

*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

NOVEMBER 18, 2025

Invocation – Pastor Mark Fultz, Evangelistic Tabernacle, Cooperstown

(Participation is voluntary)

Pledge of Allegiance

ELECTION BOARD

1. Call to Order
2. Approval of minutes from October 15, 2025 Meeting
3. Public comment on Election Board Agenda
4. Election Board Items for Consideration
 - a. Updates on Post-Election Progress
5. Other Business
6. Public Comment
7. Adjournment

RETIREMENT BOARD

1. Call to Order
2. Approval of minutes from October 15, 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 October 15, 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 October 15, 2025 Meeting
4. Public Comment on Commissioner Board Agenda
5. **Court Administration:** (Domestic Relations)
 - a. Ratification of Contract with Richard Winkler as Alternate Hearing Officer 10/01/2025 - 12/31/2026
 - b. Ratification of Contract with Virginia Garris Sharp as Hearing Officer 10/01/2025 - 12/31/2026
 - c. Ratification of Contract with Jeri L. Bolton as IV-D Attorney 10/01/2025 - 12/31/2030
 - d. Ratification of Contract with Bruce L. Getsinger as IV-D Attorney 10/01/2025 - 12/31/2026
 - e. Ratification of Contract with Constable Joseph A. Carulli II to serve warrants and complaints for support 10/1/2025 - 12/31/2030
 - f. Ratification of Contract with Mallory N. Piercy as IV-D Attorney 10/01/2025 - 09/30/2030
6. **Row Offices:** No business to be presented
7. **Prison:** No business to be presented

8. Community Services Administration:

- a. Ratification of Contract with X-Treme Conditions LLC to replace the existing mini-split at the current 911 center

9. Human Services:

- a. Approval of the 2026 Early Headstart Grant Submission
- b. Human Services Agenda for approval – Attachment C

10. Finance Administration:

- a. Warrants – Attachment D
- b. Preliminary Budget Presentation – 2026

Fiscal Agent for NWPAERG (Northwest PA Emergency Response Group)

- a. Approval of Contract with Barbara Morrison for Task Force Services

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 Liquid Fuels Application awards
- b. Ratification of renewal of contract with Noble Environmental Specialty Recycling for HHW/Electronics collection events for 2026

13. Two Mile Run County Park:

- a. Park updates

14. County Administration:

- a. Approval of Proclamation for 16 Days of Activism
- b. Approval of Proclamation for 30th anniversary of Venango 911
- c. Special Recognition

15. Other Business:

16. Public Comment:

17. Adjournment:

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

RETIREMENT BOARD AGENDA

November 18, 2025

Time: _____

Attendance:

Approval of Minutes:

A motion was made by _____ and seconded by _____ to waive the reading of the minutes of the **10/15/25** 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
Tessa Fleeger	09/29/2025	9%
Sheridyn Umstead	09/29/2025	9%
Jay Roberts	10/01/2025	9%
David Hartle	10/06/2025	9%
Caden Barnes	10/13/2025	9%
Melissa Fulmer	10/14/2025	9%
Chevelle Bish	10/20/2025	10%
Abigail Fee	10/20/2025	9%
Kara Kauffman	10/27/2025	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
Brooke Hoffman	\$ 52,621.15	11/26/2025
Shannon Kluck	\$ 7,230.06	11/26/2025
Heather Donahue	\$ 3,895.32	11/26/2025
Conner Jones	\$ 3,452.17	11/26/2025
Jaclyn Sheatz	\$ 8,701.27	11/26/2025
Lucas Nuhfer	\$ 4,338.29	11/26/2025
Amanda Shaffer	\$ 11,531.78	11/26/2025
Melissa Weaver	\$ 2,160.87	11/26/2025
Riley Toledo	\$ 2,128.03	11/26/2025
Angelo Toledo	\$ 4,800.10	11/26/2025
Paul Rodgers	\$ 6,088.08	11/26/2025

Aye all; Motion carried and was approved.

RETIREMENT BOARD AGENDA

November 18, 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 **Susan M. West**, effective **9/03/2025**. She has elected a "No Option" which entitles her to receive a monthly annuity of **\$590.21** payable throughout her lifetime. She is entitled to a pro rata benefit of **\$550.86** to be paid for 28 days in the month of September.
- 2) Motion to authorize the Treasurer of the Retirement Board to issue a check made payable to Mrs. Lynn Greggs in the amount of **\$160.25**. This amount represents the monthly annuity owed to Lynn as the lifetime annuitant beneficiary for **Mr. Howard John Greggs, Jr.**, who passed away **7/31/2025**. Mr. Greggs had elected an "Option Four C" upon the date of his retirement.
- 3) Motion Notice to the Retirement Board of the death of retiree **Sheryl Brock** on **10/28/2025**. Sheryl had elected "No Option" at the time of her retirement. There is no pension benefit, pro rata or otherwise, payable to her estate or beneficiaries.

Aye all; motion carried and was approved.

Other Business: [Buy-backs; Administrative issues]

- 1.) **Conner Jones** 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.
- 2.) **Lucas Nuhfer** 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.
- 3.) **Danielle Dick** has chosen to vest her pension funds with the County effective **9/23/2025**.

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

November 18, 2025

ITEMS FOR CONSIDERATION

DEPARTMENT #260 DISTRICT ATTORNEY'S OFFICE

<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	Administrative Assistant III - Digital Evidence Specialist	FT	80	NEHR	6	10/1/2025

CORRECTION TO 9/9/25 SALARY BOARD

DEPARTMENT #540 MH/DS

<u>#</u>	<u>Action</u>	<u>Position</u>	<u>Status</u>	<u>Hr/Pay</u>	<u>Group</u>	<u>Grade</u>	<u>Effective</u>
	ABOLISH	BSU Director	FT	80	HSEXEM	4	8/5/2025

Note: Action should reflect "CREATE". Position was reallocated from BSU Program Director to BSU Director.

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 11/18/2025
RE: Items for Commissioner Approval

2025-2026 CONTRACT

Item 1: Summit Academy

CYFS/JPO

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

Purpose of Contract: To provide group home and residential services at range of \$292.27 to \$1,113.00 as approved by the County.

Item 2: Community Specialists Corp. d/b/a The Academy

CYFS/JPO

Synopsis: Request Commissioners' approval for a renewal of an existing contract with Community Specialists Corp. d/b/a The Academy 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 \$343.44 to \$1,219.00 as approved by the County.

Item 3: Susquehanna Software, Inc.

MHDS

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

Purpose of Contract: The Provider will continue to provide Technical and maintenance support at the following rates: Quarterly software support and maintenance at the rate of \$10,500.00 per quarter.

Item 4: Community Ambulance

MATP

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

Purpose of Contract: County agrees to reimburse the provider for the following: MATP transportation services for eligible Venango County individuals when authorized by the County at the rate \$130.00 per one way trip for ambulatory services; \$500.00 per one way trip for non-ambulatory (ambulance) service that are MATP and provider agrees to provide ambulance transport services for non-MATP individuals in need of such service as authorized by the Human Services Administrator or their designee. The county will reimburse the provider the approved Medicaid rate when no other third-party reimbursement is available.

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 11/18/2025
RE: Items for Commissioner Approval

Item 4: PennState

CYFS

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

Purpose of Contract: Data Provider will provide Data to Penn State to be collected, maintained and managed in the Penn State Administrator Data Accelerator Repository ("ADA Repository"). The transfer of Data shall be performed by the following means: Data will be accessed via secure transfer, which may include but is not limited to: (1) CWD data portal using Researcher Login Access (access to all pertinent data fields related to case management, including caseworker name, on an inquiry basis without the ability to edit), (2) encrypted thumb drive, and/or (3) data upload via invitation only secure Box share.

Item 5: Pennsylvania Children and Youth Administrators (PCYA)
Accenture Avenues Virtual Reality Training Program

CYFS

Synopsis: Request Commissioners' approval for a new contract with Pennsylvania Children and Youth Administrators (PCYA) for the period of November 1, 2025 through October 21, 2026.

Purpose of Contract: To provide Virtual Reality training with Venango County through Accenture Avenues.

Other ITEMS:

Item 1: Approval of CYFS Resource Family Agreements

CYFS

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

* 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: November 18, 2025

The following warrants are submitted for your approval:

HS101725	\$323,290.68	Human Service Warrant	
101725	\$548,874.03	Non-Human Service Warrant	
SP102125	\$90,000.00	Non-Human Service Warrant	
102425	\$1,677,374.51	Non-Human Service Warrant	
HS102325	\$24,072.00	Human Service Warrant	
HS102425	\$331,629.32	Human Service Warrant	
103125	\$163,430.76	Non-Human Service Warrant	
SP102825	\$50,000.00	Non-Human Service Warrant	
072225	\$1,868,332.37	Non-Human Service Warrant	
HS103125	\$751,471.22	Human Service Warrant	
110725	\$393,448.69	Non-Human Service Warrant	
HS110725	\$95,644.78	Human Service Warrant	
SP110525	\$4,695.01	Non-Human Service Warrant	
TOTAL	\$6,322,263.37		

HUMAN RESOURCE AGENDA ITEMS

November 18, 2025

PERSONNEL ACTIONS FOR THE MONTH

PROBATIONARY NEW HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Mary Clifton	140	Tax Claim	PF	70	SEIU	9	11/10/25
1	Chevelle Bish	305	Prison	PF	80	AFSC	11	10/20/25
1	Brittany Cook	305	Prison	PF	80	NEHR	8	11/07/25
1	Frank Dashner	305	Prison	PF	80	AFSC	11	11/09/25
1	Matthew Ryan	305	Prison	PF	80	AFSC	11	11/03/25
1	Collyn Sigler	305	Prison	PF	80	AFSC	11	11/14/25
1	Rekina Smith	305	Prison	PF	80	AFSC	11	11/01/25
1	Henry Weigner	305	Prison	PF	80	AFSC	11	10/24/25
1	Dan Fenner	520	Children & Youth	PF	80	HSNEHR	4	11/10/25
1	Shelbie Dykins	530	PIC Unit	PF	80	HSNEHR	5	11/10/25
1	Kara Kauffman	605	Park	PF	80	EXEM	2	10/27/25

RE-HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Kristen Griffith	305	Prison	PF	80	AFSC	11	10/27/25
1	Richard Tenney	305	Prison	PF	80	AFSC	11	11/05/25
1	Melissa Burk	520	Children & Youth	PF	80	SEIU	9	11/10/25

PROMOTION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Curt Leicher	From: 305 To: 305	Prison Prison	PF PF	80 80	AFSC AFSC	11 11	10/12/25
1	Tiffani Manning	From: 305 To: 305	Prison Prison	FT FT	80 80	AFSC AFSC	11 11	11/03/25
1	Nathan McDonough	From: 305 To: 305	Prison Prison	PF PF	80 80	AFSC NEHR	11 6	10/12/25
1	Stephanie DeArment	From: 520 To: 520	Children & Youth Children & Youth	FT FT	80 80	HSNEHR HSEXEM	5 1	10/26/25
1	Michael Grimm	From: 520 To: 520	Children & Youth Children & Youth	FT FT	80 80	HSNEHR HSNEHR	2 3	10/16/25
1	James Smith	From: 535 To: 535	Substance Use Substance Use	FT FT	80 80	HSNEHR HSNEHR	1 2	10/16/25
1	Lauren Murray	From: 540 To: 540	MH/DS MH/DS	FT FT	80 80	HSNEHR HSNEHR	2 3	10/16/25

RATE ADJUSTMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Andrew Long	From: 325 To: 325	911 Center 911 Center	FT FT	80 80	NEHR NEHR	5 5	10/12/25
1	Jessica Elder	From: 520 To: 520	Children & Youth Children & Youth	FT FT	80 80	HSEXEM HSEXEM	1 1	10/16/25
1	Matthew Haines	From: 520 To: 520	Children & Youth Children & Youth	FT FT	80 80	HSEXEM HSEXEM	1 1	10/16/25
1	Christie Johnson	From: 520 To: 520	Children & Youth Children & Youth	FT FT	80 80	HSEXEM HSEXEM	4 4	10/16/25
1	Natalie Prichard	From: 520 To: 520	Children & Youth Children & Youth	FT FT	80 80	HSNEHR HSNEHR	5 5	10/16/25
1	Amanda Scott	From: 520 To: 520	Children & Youth Children & Youth	FT FT	80 80	HSEXEM HSEXEM	1 1	10/16/25
1	Amanda Sheffer	From: 520 To: 520	Children & Youth Children & Youth	FT FT	80 80	HSEXEM HSEXEM	3 3	10/16/25
1	Lynda Wheeling	From: 520 To: 520	Children & Youth Children & Youth	FT FT	80 80	HSEXEM HSEXEM	1 1	10/16/25
1	Todd Gruber	From: 530 To: 530	PIC Unit PIC Unit	FT FT	80 80	HSEXEM HSEXEM	2 2	10/16/25
1	Suzann Guth	From: 530 To: 530	PIC Unit PIC Unit	FT FT	80 80	HSNEHR HSNEHR	6 6	10/16/25
1	Daniel McFadden	From: 530 To: 530	PIC Unit PIC Unit	FT FT	80 80	HSNEHR HSNEHR	6 6	10/16/25
1	Andrew Motter	From: 530	PIC Unit	FT	80	HSNEHR	6	

HUMAN RESOURCE AGENDA ITEMS

November 18, 2025

	To:	530	PIC Unit	Screeners/Assessor III	FT	80	HSNEHR	6	10/16/25
1	From:	530	PIC Unit	Screeners/Assessor III	FT	80	HSNEHR	6	
	To:	530	PIC Unit	Screeners/Assessor III	FT	80	HSNEHR	6	10/16/25
1	From:	540	MH/DS	BSU Director	FT	80	HSEXEM	3	
	To:	540	MH/DS	BSU Director	FT	80	HSEXEM	3	10/16/25
1	From:	540	MH/DS	Program Manager - ID	FT	80	HSEXEM	2	
	To:	540	MH/DS	Program Manager - ID	FT	80	HSEXEM	2	10/16/25
1	From:	540	MH/DS	Program Manager - El	FT	80	HSEXEM	2	
	To:	540	MH/DS	Program Manager - El	FT	80	HSEXEM	2	10/16/25
1	From:	540	MH/DS	Service Coordination Supervisor	FT	80	HSEXEM	1	
	To:	540	MH/DS	Service Coordination Supervisor	FT	80	HSEXEM	1	10/16/25
1	From:	570	Community Support	Program Manager - SDoH	FT	80	HSEXEM	2	
	To:	570	Community Support	Program Manager - SDoH	FT	80	HSEXEM	2	10/16/25

DEMOTION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Eve Murphy	From: 530	PIC Unit	Crisis Investigation Specialist I	FT	80	HSNEHR	5
		To: 520	Children & Youth	Family Case Consultant I	FT	80	HSNEHR	4
1	Delena Dean	From: 530	PIC Unit	Crisis Investigation Specialist I	FT	80	HSNEHR	5
		To: 520	Children & Youth	CPS/GPS Investigator I	FT	80	HSNEHR	4

LATERAL TRANSFER

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Elizabeth Bryan	From: 180	Treasurer's Office	Tax Clerk	FT	80	SEIU	9
		To: 540	MH/DS	Department Clerk IV	FT	80	SEIU	9
								11/03/25

SEPARATION OF EMPLOYMENT

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Lindsey McElhatten	305	Prison	Corrections Officer	PF	80	AFSC	11	10/21/25
1	Eric Nuse	305	Prison	Correctional Sergeant	FT	80	AFSC	11	10/25/25
1	Zachary Stelene	305	Prison	Corrections Officer	FT	80	AFSC	11	10/26/25
1	Angelo Toledo	305	Prison	Corrections Officer	FT	80	AFSC	11	10/12/25
1	Kimberly Ziegler	305	Prison	Correctional Lieutenant	FT	80	NEHR	6	11/01/25
1	Heather Jemmett	325	911 Center	Telecommunicator I	PF	80	NEHR	5	10/10/25
1	Quinton Clark	520	Children & Youth	Sr. Program Specialist - Training/QA	FT	80	HSEXEM	1	10/24/25
1	Jazzilyn Dunkel	530	PIC Unit	Crisis Investigation Specialist II	FT	80	HSNEHR	6	11/08/25
1	Eve Murphy	530	PIC Unit	Family Case Consultant I	FT	80	HSNEHR	4	11/13/25
1	Jessica Avery	540	MH/DS	Service Coordinator I - MH/TCM	FT	80	HSNEHR	1	10/07/25

CORRECTION TO 10/15/25 COMMISSIONER BOARD AGENDA

SEPARATION OF EMPLOYMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
	Hayden Burnett	305	Prison	Correctional Sergeant	FT	80	AFSCME	11	10/21/25

Note: Employee rescinded resignation and remains an employee of the Prison.

CORRECTION TO 09/09/25 COMMISSIONER BOARD AGENDA

PROMOTION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
	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

Note: Action should have been listed as a Rate Adjustment - not promotion.

ROW OFFICE AGENDA ITEMS

November 18, 2025

PERSONNEL ACTIONS AS A RESULT OF EXISTING VACANCIES

PROBATIONARY NEW HIRE

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Abigail Fee	205	Courts	Administrative Assistant II	PF	80	NEHR	5	10/20/25
1	Melissa Fulmer	205	Courts	Administrative Assistant II	PF	80	NEHR	5	10/14/25

REINSTATEMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Eric McMillen	270	Sheriff's Office	Deputy Sheriff	FT	80	NEHR	6	10/28/25

PROMOTION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Jennifer Moore	From: 260	District Attorney's Office	Administrative Assistant II	FT	80	NEHR	5
		To: 260	District Attorney's Office	Administrative Assistant III	FT	80	NEHR	6
								10/01/25

RATE ADJUSTMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	John Tibbs	From: 270	Sheriff's Office	Deputy Sheriff	FT	80	NEHR	6
		To: 270	Sheriff's Office	Deputy Sheriff	FT	80	NEHR	6
								10/13/25

SEPARATION OF EMPLOYMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Brian O'Toole	260	District Attorney's Office	County Detective	PT	40	NEHR	7	10/27/25
1	Ronald Harkless	270	Sheriff's Office	Deputy Sheriff	FT	80	NEHR	6	10/27/25