

*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

SEPTEMBER 9, 2025

Invocation – Pastor Eric Reamer, Oil City Free Christian Church

(Participation is voluntary)

Pledge of Allegiance

ELECTION BOARD

1. Call to Order
2. Approval of minutes from August 6, 2025 Meeting.
3. Public comment on Election Board Agenda
4. Election Board Items for Consideration
 - a. Voter Registration Statistics
 - b. Receipt of Requests for Library Referendum exemptions
 - c. Winner of "I Voted" sticker contest
5. Other Business
6. Public Comment
7. Adjournment

RETIREMENT BOARD

1. Call to Order
2. Approval of minutes from August 6, 2025 Meeting
3. Public Comment on Retirement Board Agenda
4. Retirement Board Items for Consideration
 - a. Attachment A
5. Other Business
6. Public Comment
7. Adjournment

SALARY BOARD

1. Call to Order
2. Approval of Minutes from August 6, 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 August 6, 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. Ratification of Contract with Mission Critical Partners
 - b. Approval of Supplemental Agreement No. 1 for Federal Aviation Administration (FAA) Real Estate Contract (Airport)
 - c. Approval of monthly hangar lease with Michael Minor (Airport)
9. **Human Services:**
 - a. Human Services Agenda for approval – Attachment C
10. **Finance Administration:**
 - a. Warrants – Attachment D

Fiscal Agent for NWPAERG (Northwest PA Emergency Response Group)

No business to be presented

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. Approval of extension for Design Services with Frank B. Taylor Engineering for the Miller Farm Road Bridge Replacement Project
- b. Approval of Review Fee Reimbursement Agreement with SolAmerica Energy for development in Jackson Township
- c. Approval of Review Fee Reimbursement Agreement with SolAmerica Energy for development in Oakland Township

13. Two Mile Run County Park:

- a. Update on Park and activities

14. County Administration:

- a. Approval of Electric Power and Natural Gas Purchasing Proposal – Svetz Consulting
- b. Reappointment of Jeffrey Schwab as Farmer Director for a four-year term to Venango County Conservation District, expiring in December 2028
- c. Reappointment of Joe Pastor as Public Director for a four-year term to Venango County Conservation District, expiring in December 2028
- d. Approval of Contract with Vestis to supply rugs to county buildings
- e. Resolution No. 2025-10 – Addressing the Consequences of Missed Commonwealth Budget Deadlines
- f. Proclamation – National Recovery Month

15. Other Business:

16. Public Comment:

17. Adjournment:

NEXT MEETING DATE: The next public meeting will be held at 4:30 p.m. October 14, 2025, in Room 100 of the Courthouse Annex to conduct county business.

RETIREMENT BOARD AGENDA

September 9, 2025

Time: _____

Attendance:

Approval of Minutes:

A motion was made by _____ and seconded by _____ to waive the reading of the minutes of the **08/06/25** 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
Lindsey McElhattan	07/28/2025	9%
Tonya Allen	08/04/2025	9%
Makayla Keating	08/04/2025	9%
Francisco Mariscal	08/04/2025	9%
Andrew Espy	08/06/2025	9%
Brady Yeager	08/07/2025	9%
Rae Sherk	08/18/2025	9%
Heather Baker	08/18/2025	9%
Christian Byrnes	08/18/2025	9%
Susan Finger	08/18/2025	9%
Stephen Ondulich	08/18/2025	9%
Nicole Kaltenbaugh	08/19/2025	9%
Terry Stone	08/25/2025	9%

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
Tanisha Perry	\$ 1,666.88	09/30/2025
Wendie Cressley	\$ 110.19	09/30/2025
Katie Drake	\$ 2,258.17	09/30/2025
Tammy Irwin	\$ 1,453.30	09/30/2025
Carly Wilt	\$ 1,002.17	09/30/2025
Zachery Burkhart	\$ 290.16	09/30/2025

Aye all; Motion carried and was approved.

RETIREMENT BOARD AGENDA

September 9, 2025

A motion was made by _____ and seconded by _____ to **approve the following retirements:** [Refunds; Normal (Superannuation) Retirements; Early Retirements; Death Benefits]

- 1) Motion to approve the superannuation retirement of **Dennis Tobin**, effective **7/31/2025**. He has elected a "No Option" which entitles him to receive a monthly annuity of **\$11.87** payable throughout his lifetime. He is entitled to a pro rata benefit of **\$0.38** to be paid for 1 day in the month of July.
- 2) Motion to approve the superannuation retirement of **Roberta Mullen**, effective **8/02/2025**. She has elected a "No Option" which entitles her to receive a monthly annuity of **\$718.93** payable throughout her lifetime. She is entitled to a pro rata benefit of **\$695.74** to be paid for 30 days in the month of August.
- 3) Motion to approve the superannuation retirement of **Thomas P. Sherman**, effective **9/23/2025**. He has elected an "Option. One" which entitles him to receive a monthly annuity of **\$1,465.86** payable throughout his lifetime. He is entitled to a pro rata benefit of **\$390.90** to be paid for 8 days in the month of September.

Aye all; motion carried and was approved.

Other Business: [Buy-backs; Administrative issues]

- 1.) **Wendie Cressley** 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.) **Tammy Irwin** 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.) **Carly Wilt** 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.
- 4.) **Zachery Burkhardt** 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.
- 5.) **Melissa Confer** has chosen to vest her pension funds with the County effective **07/11/2025**.
- 6.) **Samantha Winger's** disbursement amount was recalculated following the discovery of a system error; Her September disbursement, **\$113.81**, shall satisfy the adjustment owed after the error had been corrected and distribution had been reconciled.

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
September 9, 2025

ITEMS FOR CONSIDERATION

DEPARTMENT #160 MAINTENANCE

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	CREATE	Maintenance Worker III	PT	50	SEIU	10	8/11/2025

DEPARTMENT #270 SHERIFF'S OFFICE

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	CREATE	Deputy Sheriff	PT	7	NEHR	6	7/7/2025

DEPARTMENT #530 PIC UNIT

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	CREATE	Sr. Service Coordination Supervisor	FT	80	HSEXEM	2	8/4/2025

DEPARTMENT #540 MH/DS

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	ABOLISH	Service Coordination Supervisor	FT	80	HSEXEM	1	8/4/2025
2	ABOLISH	BSU Program Director	FT	80	HSEXEM	3	8/5/2025
3	ABOLISH	BSU Director	FT	80	HSEXEM	4	8/5/2025

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 09/09/2025
RE: Items for Commissioner Approval

2025-2026 CONTRACT

Item 1: Counseling and Assessment Services, LLC

MHDS

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

Purpose of Contract: To provide psychological evaluations and consultations to determine eligibility for ID and ASD enrollments at varying rates based on service needed. Standard rate is \$70.00 per evaluation and testing.

Item 2: Whitling Counseling and Consulting

MHDS

Synopsis: Request Commissioners' approval for a renewal of an existing contract with Whitling Counseling and Consulting for the period of July 1, 2025 through June 30, 2026.

Purpose of Contract: Provide training for Refuel groups as specifically authorized by County Human Services at a rate of \$50 per hour.

Item 3: Shannon Criado

EI

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

Purpose of Contract: To contract with the Provider to accept referrals for Physical Therapy for individuals referred from the Venango County Early Intervention Program and to participate in the evaluation process as authorized by Venango County Early Intervention Program for EI clients at the rate of \$34.70 per 15-minute unit. The rates are set by the PA Office of Child Development and Early Learning.

Item 4: Amy K. (Pry) Taborek

EI

Synopsis: Request Commissioners' approval for a renewal of an existing contract with Amy K. (Pry) Taborek for the period of July 1, 2025 through June 30, 2026.

Purpose of Contract: As authorized to provide: Special Instruction at \$30.58 per 15 min unit; Evaluation - Special Instruction at \$30.58 per 15 min unit; and Teaming - Special Instruction at \$34.70 per 15-minute unit.

Item 5: Ashley Mahrs

EI

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

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 09/09/2025
RE: Items for Commissioner Approval

Purpose of Contract: As authorized to provide: Occupational Therapy, Evaluation and Teaming at \$34.70 per 15-minute unit.

Item 6: Next Step Therapy, Inc.

EI

Synopsis: Request Commissioners' approval for a renewal of an existing contract with Next Step Therapy, Inc. for the period of July 1, 2025 through June 30, 2026.

Purpose of Contract: As authorized to provide: Physical Therapy, Evaluation and Teaming at \$34.70 per 15 min unit; Special Instruction, Evaluation and Teaming at \$30.58 per 15 min unit; Occupation Therapy, Evaluation and Teaming at \$34.70 per 15 min unit; Speech Pathology and Teaming at \$34.70/15 minute unit; Speech Evaluation at \$251.22 per evaluation; Nutrition Supports, Evaluation and Teaming at \$30.58 per 15 min unit and Vision and Behavior Supports, Evolution and Teaming at \$30.58 per 15 min unit.

Item 7: Adventure Time Pediatric Therapy, LLC.

EI

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

Purpose of Contract: As authorized to provide: Accept referrals for Speech Therapy individuals referred from the Venango County Early Intervention Program for EI clients at the rate of \$34.70 per 15-minute unit and \$251.22 per evaluation.

The rates are set by the PA Office of Child Development and Early Learning.

Item 8: E. Wachter Early Intervention Services, LLC

EI

Synopsis: Request Commissioners' approval for a renewal of an existing contract with E. Wachter Early Intervention Services, LLC. for the period of July 1, 2025 through June 30, 2026.

Purpose of Contract: To contract with the Provider for Special Instruction supports including Teaming and Evaluation at \$30.58/15-min unit. Provider agrees to provide Special Instruction - Behavior supports including Teaming at \$30.58/15-min unit.

Item 9: Tod R. Marion

OAS

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

Purpose of Contract: To provide psychological and neuropsychological evaluations to older adults as needed and requested by Protective Services. Psychological Eval \$250/hr, Report \$100/hr, Intellectual Testing \$300/hr, Travel Time \$100/hr, Expert Witness Report \$150, Telephone Deposition \$150, Live Court Testimony \$150/hr plus travel time & travel expense, Travel Expense \$0.56/mile.

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 09/09/2025
RE: Items for Commissioner Approval

Item 10: Richard Winkler

OAS

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

Purpose of Contract: To provide legal services to Venango County Older Adults (age 60 and older) as needed and requested by Venango County Older Adult Services.

Services include counsel, advice and representation in a case.

Item 11: accessAbilities, Inc.

EI

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

Purpose of Contract: To provide Early Intervention services in Nutrition and Vision supports at the state recommended rates of \$30.58/15-unit for all services being offered.

Item 12: Milestone Pediatric Therapy, LLC

EI

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

Purpose of Contract: As authorized to provide: Physical Therapy, Evaluation and Teaming Supports at \$34.70 per 15 min units; Occupational Therapy, Evaluation and Teaming Supports at \$34.70 per 15 min units; Speech Therapy & Teaming Supports at \$34.70 per 15 min unit; Speech Evaluation at \$251.22/evaluation; Special Instruction, Evaluation, and Teaming Supports At \$30.58 per 15 min unit; and Behavior Special Instruction and Teaming at \$30.58 per 15 min units.

Item 13: Amanda Gadsby

EI

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

Purpose of Contract: To contract with the Provider to accept referrals for Speech Therapy & Teaming for individuals referred from the Venango County Early Intervention Program for EI clients at the rate of \$34.70 per 15-minute unit and to participate in the evaluation process at the rate of \$251.22 per evaluation. The rates are set by the PA Office of Child Development and Early Learning.

Item 14: Community Rising Therapy, LLC.

EI

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

Purpose of Contract: As authorized to provide: Speech Therapy and Teaming at \$34.70 per 15 min unit and Speech Evaluation at \$251.22/evaluation; also Specialized

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 09/09/2025
RE: Items for Commissioner Approval

Instruction and Evaluation services at \$30.58 per 15 min units and Occupational Special Instruction Teaming at \$34.70 per 15 min unit.

Item 15: Crawford Area Transportation Authority

MATP

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

Purpose of Contract: County agrees to reimburse the provider for the following: 1) To provide Shared Ride transportation services within Venango County ranging from \$11.65 to \$75 per trip based upon the PA Department of Transportation approved rate. 2) Provide fixed route transportation services at the rate of \$2.00 per trip. 3) Provide MATP transportation services for eligible Venango County individuals at the rate of \$7.75 to individuals under the age of 65 and the 15% of the shared ride rate for seniors over the age of 65. 4) Provide Older Adult transportation services for Crawford County Senior Centers and Venango County Senior Centers, which will be reimbursed at the 15% of the shared ride rate for seniors 65 years of age or older and full fare for seniors under the age of 65. 5) Provide in count medical trips, one (1) grocery trip per week, and one (1) miscellaneous trip per month, also reimbursed at the 15% shared ride rate for seniors 65 years of age or older. 6) Provide Extended hours for intercity fixed route service at the rate of \$700 per week.

Item 16: Mustard Seed Missions of Venango, Inc.

HSDF

Synopsis: Request Commissioners' approval for a renewal of an existing contract with Mustard Seed Missions of Venango, Inc. for the period of July 1, 2025 through June 30, 2026.

Purpose of Contract: The County will continue to reimburse the Provider for the cost of building materials and supplies for the cost of rehabilitations projects authorized by the County. The County will reimburse up to 7% admin fees of total chore job cost. The Provider will also assist in the RIDE Program with the use of volunteer drivers who will be reimbursed at the federal rate per mile for the use of privately owned vehicles when County provided vehicles is not available.

Item 17: Oil City YMCA

OAS

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: Provider will be reimbursed to manage programs for Venango County Seniors which are designed to invite active and healthy aging in accordance with PA Department of Aging regulations.

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 09/09/2025
RE: Items for Commissioner Approval

Item 18: Therapy House, LLC

EI

Synopsis: Request Commissioners' approval for a renewal of an existing contract with Therapy House, LLC for the period of July 1, 2025 through June 30, 2026.
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 \$34.70 per 15-minute unit. The rates are set by the PA Office of Child Development and Early Learning.

Item 29: Alternative Living Solutions

CYFS

Synopsis: Request Commissioners' approval for a renewal of an existing contract with Alternative Living Solutions for the period of July 1, 2025 through June 30, 2026.
Purpose of Contract: To provide transitional living and supervised independent living services at \$274.00 per day per child as determined necessary by the county.

Item 20: Project Point of Light/Brenda Manno

CYFS

Synopsis: Request Commissioners' approval for a renewal of an existing contract with Project Point of Light/Brenda Manno for the period of July 1, 2025 through June 30, 2026.
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 21: Keystone Adolescent Center, Inc.

CYFS

Synopsis: Request Commissioners' approval for a renewal of an existing contract with Keystone Adolescent Center, Inc. for the period of July 1, 2025 through June 30, 2026.
Purpose of Contract: To provide FC and Group Home services at the range of \$290.00 to \$1,275.00 as determined necessary by the County in addition to providing additional services at the range of \$40.00 to \$2,450.00 as determined necessary by the County.

Item 22: Kidspeace National Centers, Inc.

CYFS

Synopsis: Request Commissioners' approval for a renewal of an existing contract with Kidspeace National Centers, Inc. for the period of July 1, 2025 through June 30, 2026.
Purpose of Contract: To provide foster care services at a range of \$120.49 to \$142.88 as approved by the County to provide residential placement services at a range of \$633.54 to \$802.23 as approved by the County.

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 09/09/2025
RE: Items for Commissioner Approval

Item 23: Perseus House, Inc.

CYFS

Synopsis: Request Commissioners' approval for a renewal of an existing contract with Perseus House, Inc. for the period of July 1, 2025 through June 30, 2026.
Purpose of Contract: To provide Transitional Living at \$299.63 per day as approved by the County. To provide Shelter Services at \$326.06 per day as approved by the County.

Item 24: Child to Family Connections, Inc.

CYFS

Synopsis: Request Commissioners' approval for a renewal of an existing contract with Child to Family Connections, Inc. for the period of July 1, 2025 through June 30, 2026.
Purpose of Contract: Foster Care in the range of \$73.36 to \$118.36 per unit as approved by the County, FGDM at a contract maximum of \$27,564.00, Family Team Meeting at a contract maximum of \$241,752.00, Family Finding at a contract maximum of \$24,000.00, CRR at a contract maximum of \$59,455.00.

Item 25: Family Pathways

CYFS

Synopsis: Request Commissioners' approval for a renewal of an existing contract with Family Pathways for the period of July 1, 2025 through June 30, 2026.
Purpose of Contract: To provide Foster Care services at rates between \$25.00 and \$100.00 as approved by the County.

Item 26: George Junior Republic in Pennsylvania

CYFS

Synopsis: Request Commissioners' approval for a renewal of an existing contract with George Junior Republic in Pennsylvania for the period of July 1, 2025 through June 30, 2026.
Purpose of Contract: To provide group home and residential services at a range of \$82.94 to \$730.99 as determined necessary by the County.

Item 27: Grace Learning Center

CYFS

Synopsis: Request Commissioners' approval for a renewal of an existing contract with Grace Learning Center for the period of July 1, 2025 through June 30, 2026.
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 28: Youth Alternatives, Inc.

CYFS

Synopsis: Request Commissioners' approval for a renewal of an existing contract with Youth Alternatives, Inc. for the period of July 1, 2025 through June 30, 2026.
Purpose of Contract: To provide After School Programs at \$13.32 per diem, not to exceed \$157,442.40. To provide Alternative 4 Youth program at \$141.55 per diem, not

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 09/09/2025
RE: Items for Commissioner Approval

to exceed \$2,123.25. To provide Children's Camping Program at \$154.43 per diem, not to exceed \$15,443.00. To provide Help Eradicate Lice Program (HELP) at \$21.51 per diem, not to exceed \$1,871.37.

Item 29: B & C Rentals

CSS/HOUSING

Synopsis: Request Commissioners' approval for a renewal of an existing contract with B & C Rentals for the period of July 1, 2025 through June 30, 2026.

Purpose of Contract: Residential Lease Agreement between B & C Rentals and the County of Venango.

Residence address is 413 13th Street, Unit 1, Franklin, PA 16323

Item 30: B & C Rentals

CSS/HOUSING

Synopsis: Request Commissioners' approval for a renewal of an existing contract with B & C Rentals for the period of July 1, 2025 through June 30, 2026.

Purpose of Contract: Residential Lease Agreement between B & C Rentals and the County of Venango.

Residence address is 413 13th Street, Unit 4, Franklin, PA 16323

Item 31: Johnson & Anderson Excavation

CSS/HOUSING

Synopsis: Request Commissioners' approval for a renewal of an existing contract with Johnson & Anderson Excavation for the period of July 1, 2025 through June 30, 2026.

Purpose of Contract: Residential Lease Agreement between Johnson & Anderson Excavation and the County of Venango.

Residence address is 24 East Fifth Street, Unit #1, Oil City, PA 16301

Item 32: Service Coordination Unlimited, Inc.

MHDS

Synopsis: Request Commissioners' approval for a renewal of an existing contract with Service Coordination Unlimited, Inc. for the period of May 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: ID/A Supports Coordination at \$27.21 per 15 min unit

ID rates are set by the PA Department of Human Services, Offices of Developmental Programs.

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 09/09/2025
RE: Items for Commissioner Approval

Item 33: Venango Training and Development Center, Inc.

MHDS

Synopsis: Request Commissioners' approval for a renewal of an existing contract with Venango Training and Development Center, Inc. for the period of May 1, 2025 through June 30, 2026.

Purpose of Contract: To contract with the Provider to perform Support Employment, Community participation Supports, IPS, In Home & Community Supports.

Fairweather Lodge is cost reimbursement to a maximum of \$82.00.00

Car Detailing Services - \$125.00 vehicle

Item 34: Hand in Hand Christian Counseling, LLC

MHDS

Request Commissioners' approval for an addendum of an existing contract with Hand in Hand Christian Counseling, LLC for the period of July 1, 2025 through June 30, 2026. This will include the Seeds Program at the unit rate of \$189.57 per day. Total contract maximum is \$69,103.05.

Item 35: Community Services of Venango County

OAS

Request Commissioners approval to add an addendum to the existing contract with Community Services of Venango County for the period of July 1, 2025 through June 30, 2026. Venango County Older Adult Services will contribute \$15,000 to the new VCAAC Senior Center for ADA restroom improvements.

Amendments:

Item 1: Ellen O'Brien Gaiser Addiction Center, Inc

SUD

Request Commissioners approval to add an amendment to the existing contract with Ellen O'Brien Gaiser Addiction Center, Inc for the period of July 1, 2025 through December 31, 2025.

Item 2: Hand in Hand Christian Counseling, LLC

MHDS

Request Commissioners approval to add an amendment to the existing contract with Hand in Hand Christian Counseling, LLC for the period of July 1, 2024 through June 30, 2025.

Purpose of contract: To provide increase existing contract budget by \$3,525.80 from the original contract amount of \$124,437.89 to \$127,963.69 for West 1st Street.

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 09/09/2025
RE: Items for Commissioner Approval

Item 3: Northwest Behavioral Health Partnership, Inc.

MHDS

Request Commissioners approval for an amendment to an existing contract to provide a single payment for 2025 Administrative Expenses with a total of \$225,337.15. Monthly installments for 2026 Administrative Expenses totaling \$233,223.95. Monthly installments for 2027 Administrative Expenses totaling \$241,386.79.

Other ITEMS:

Item 1: Approval of CYFS Resource Family Agreements

CYFS

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

Ratifications

Item 1: Healthy Starts at Home

CYFS

Request Commissioners approval for ratification of Early Head start Grant Application Submission.

Item 2: Oil Region Recovery, Inc.

CYFS

Request Commissioners approval for ratification of contract to provide the Effective Safe Parenting Program for 10 families at a unit rate per family of \$2,382.16 plus admin costs of \$238.22 for a total unit cost of \$2,620.38.

Item 3: Sugar Valley Lodge

MH/DS

Request Commissioner approval for ratification of contract to provide enhanced personal care for a maximum of 45 individuals at the rate of \$28.50 per day per individual, maximum budget \$468,112.50. 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.

* 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: September 09, 2025

The following warrants are submitted for your approval:

HS080725	\$10,000.00	Human Service Warrant	
HS081425	\$128,997.00	Human Service Warrant	
HS081525	\$122,627.42	Human Service Warrant	
081525	\$507,847.07	Non-Human Service Warrant	
HS082025	\$34,239.50	Human Service Warrant	
HS082225	\$100,668.55	Human Service Warrant	
082225	\$715,581.94	Non-Human Service Warrant	
HS082125	\$23,933.42	Human Service Warrant	
082925	\$306,483.57	Non-Human Service Warrant	
HS082925	\$328,198.38	Human Service Warrant	
090525	\$156,615.99	Non-Human Service Warrant	
HS090525	\$102,023.52	Human Service Warrant	
TOTAL	\$2,537,216.36		

HUMAN RESOURCE AGENDA ITEMS

September 9, 2025

PERSONNEL ACTIONS FOR THE MONTH

TEMPORARY NEW HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Shayna Lantz	520	Children & Youth	Service Coordination Intern	TP	80	NEHR	1	08/25/25

PROBATIONARY NEW HIRE

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Terry Stone	160	Maintenance	Maintenance Worker III	PF	80	SEIU	10	08/25/25
2	Trinity Salinas	305	Prison	Corrections Officer	PF	80	AFSCME	11	09/08/25
3	Stephen Ondulich	405	Airport	Maintenance Worker III	PF	80	SEIU	10	08/18/25
4	Tonya Allen	520	Children & Youth	Department Clerk III	PF	80	SEIU	8	08/04/25
5	Christin Byrnes	520	Children & Youth	Family Case Consultant I	PF	80	HSNEHR	4	08/18/25
6	Susan Finger	520	Children & Youth	Family Case Consultant I	PF	80	HSNEHR	4	08/18/25
7	Makayla Keating	520	Children & Youth	Department Clerk III	PF	80	SEIU	8	08/04/25
8	Jeffrey Ottney	520	Children & Youth	Family Case Consultant I	PF	80	HSNEHR	4	09/02/25
9	Jason Vandegrift	520	Children & Youth	CPS/GPS Investigator I	PF	80	HSNEHR	4	09/02/25
10	Nicole Kaltenbaugh	530	PIC Unit	Crisis Investigation Specialist I	PF	80	HSNEHR	5	08/19/25
11	Heather Baker	540	MH/DS	Service Coordinator - EI I	PF	80	HSNEHR	1	08/18/25
12	Rae La Vonne Sherk	540	MH/DS	Clinical Manager	PF	80	HSEXEM	2	08/18/25

PROMOTION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Cameron Call	From: 305	Prison	Corrections Officer	PF	80	AFSCME	11	
		To: 305	Prison	Correctional Sergeant	PF	80	AFSCME	11	08/31/25
2	Kimberly Ziegler	From: 305	Prison	Correctional Sergeant	FT	80	AFSCME	11	
		To: 305	Prison	Correctional Lieutenant	FT	80	NEHR	6	08/31/25
3	Lacey Sampson	From: 530	PIC Unit	Crisis Investigation Specialist I	FT	80	HSNEHR	5	
		To: 530	PIC Unit	Crisis Investigation Specialist II	FT	80	HSNEHR	6	09/05/25
4	Victoria Burger	From: 540	MH/DS	BSU Program Director	FT	80	HSEXEM	3	
		To: 540	MH/DS	BSU Director	FT	80	HSEXEM	4	08/18/25
5	Rebekah Fox	From: 540	MH/DS	Program Specialist	PT	48	HSNEHR	5	
		To: 540	MH/DS	Program Specialist	PT	48	HSNEHR	5	04/16/25

PROMOTION/CHANGE IN STATUS

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Gary Kiselka	From: 160	Maintenance	Bridge Crew	TP	80	NEHR	1
		To: 160	Maintenance	Maintenance Worker III	PP	50	SEIU	10
								09/02/25

RATE ADJUSTMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Michael Allen	From: 325	911 Center	Telecommunicator I	FT	80	NEHR	5	
		To: 325	911 Center	Telecommunicator II	FT	80	NEHR	5	08/01/25
2	Matthew Strickenberger	From: 530	PIC Unit	PIC Program Director	FT	80	HSEXEM	3	
		To: 530	PIC Unit	PIC Program Director	FT	80	HSEXEM	3	09/30/25
3	Tina Grove	From: 570	Housing	CSS Programs Clerk	FT	80	SEIU	8	
		To: 570	Housing	CSS Programs Clerk	FT	80	SEIU	8	03/20/25

END OF PROBATION

1	Anthony Messina	305	Prison	Corrections Officer	FT	80	AFSCME	11	07/16/25
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END OF ASSIGNMENT

1	Owen Murray	160	Maintenance	Bridge Crew	TP	80	NEHR	1	08/28/25
2	Jaden Wehrle	160	Maintenance	Bridge Crew	TP	80	NEHR	1	08/28/25
3	Sarah Cotton	520	Children & Youth	Summer Food Crew	TP	80	NEHR	1	08/22/25
4	Brooke Kistler	520	Children & Youth	Summer Food Crew	TP	80	NEHR	1	08/22/25
5	Jalynne Konetsky	520	Children & Youth	Summer Food Crew	TP	80	NEHR	1	08/22/25
6	Jacob McCloskey	520	Children & Youth	Summer Food Crew	TP	80	NEHR	1	08/22/25

SEPARATION OF EMPLOYMENT - RETIREMENT

1	Susan West	125	Public Defender	Administrative Assistant II	FT	80	NEHR	5	09/02/25
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SEPARATION OF EMPLOYMENT

1	Isaac Coon	110	Commissioners' Office	Administrative Assistant III	FT	80	NEHR	6	09/05/25
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HUMAN RESOURCE AGENDA ITEMS

September 9, 2025

2	Victor Ramos	160	Maintenance	Maintenance Worker III	PF	80	SEIU	10	07/18/25
3	Brenden Domres	305	Prison	Corrections Officer	PF	80	AFSCME	11	08/04/25
4	Ardelle Goodman	305	Prison	Corrections Officer	FT	80	AFSCME	11	09/06/25
5	Sean Hartle	305	Prison	Correctional Lieutenant	FT	80	NEHR	6	08/19/25
6	Terry Looney-Stevens	305	Prison	Corrections Officer	PF	80	AFSCME	11	08/14/25
7	Barbara Manbeck	305	Prison	Corrections Officer	FT	80	AFSCME	11	08/30/25
8	Tanisha Perry	305	Prison	Corrections Officer	PF	80	AFSCME	11	08/14/25
9	Dawn Barscz	520	Children & Youth	Child Welfare Case Aide	PF	80	SEIU	10	08/04/25
10	Kaitlyn Comans	520	Children & Youth	CPS/GPS Investigator I	PF	80	HSNEHR	4	08/22/25
11	Shannon Kluck	520	Children & Youth	Outreach Case Consultant II	FT	80	HSNEHR	2	09/05/25
12	Tammy Irwin	530	PIC Unit	Crisis Investigation Specialist I	PF	80	HSNEHR	5	07/08/25
13	Jadie Taft	530	PIC Unit	PIC Case Aide	FT	80	SEIU	10	08/18/25
14	Ruth Shaffer	540	MH/DS	Service Coordinator II - MH/TCM	FT	80	HSNEHR	2	08/29/25

ROW OFFICE AGENDA ITEMS

September 9, 2025

PERSONNEL ACTIONS AS A RESULT OF EXISTING VACANCIES

PROBATIONARY NEW HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Brady Yeager	205	Courts Law Clerk	PF	80	LEGL	2	08/07/25
2	Andrew Espy	225	MDJ 3-1 Legal Secretary II	PF	80	NEHR	3	08/06/25
3	Jayna Barber	260	District Attorney Administrative Assistant II	PF	80	NEHR	5	08/11/25

END OF PROBATION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Rebekah Williams	180	Treasurer's Office Department Clerk III - Commonwealth	FT	80	SEIU	8	08/16/25
2	Tomann Rice	265	Prothonotary Bookkeeper II	FT	80	NEHR	3	08/18/25

CHANGE IN EMPLOYMENT STATUS

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Kellis "Brett" Martz	From: 270 To: 270	Sheriff's Office Deputy Sheriff - SRO Deputy Sheriff	FT PTOC	80 7	NEHR	6 6	08/04/25

RATE ADJUSTMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Jaclyn Sheatz	From: 310 To: 310	Court Supervision Svc. Specialized Probation Officer Specialized Probation Officer	FT	80	NEHR	6	08/31/25

END OF ASSIGNMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Andrew Crusciel	205	Courts Legal Intern	TP	80	NEHR	1	08/15/25