

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

DECEMBER 9, 2025

Invocation – Rev. Dr. Tim Harmon, Second Presbyterian Church (Oil City)

(Participation is voluntary)

Pledge of Allegiance

ELECTION BOARD

1. Call to Order
2. Approval of minutes from November 18, 2025 Meeting
3. Public comment on Election Board Agenda
4. Election Board Updates and Information
5. Other Business
6. Public Comment
7. Adjournment

RETIREMENT BOARD

1. Call to Order
2. Approval of minutes from November 18, 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 November 18, 2025 Meeting
3. Public Comment on Salary Board Agenda
4. Salary Board Items for Consideration
 - a. Approval of 2026 Comp Plan
 - b. 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 November 18, 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 Mission Critical Partners for Regional Computer Aided Dispatch for 2026 Pending Grant Award
 - b. Approval of Contract with Priority Dispatch
 - c. Approval of Contract with Mobilcom for maintenance on 911 dispatch infrastructure equipment
9. **Human Services:**
 - a. Human Services Agenda for approval – Attachment C

10. Finance Administration:

- a. Warrants – Attachment D
- b. 2026 Final Budget Approval
- c. Tax Base Certification
- d. Approval of Tax Rate Resolution 2025-13

Fiscal Agent for NWPARG (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. Ratification of Guardian Dental Contract Addendum
- b. Ratification of Vision Benefits of America Addendum
- c. Ratification of UPMC Medical Insurance Renewal
- d. Approval of Tentative Agreement between AFSCME and Venango County
- e. Approval of Tentative Agreement between SEIU and Venango County
- f. Human Resources Agenda Items for Approval – Attachment E
- g. Human Resources Items for Information Purposes – Attachment F

12. Planning Commission:

- a. Approval of Resolution 2025-12 CDBG grant application

13. Two Mile Run County Park:

- a. Park updates

14. County Administration:

- a. Approval of Holiday Calendar for 2026
- b. Approval of Contract with Jeri Bolton to represent CYS and MH
- c. Approval of Contract with Virginia Sharp to represent CYS
- d. Approval of Contract with Ed McIntyre to represent CYS and MH
- e. Approval of Contract with Matt Parson for Conflict Counseling
- f. Approval of Contract with Elisa Stutler to serve as Hearing Officer
- g. Approval of the Workplan for Tourism Promotion Activities

15. Other Business:

16. Public Comment:

17. Adjournment:

NEXT MEETING DATE: The next public meeting will be held at 4:30 p.m. January 13, 2026, in Room 100 of the Courthouse Annex to conduct county business.

RETIREMENT BOARD AGENDA

December 9, 2025

Time: _____

Attendance:

Approval of Minutes:

A motion was made by _____ and seconded by _____ to waive the reading of the minutes of the 11/18/25 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
Henry Weigner	10/24/2025	9%
Rekina Smith	11/01/2025	9%
Richard Tenney	11/05/2025	9%
Mary Clifton	11/10/2025	10%
Shelbie Dykins	11/10/2025	9%
Dan Fenner	11/10/2025	9%
Collyn Sigler	11/14/2025	9%
Phillip Hines	11/17/2025	9%
Kurt Nesbitt	11/17/2025	9%
Laini Vogan	12/01/2025	9%
Clyde Miranda Jr.	12/02/2025	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
Terry Stone	\$ 141.70	12/31/2025
Shelby Moyer	\$ 891.35	12/31/2025
Eric Nuse	\$ 5,227.12	12/31/2025
James Cyphert	\$ 200.91	12/31/2025
Jason Vandegrift	\$ 137.64	12/31/2025
Jessica Avery	\$ 4,245.38	12/31/2025
Emily Wright	\$ 2,780.81	12/31/2025
Jazzilynn Dunkel	\$ 8,115.48	12/31/2025
Zachary Stelene	\$ 8,703.59	12/31/2025
Brian O'Toole	\$ 9,789.12	12/31/2025
Kimberly Ziegler	\$ 9,933.33	12/31/2025
Todd Wyman	\$ 305.47	12/31/2025

RETIREMENT BOARD AGENDA

December 9, 2025

<u>Eve Murphy</u>	\$ 6,330.73	12/31/2025
<u>Lindsey McElhattan</u>	\$ 789.09	12/31/2025

Aye all; Motion carried and was approved.

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 **Doris K. Crowe**, effective **01/01/2026**. She has elected a "Option One" which entitles her to receive a monthly annuity of **\$397.54** payable throughout her lifetime.

Aye all; motion carried and was approved.

Other Business: [Buy-backs; Administrative issues]

- 1.) **Terry Stone** 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.) **Shelby Moyer** 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.) **Eric Nuse** 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.
- 4.) **James Cyphert** 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.) **Jason Vandegrift** 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.
- 6.) **Jessica Avery** 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.
- 7.) Notice to the Retirement Board that Notice to the Retirement Board that **Heather Jemmett** was disbursed **\$667.20** on **11/26/2025** and is reflected on our December Retirement Board as she was approved but omitted from our November Retirement Board Agenda.

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

December 9, 2025

ITEMS FOR CONSIDERATION

DEPARTMENT #160 MAINTENANCE

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	CREATE	Maintenance Worker III	PT	40	SEIU	10	11/24/2025

DEPARTMENT #540 MH/DS

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	REALLOCATE	Service Coordinator I (DS, ID, EI, MH, MH ADMIN)	FT	80	HSNEHR	1	
	To:	Service Coordinator I (DS, ID, EI, MH, MH ADMIN)	FT	80	HSNEHR	3	11/24/2025
2	REALLOCATE	Service Coordinator II (DS, ID, EI, MH, MH ADMIN)	FT	80	HSNEHR	2	
	To:	Service Coordinator II (DS, ID, EI, MH, MH ADMIN)	FT	80	HSNEHR	4	11/24/2025
3	REALLOCATE	Service Coordinator III (DS, ID, EI, MH, MH ADMIN)	FT	80	HSNEHR	3	
	To:	Service Coordinator III (DS, ID, EI, MH, MH ADMIN)	FT	80	HSNEHR	5	11/24/2025

PAY GRADE ADJUSTMENT

HSNEHR Pay Grade 3 start rate increase from \$18.17 per hour to \$18.37 per hour, effective 11/24/25.

*Attachment C

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 12/08/2025
RE: Items for Commissioner Approval

2025-2026 CONTRACT

Item 1: PennState

CYFS

Synopsis: Request Commissioners' approval for a contract with PennState for the period of June 4, 2023 through June 4, 2028.
Purpose of Contract: To share Data for Educational purposes.

Amendments:

Item 1: Davis Archway Treatment Center

SUD

Request Commissioners approval to add an amendment to the existing contract with Davis Archway Treatment Center for the period of July 1, 2025 through December 31, 2025.
Purpose of contract: To provide non-hospital detox at facility #107112 at a rate of 350.00/day, non-hospital residential services at facility #107112 at a rate of 316.00/day, and halfway house at facility #107036 at a rate of 122.00/day. All MAT to be billed at actual pharmacy cost.

Other ITEMS:

Item 1: Approval of CYFS Resource Family Agreements

CYFS

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



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: December 09, 2025

The following warrants are submitted for your approval:

HS111325	\$130,841.54	Human Service Warrant	
HS111425	\$180,899.55	Human Service Warrant	
SP111025	\$10,000.00	Non-Human Service Warrant	
112125	\$143,317.40	Non-Human Service Warrant	
HS112125	\$748,806.52	Human Service Warrant	
112625	\$1,336,382.32	Non-Human Service Warrant	
HS112625	\$106,547.70	Human Service Warrant	
EL120125	\$30,927.80	Non-Human Service Warrant	
120525	\$277,804.57	Non-Human Service Warrant	
HS120525	\$164,666.93	Human Service Warrant	
TOTAL	\$3,130,194.33		

HUMAN RESOURCE AGENDA ITEMS

December 9, 2025

PERSONNEL ACTIONS FOR THE MONTH

PROBATIONARY NEW HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Laini Vogan	145	Assessment Department Clerk III	PF	80	SEIU	8	12/01/25
2	James Johnson	160	Maintenance Maintenance Worker III	PP	40	SEIU	10	11/10/25
3	Wayne Jones	305	Prison Corrections Officer	PF	80	AFSC	11	11/21/25
4	Clyde Miranda, Jr.	305	Prison Correctional Lieutenant	PF	80	NEHR	6	12/02/25
5	Collyn Sigler	305	Prison Corrections Officer	PF	80	AFSC	11	11/22/25
6	Phillip Hines	530	PIC Unit Crisis Investigation Specialist I	PF	80	HSNEHR	5	11/17/25
7	Kurt Nesbitt	530	PIC Unit Crisis Investigation Specialist I	PF	80	HSNEHR	5	11/17/25

POSITION REALLOCATION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Heather Baker	From: 540 To: 540	MH/DS MH/DS Service Coordinator I - EI	PF	80	HSNEHR	1	11/24/25
2	Desiree Dulaney	From: 540 To: 540	MH/DS MH/DS Service Coordinator I - MH Admin	PF	80	HSNEHR	1	11/24/25
3	Katelyn Konetsky	From: 540 To: 540	MH/DS MH/DS Service Coordinator I - MH Admin	PF	80	HSNEHR	3	11/24/25
4	Lauren Murray	From: 540 To: 540	MH/DS MH/DS Service Coordinator II - EI	FT	80	HSNEHR	2	11/24/25
5	Sharon Oakes	From: 540 To: 540	MH/DS MH/DS Service Coordinator II - EI	FT	80	HSNEHR	4	11/24/25
6	Heidi Rarer	From: 540 To: 540	MH/DS MH/DS Service Coordinator III - EI	FT	80	HSNEHR	3	11/24/25
			MH/DS MH/DS Service Coordinator III - EI	FT	80	HSNEHR	5	11/24/25
			MH/DS MH/DS Service Coordinator III - MH	FT	80	HSNEHR	3	11/24/25
			MH/DS MH/DS Service Coordinator III - MH	FT	80	HSNEHR	5	11/24/25
			MH/DS MH/DS Service Coordinator II - MH	FT	80	HSNEHR	2	11/24/25
			MH/DS MH/DS Service Coordinator II - MH	FT	80	HSNEHR	4	11/24/25

PROMOTION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Lindsey McCloskey	From: 520 To: 520	Children & Youth Children & Youth Outreach Case Consultant II	FT	80	HSNEHR	2	11/21/25
			Outreach Case Consultant III	FT	80	HSNEHR	3	11/21/25

VOLUNTARY DEMOTION / TRANSFER

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Emily Fox	From: 520 To: 570	Children & Youth Housing Sr. Program Specialist - Training	FT	80	HSEXEM	1	11/23/25
			Housing Supports Coordinator III	FT	80	HSNEHR	3	11/23/25

END OF PROBATION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Stephen Ondulich	405	Airport Maintenance Worker III	FT	80	SEIU	10	11/20/25
2	Staci Neidich	520	Children & Youth Program Specialist - Foster Care	FT	80	HSNEHR	5	10/28/25
3	Courtney Woods	530	PIC Unit Sr. Service Coordination Supervisor	FT	80	HSEXEM	2	10/14/25

SEPARATION OF EMPLOYMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Caden Barnes	305	Prison Corrections Officer	PF	80	AFSC	11	11/13/25
2	Logan Emig	305	Prison Corrections Officer	PF	80	AFSC	11	10/20/25
3	Wayne Jones	305	Prison Corrections Officer	PF	80	AFSC	11	11/23/25
4	James Williams	305	Prison Corrections Officer	FT	80	AFSC	11	12/03/25
5	Melissa Burk	520	Children & Youth Department Clerk IV	PF	80	SEIU	9	11/18/25

ROW OFFICE AGENDA ITEMS

December 9, 2025

PERSONNEL ACTIONS AS A RESULT OF EXISTING VACANCIES

PROMOTION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Rebekah Williams	From: 260	Treasurer's Office	Department Clerk III - Commonwealth	FT	80	SEIU	8
		To: 260	Treasurer's Office	Tax Clerk	FT	80	SEIU	9
								01/01/25

REINSTATEMENT

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Torin Martin	210	Domestic Relations	Enforcement Officer II	FT	80	NEHR	5	10/27/25
2	Ronald Woods	210	Domestic Relations	Enforcement Officer II	FT	80	NEHR	5	10/27/25

SEPARATION OF EMPLOYMENT - RETIREMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Timothy McIntyre	205	Courts	Court Crier/Tipstaff	PT	40	NEHR	7	11/26/25

SEPARATION OF EMPLOYMENT

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	George Tice	310	Court Supervision Svc.	Comm. Based Juv. Probation Officer	FT	80	NEHR	6	12/27/25