for the period of July 1, 2025 through June 30, 2026.
Purpose of Contract: To provide the following services to older individuals as authorized by the county- 911 Pendant Monitoring Services

Item 2: George Cavanaugh

MHDS

Synopsis: Request Commissioners approval for a renewal of an existing contract with George Cavanaugh for the period of July 1, 2025 through June 30, 2026.
Purpose of Contract: To compensate the consultant at \$50.00 per hour for up to 10 hours per week. Contract Max will be \$10,000.00

Item 3: City of Oil City

MHDS

Synopsis: Request Commissioners approval for a renewal of an existing contract with The City of Oil City for the period of July 1, 2025 through June 30, 2026.
Purpose of Contract: To provide emergency transportation services of individuals within the Oil City limits to UPMC Northwest Medical Center located in Seneca, PA.
Reimbursing the cost at 1.5 times the hourly pay plus and other statutory or contractual costs of any officer that must be engaged in an overtime capacity

Item 4: Community Services of Venango County

OAS

Synopsis: Request Commissioners approval for a renewal of an existing contract with Community Services of Venango County for the period of July 1, 2025 through June 30, 2026.
Purpose of Contract: To manage all aspects of Venango County Senior Centers. The County will reimburse for Senior Centers \$218,450 and HDM (Hot Delivered Meals) program \$81,655. Maximum total of \$300,115. Parker Place – The county will reimburse provider for actual incurred expenses to the maximum of \$10,900.

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 08/06/2025
RE: Items for Commissioner Approval

Item 5: Bruce Getsinger

MHDS

Synopsis: Request Commissioners approval for a renewal of an existing contract with Bruce Getsinger for the period of July 1, 2025 through June 30, 2026.
Purpose of Contract: Reimburse the provider as the Mental Health Review Officer for Mental Health Commitment Hearings at the rate of \$200 per hour.

Item 6: Erie County Care Management

ID

Synopsis: Request Commissioners approval for a new contract with Erie County Care Management for the period of July 1, 2025 through June 30, 2026.
Purpose of Contract: To provide ID/A Supports Coordination at the rate of \$27.21 per 15-minute unit. Contract max will be \$5,442.00.

Item 7: Service Access & Management, Inc.

ID

Synopsis: Request Commissioners approval for a renewal of an existing contract with Service Access & Management, Inc. for the period of July 1, 2025 through June 30, 2026.
Purpose of Contract: To provide Supports Coordination at the rate of \$27.21 per 15-minute unit. Contract max will be \$2,727.00

Item 8: Heather Morrison, Psychological Services

ID

Synopsis: Request Commissioners approval for a renewal of an existing contract with Heather Morrison, Psychological Services. for the period of July 1, 2025 through June 30, 2026.

Purpose of Contract: ID Provider will provide Cognitive Assessments, Record Review, ADOS-2 and booklets, Consultation (Diagnostic Clarification), WAIS-5 Record Forms, Response Booklets, Standard License, and Digital Administration. ABAS-3 Forms

Contract Max will be \$10,000

Item 9: Regional Counseling Center, Inc.

MHDS

Synopsis: Request Commissioners approval for a renewal of an existing contract with Regional Counseling Center, Inc. for the period of July 1, 2025 through June 30, 2026.
Purpose of Contract: Provider agrees to provide Rep Payee services at \$55/client/month Max \$23,100, Mobile Med Program at \$23.31/15 min unit - Max \$6,247.08; Mobile Psychiatric Rehab - \$17.64/15-min Max - \$6,879.60; Child & Adolescent Acute Partial \$40.00/hr Max \$36,000; Intensive Outpatient \$45.88/hour/person Max \$7,340.80; Transitions Program \$39.00/15 min Max \$8,112;

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 08/06/2025
RE: Items for Commissioner Approval

Hoarding and Recovery and Maint. Program \$39.00/15 min Max \$10,000; Outpatient Program - Max Contract \$235,882; Transitions Housing Program - Max Contract \$53,600

Item 10: Regional Counseling Center

MHDS

Synopsis: Request Commissioners approval to renew an existing contract with Regional Counseling Center for the period of July 1, 2025 through June 30, 2026. Purpose of contract: This renewal includes the lease for our Grandview Building for Programming.

Item 11: The Pointe

MHDS

Synopsis: Request Commissioners approval to renew a Lease Agreement with The Pointe for the period of July 1, 2025 through June 30, 2026. Purpose of contract: Lease for space for programming on Seneca Street, in Oil City.

Item 12: The ARC of Clarion

ID

Synopsis: Request Commissioners approval for a renewal of an existing contract with The ARC of Clarion. for the period of July 1, 2025 through June 30, 2026. Purpose of Contract: Provider agrees to provide Companion Services at \$8.33/min unit, In Home & Com Sup, Lv. 2 Services at \$11.10/15min unit, In Home & Com Sup, Lv. 1 at \$6.22/15 min unit, Respite Services \$ \$8.59/15 min unit and Respite Day services at \$343.22/Day

Item 13: Family Services and Children's Aid Society – SAP Program

MHDS

Synopsis: Request Commissioners approval for a renewal of an existing contract with Family Services and Children's Aid Society – SAP Program. for the period of July 1, 2025 through June 30, 2026. 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 \$161,246.

Item 14: Family Services and Children's Aid Society

MHDS

Synopsis: Request Commissioners approval for a renewal of an existing contract with Family Services and Children's Aid Society. for the period of July 1, 2025 through June 30, 2026. Purpose of Contract: The Provider will provide Family Foundations Program for Family Based Mental Health Services at the rate of \$26.93 per 15-minute unit with a contract max of \$16,158, and Home and Community Services Specialized Support Services for

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 08/06/2025
RE: Items for Commissioner Approval

MH consumers at the rate of \$15.80 per 15-minute unit with a contract max of \$162,297.60.

Item 15: Family Services and Children's Aid Society

OAS

Synopsis: Request Commissioners approval for a renewal of an existing contract with Family Services and Children's Aid Society. for the period of July 1, 2025 through June 30, 2026.

Purpose of Contract: To provide the following services to older individuals as authorized by the County: Home & Community Services Non-Guardian - \$15.80 per 15-minute unit, projected units = 1,091. Agreement maximum is \$17,237.80.

Item 16: OneWell, LLC

MHDS

Synopsis: Request Commissioners approval for a renewal of an existing contract with OneWell, LLC. for the period of July 1, 2025 through June 30, 2026.

Purpose of Contract: To provide the following services: Respite-Day (W9798) \$343.22/unit, Companion Services (W1726) \$8.33/unit, In Home and Community Supports (W7060) \$11.10/unit, Respite 1:1 (W9862) \$8.59/unit, Community Participation and Supports (W5996) \$13.83/unit, Homemaker/Chore (W7283) \$24.55/unit, Transportation - Mileage (W7271) \$.70/unit, Public Transportation (W7272) \$1.00-\$25.00/unit

Item 17: The ARC of Crawford

ID

Synopsis: Request Commissioners approval for a renewal of an existing contract with The ARC of Crawford. for the period of July 1, 2025 through June 30, 2026.

Purpose of Contract: The Provider will continue to act as the Agency with Choice for identified consumers. The monthly administrative fee paid to the Provider is set by the PA Dept of Human Services, Office of Developmental Programs. The Provider will also be reimbursed for the cost of service negotiated between the client and their service worker.

Item 18: Hand in Hand

MHDS

Synopsis: Request Commissioners approval for a renewal of an existing contract with Hand in Hand for the period of July 1, 2025 through June 30, 2026.

Purpose of Contract: To contract with the Provider to perform the following services for individuals authorized by the County. 1)The operation of 3 Residential Homes for individuals with a serious mental illness identified by the County. The provider will be reimbursed for actual costs incurred to a maximum of \$222,435.90 for the West 3rd St home, \$68,397.80 for the Elm St home, and \$69,568.79 for the Prospect Street home.

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 08/06/2025
RE: Items for Commissioner Approval

2) Challenge Center \$10.00/unit with \$31,800 max contract 3) Mobile Psych Rehab \$17.64/unit with \$5,027.40 max contract. 4) L.I.S.T.E.N. program \$27.61/unit and max contract of \$17,227.04

Item 19: A Bridge to Independence

ID

Synopsis: Request Commissioners approval for a renewal of an existing contract with A Bridge to Independence for the period of July 1, 2025 through June 30, 2026.
Purpose of Contract: To provide Supports Coordination (W7210) in ID at \$27.21/15-minute unit.

Item 20: Alchera Incorporated dba Safein Home

ID

Synopsis: Request Commissioners approval for a renewal of an existing contract with Alchera Incorporated dba Safein Home for the period of July 1, 2025 through June 30, 2026.
Purpose of Contract: To provide ID Remote Support Services at \$9.00/hr; and Remote Support Technology/Equip - varies, based on equipment

Item 21: Hand in Hand

MATP

Synopsis: Request Commissioners approval for a renewal of an existing contract with Hand in Hand for the period of July 1, 2025 through June 30, 2026.
Purpose of Contract: To provide MATP transportation services for eligible Venango County individuals when authorized by the County at the rate of \$61.31 per one way trip.

Item 22: Crossroads Group Homes & Services, Inc.

CYFS

Synopsis: Request Commissioners approval for a renewal of an existing contract with Crossroads Group Homes & Services, Inc. for the period of July 1, 2025 through June 30, 2026.
Purpose of Contract: To provide Boys Group Home Services at the rate of \$215.00 per day and Girls Group Home Services at the rate of \$240.00 per day.

Item 23: Family Services & Children's Aid Society of Venango County

CYFS

Synopsis: Request Commissioners approval for a renewal of an existing contract with Family Services & Children's Aid Society of Venango County for the period of July 1, 2025 through June 30, 2026.
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 11,756 units @ \$30.00 = \$352,680.00

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 08/06/2025
RE: Items for Commissioner Approval

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

Item 24: BHC Advanced Services, Inc.

CYFS

Synopsis: Request Commissioners approval for a renewal of an existing contract with BHC Advanced Services, Inc. for the period of July 1, 2025 through June 30, 2026.
Purpose of Contract: To Provide Fiscal Consultancy Services at the rate of \$93/hr up to a max of \$11,160.00. To provide Program Consultancy Services at the rate of \$108/hr up to a max of \$47,520.00

Item 25: Oil City YMCA

CYFS

Synopsis: Request Commissioners approval for a renewal of an existing contract with Oil City YMCA for the period of July 1, 2025 through June 30, 2026.
Purpose of Contract: To Provide the YMCA Unpaved Program to youths at \$75.00 per session

Item 26: Bethesda Lutheran Services

CYFS

Synopsis: Request Commissioners approval for a renewal of an existing contract with Bethesda Lutheran Services for the period of July 1, 2025 through June 30, 2026.
Purpose of Contract: To provide foster care and group home services at a range of \$16.11 to \$530.00 as approved by the County.

Item 27: Peter von Korff, PhD

CYFS

Synopsis: Request Commissioners approval for a renewal of an existing contract with Peter von Korff, PhD for the period of July 1, 2025 through June 30, 2026.
Purpose of Contract: To provide Bonding assessments at \$125/hr and provide mental health assessments at \$125/hr.

Item 28: Community Services of Venango County

MHDS

Synopsis: Request Commissioners approval for a renewal of an existing contract with Community Services of Venango County for the period of July 1, 2025 through June 30, 2026.
Purpose of Contract: The Provider will conduct Consumer Satisfaction Surveys at the rate of \$185.84 per survey, manage and maintain a four-plex apartment building not to exceed \$20,000 manage the Human Services Enclave Program not to exceed \$22,000.

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 08/06/2025
RE: Items for Commissioner Approval

The provider will be reimbursed to perform Independent Monitoring for Quality surveys of individuals with a disability at the rate of \$706.00 per interview. Life Skills Training will also be offered at \$15.00/15 min not to exceed max of \$3,000.

Item 29: Community Services of Venango County

CYFS

Synopsis: Request Commissioners approval for a renewal of an existing contract with Community Services of Venango County for the period of July 1, 2025 through June 30, 2026.

Purpose of Contract: To provide the ASQ Program at a rate of \$170 per unit, not to exceed \$13,600

To provide the DOULA Program at a rate of \$45.35 per unit, not to exceed \$176,865

To provide the PAT Program at a rate of \$340 per unit, not to exceed \$142,800

To provide the PAT Enhanced Program at a rate of \$45.35 per unit, not to exceed \$145,120

To provide Women's Outreach at a rate of \$700 per group, not to exceed \$58,800

Training will be cost reimbursed, not to exceed \$4,000

To provide the WEC Program at a rate of \$280.00 per basket, not to exceed \$67,200

Amendments:

Item 1: Sojourner House

SUD

Request Commissioners approval to add an amendment to the existing contract with Sojourner House for the period of July 1, 2025 through December 31, 2025.

Purpose of contract: To provide non hospital residential services at the rate of \$408.45 per day

Item 1: Family Services and Children's Aid Society

SUD

Request Commissioners approval to add an amendment to the existing contract with Family Services and Children's Aid Society for the period of July 1, 2025 through December 31, 2025.

Purpose of contract: To provide outpatient services at the rate of \$40.00/unit, intensive outpatient services at the rate of \$10.87/unit, RPT services at the rate of \$134.32 for individual sessions and \$38.56 for group sessions, Recovery specialist funded by actual costs, jail sessions at the rate of \$70.00 each, and emergency housing at the rate of \$50.00/day.

Other ITEMS:

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 08/06/2025
RE: Items for Commissioner Approval

Item 1: Approval of CYFS Resource Family Agreements

CYFS

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

Ratifications

Item 1: Wilson, Thompson and Cisek

CYFS

Request Commissioners approval for ratification of contract to provide legal representation to the CYFS Agency during court proceedings at \$125 per hour and to provide travel and training for the legal representation at \$50 per hour.

Item 2: Pathways Adolescent Center, Inc.

CYFS

Request Commissioners approval for ratification of contract to provide Group Home and Shelter Services at the range of \$253.70 to \$385.00 as determined necessary by the County. To provide aftercare and diagnostic services at the request of the County.

*Attachment D



Venango County

Courthouse Annex

1174 Elk Street, P O Box 831
Franklin, PA 16323
814/432-9643 FAX 814/432-9511

Commissioners
Samuel H. Breene
Kenneth J. Bryan
Albert "Chip" Abramovic

Solicitor
Richard Winkler

Chief Clerk
Dorothy "Dottie" Tawney

Administrator, Finance
Diona L. Brick

TO: Board of Commissioners

FROM: Diona Brick, Administrator, Finance & Management Services

DATE: August 06, 2025

The following warrants are submitted for your approval:

071125	\$250,798.46	Non-Human Service Warrant	
HS071025	\$123,332.75	Human Service Warrant	
HS071125	\$163,719.74	Human Service Warrant	
SP071025	\$1,700.00	Non-Human Service Warrant	
071825	\$411,110.00	Non-Human Service Warrant	
HS071825	\$487,324.13	Human Service Warrant	
HS071525	\$10,000.00	Human Service Warrant	
072525	\$1,425,911.49	Non-Human Service Warrant	
HS072525	\$428,054.03	Human Service Warrant	
080125	\$125,093.00	Non-Human Service Warrant	
HS080125	\$175,370.32	Human Service Warrant	
080825	\$236,468.17	Non-human Service Warrant	
HS080825	\$109,470.21	Human Service Warrant	
TOTAL	\$3,948,352.30		

HUMAN RESOURCE AGENDA ITEMS

August 6, 2025

PERSONNEL ACTIONS FOR THE MONTH

PROBATIONARY NEW HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Audrey McLaughlin	140	Tax Claim	PF	80	SEIU	9	07/14/25
2	Logan Emig	305	Prison	PF	80	AFSCME	11	07/14/25
3	Lindsey McElHattan	305	Prison	PF	80	AFSCME	11	07/28/25
4	Heather Jemmett	325	911 Center	PF	80	NEHR	5	07/20/25
5	Dawn Barscz	520	Children & Youth	PF	80	SEIU	10	07/21/25
6	Drew Mears	520	Children & Youth	PF	80	HSNEHR	4	07/21/25
7	Crystal Mohler	520	Children & Youth	PF	80	HSNEHR	4	07/21/25

RE-HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Nathan McDonough	305	Prison	PF	80	AFSCME	11	07/08/25

RATE ADJUSTMENT/JOB TITLE CHANGE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Joshua Sterling	From: 190	Planning	FT	80	NEHR	7	
		To: 190	Chief Appropriations Officer	FT	80	NEHR	7	06/30/25

PROMOTION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Nathan McDonough	From: 305	Prison	PF	80	AFSCME	11	
		To: 305	Correctional Sergeant	PF	80	AFSCME	11	07/21/25
2	Amy Stroup	From: 509	HS Fiscal	FT	80	NEHR	8	
		To: 509	Fiscal Operations Officer II	FT	80	NEHR	9	07/06/25
3	Amber Holton	From: 520	Children & Youth	FT	80	HSNEHR	1	
		To: 520	Independent Living Case Consultant II	FT	80	HSNEHR	2	08/04/25
		Note: Requirements met for Step Program step up.						
4	Jazzilynn Dunkel	From: 530	PIC Unit	FT	80	HSNEHR	5	
		To: 530	Crisis Investigation Specialist II	FT	80	HSNEHR	6	07/29/25
		Note: Requirements met for Step Program step up.						
5	Katelyn Konetsky	From: 540	MH/DS	FT	80	HSNEHR	1	
		To: 540	Service Coordinator - MH/TCM II	FT	80	HSNEHR	2	07/07/25
		Note: Requirements met for Step Program step up.						

PROMOTION/TRANSFER

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Delena Dean	From: 520	Children & Youth	FT	80	HSNEHR	4	
		To: 530	Crisis Investigation Specialist I	FT	80	HSNEHR	5	08/03/25
2	Emily Wright	From: 520	Children & Youth	FT	80	SEIU	8	
		To: 540	Department Clerk IV	FT	80	SEIU	9	08/04/25

DEMOTION/TRANSFER

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Heldi Rarer	From: 520	Children & Youth	FT	80	HSNEHR	5	
		To: 540	Service Coordinator - MH/TCM II	FT	80	HSNEHR	2	07/06/25

OUT OF CLASS COMPENSATION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Anthony Faraone	From: 305	Prison	PF	80	NEHR	8	
		To: 305	Deputy Warden	PF	80	NEHR	8	07/02/25
		Note: Out of class compensation while serving as Interim Warden until DOC Warden arrives.						

SEPARATION OF EMPLOYMENT - RETIREMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Dennis Tobin	190	Planning	FT	80	EXEM	3	07/30/25

SEPARATION OF EMPLOYMENT

1	Zachery Burkhardt	305	Prison	PF	80	AFSCME	11	07/04/25
2	Adam Craig	305	Prison	FT	80	EXEM	4	07/02/25
3	Courtney Long	305	Prison	PF	80	AFSCME	11	07/09/25
4	Tristin Siegel	305	Prison	FT	80	NEHR	9	07/02/25
5	Carley Wilt	325	911 Center	PF	80	NEHR	5	07/09/25
6	Melissa Confer	510	Older Adult Services	FT	80	HSNEHR	2	07/11/25
7	Jillian Hale	520	Children & Youth	FT	80	HSNEHR	5	07/17/25
8	Chad Skokowski	540	MH/DS	PF	80	HSNEHR	1	07/11/25
9	Heather Skokowski	570	Housing/CSS	FT	80	HSNEHR	2	08/08/25

CORRECTION TO 07/08/25 BOARD AGENDA

PROMOTION / TRANSFER

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
2	Jessica Thompson	From: 520	Children & Youth	FT	80	SEIU	9	
		To: 509	Accounting Assistant	FT	80	SEIU	12	06/22/25

Note: Employee chose to remain in original position. Action not processed.

ROW OFFICE AGENDA ITEMS

August 6, 2025

PERSONNEL ACTIONS AS A RESULT OF EXISTING VACANCIES

PROBATIONARY NEW HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Francisco Mariscal	210	Domestic Relations	Enforcement Officer II	PF	80	NEHR	5	08/04/25

PROMOTION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Jordon Wolbert	From: 310	Court Supervision Svc.	House Arrest/EM Officer	FT	80	NEHR	6	
		To: 310	Court Supervision Svc.	Juvenile Division Supervisor	FT	80	NEHR	9	07/21/25

POSITION REALLOCATION / RATE ADJUSTMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Erica Schoettle	From: 225	MDJ 3-1	Administrative Assistant II	FT	80	NEHR	5	
		To: 225	MDJ 3-1	Administrative Coordinator	FT	80	NEHR	6	07/07/25

SEPARATION OF EMPLOYMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Cassandra LaTona	265	Prothonotary	Department Clerk II	PF	80	NEHR	2	07/11/25