

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

JUNE 10, 2025

Invocation – Eric Reamer, Free Christian Church, Oil City (*Participation is voluntary*)

Pledge of Allegiance

ELECTION BOARD

1. Call to Order
2. Approval of minutes from May 16, 2025 Meeting
3. Public comment on Election Board Agenda
4. Election Board Items for Consideration
5. Other Business
6. Public Comment
7. Adjournment

RETIREMENT BOARD

1. Call to Order
2. Approval of minutes from May 16, 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 May 16, 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 May 16, 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 purchase of generator from Cummins for 911 building
 - b. Approval of Service Agreement with Verity Corp. for uninterrupted power supply
9. **Human Services:**
 - a. Human Services Agenda for approval – Attachment C
10. **Finance Administration:**
 - a. Warrants – Attachment D
 - b. Authorization to proceed with the process in issuing debt for capital repairs

Fiscal Agent for NWPAERG (Northwest PA Emergency Response Group)

No business to be presented

Fiscal Agent for NWWDB (Northwest Workforce Development Board)

- a. Approval of WIOA, Operator and EARN Contracts

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 Intergovernmental Agreement for Shared Professional Land Surveyor Services with Municipalities

13. Two Mile Run County Park:

- a. Update on Park and activities

14. County Administration:

- a. Approval of amendment to Ordinance #02-2014 Hazmat Billing
- b. Proclamation – Flag Day

15. Other Business:

16. Public Comment:

17. Adjournment:

NEXT MEETING DATE: The next public meeting will be held at 4:30 p.m. July 8, 2025 in Room 100 of the Courthouse Annex to conduct County business.

RETIREMENT BOARD AGENDA

June 10, 2025

Time: _____

Attendance: _____

Approval of Minutes:

A motion was made by _____ and seconded by _____ to waive the reading of the minutes of the 05/16/25 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
Tyara Johnson	04/28/2025	9%
Shelby Moyer	05/07/2025	9%
Ronald Woods	05/11/2025	10%
Kaitlyn Comans	05/12/2025	9%
Curt Leicher	05/12/2025	10%
Terry Stevens	05/13/2025	10%
Victor Ramos	05/19/2025	9%
Jennifer Luktisch	05/27/2025	9%
Torin Martin	05/27/2025	10%
Zach Burkhart	05/28/2025	9%
Dawn Rumbaugh	05/29/2025	10%

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
Asha Posker	\$ 5,112.37	06/30/2025
Melissa Burk	\$ 787.74	06/30/2025
Wesley Paxton	\$ 9,926.88	06/30/2025
Allison O'Keefe	\$ 4,114.93	06/30/2025
Pamela Pfertsh	\$ 14,996.64	06/30/2025
Mitchell McMillen	\$ 3,127.85	06/30/2025
Darrius Graham	\$ 115.77	06/30/2025
Kelly Knoch	\$ 13,237.59	06/30/2025
Brendan Tucker	\$ 57.91	06/30/2025

RETIREMENT BOARD AGENDA

June 10, 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) Notice to the Retirement Board of the death of retiree **Chris L. Cleland** on **04/27/2025**. Chris had elected an "Option Four (A)" at the time of his retirement. There is no pension benefit, pro rata or otherwise, payable to his estate or beneficiaries.

Aye all; motion carried and was approved.

Other Business: [Buy-backs; Administrative issues]

- 1.) **Darrius Graham** 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.) **Brendan Tucker** 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.) **Hilary Buchanan** has chosen to vest her pension funds with the County effective **05/16/2025**.

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

June 10, 2025

ITEMS FOR CONSIDERATION

DEPARTMENT #305 PRISON

<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	Corrections Officer (2 Positions)	FT	80	AFSCME	11	5/25/2025
1	CREATE	Field Training Officer (2 Positions)	FT	80	AFSCME	11	5/25/2025

DEPARTMENT #325 911 CENTER

<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	Telecommunicator I	PT	40	NEHR	5	5/25/2025

Note: Position was temporarily created and is no longer needed.

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 06/12/2025
RE: Items for Commissioner Approval

2024-2025 CONTRACT

Item 1: Ascend Clinical Services/Teen Challenge

SUD

Synopsis: Request Commissioners' approval to enter into a new contract with Ascend Clinical Services/Teen Challenge for the period of May 1, 2025 through December 31, 2025.

Purpose of Contract: New provider to provide the following SUD services:

3.7WM (Facility #062579)-\$354/day

3.5 (Facility #707087)-\$220/day

3.5 (Facility #062579)-\$205/day

2.1 (Facility #067093)-\$10.87/min unit

2.1 (Facility #707087)-\$10.87/15 min unit

1.0 (Facility #067093)-\$10.87/15 min unit

1.0 (facility #707087)-\$10.87/15 min unit

All MAT at actual pharmacy cost

Item 2: Center for Community Resources

MHDS

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

Purpose of Contract: The Provider will provide ID Supports Coordination at the rate of \$27.21 per 15-minute unit. The rates are set by the PA Dept of Human Services, Office of Development Programs. Max contract us set at \$54,420.

Item 3: Evolve Professional Counseling Services

MHDS

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

Purpose of Contract: To provide counseling services not covered or billable under Medical Assistance, as authorized by Human Services Administrator or their designee.

Rates are as follows:

Initial intake - \$150, Session prices - \$80-\$150

Max contract is set at \$9,000.

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 06/12/2025
RE: Items for Commissioner Approval

Item 4: Active Aging, Inc.

OAS

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

Purpose of Contract: To provide Ombudsman services and peer programs on behalf of Venango County Older Adults as outlined in the agreement for a flat fee of \$15,534, which includes all travel time.

Item 5: The Pointe

MHDS

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

Purpose of Contract: To operate a warming/cooling center at their location.

Item 6: Sugarcreek Borough Police Department

MHDS

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

Purpose of Contract: To provide emergency transport services of individuals originating within the Sugarcreek Borough limits to UPMC Northwest Medical Center located in Seneca, PA, as authorized by the Human Services County Administrator or their designee. The County agrees to reimburse the Provider for officer overtime costs at a rate of 1.5 times of the actual hourly pay plus any other statutory or contractual costs of any officer that must be engaged in an overtime capacity to provide the transport services agreed upon herein.

Item 7: Alliance for Nonprofit Resources

MHDS

Synopsis: Request Commissioners approval for a renewal of an existing contract with Alliance to Nonprofit Resources 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 – ID Certified Investigations at \$85 per hour with a contract max of \$29,750.

Item 8: Community Resources for Independence (CRI)

OAS

Synopsis: Request Commissioners approval for a renewal of an existing contract with Community Resources for Independence (CRI) 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 – Personal Care-\$23.00 per hour.

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 06/12/2025
RE: Items for Commissioner Approval

Item 9: Everyfit DBA QMedic

OAS

Synopsis: Request Commissioners approval for a renewal of an existing contract with Everyfit DBA QMedic 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:

In-Home PERS-\$30 per client per month

Mobile GPS PERS-\$30 per client per month

Mobile GPS PERS+-\$30 per client per month

Mobile GPS PERSX-\$30 per client per month

Mobile GPS PERS (Wristband)-\$30 per client per month

Item 10: Crawford County Mental Health Awareness Program (CHAPS)

MHDS

Synopsis: Request Commissioners approval for a renewal of an existing contract with Crawford County Mental Health Awareness Program (CHAPS) for the period of July 1, 2025 through June 30, 2026.

Purpose of Contract: To provide Certified Peer Support services for individuals authorized by the Human Services County Administrator of their designee at the rate of \$36.81 per 15 minute unit for services not covered or billable under Medical Assistance.

Amendments:

Item 1: Active Aging, Inc.

OAS

Request Commissioners approval to add an amendment to the existing contract with Active Aging, Inc. for the period of May 22, 2025 through June 30, 2025.

Purpose of contract: Due to receiving additional Ombudsman funding, the County will send the remaining \$5500.00 to Active Aging, Inc. for the contracted 2024-2025 Ombudsman Program.

Item 2: Alliance for Nonprofit Resources

MHDS

Request Commissioners approval to add an amendment to the existing contract with Alliance for Nonprofit Resources for the period of July 1, 2024 through June 30, 2025.

Purpose of contract: To increase the original service agreement providing Certified Investigation with a \$16,000 maximum to be increased by an additional \$14,000 to a total of \$30,000 maximum for the 24-25 fiscal year.

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 06/12/2025
RE: Items for Commissioner Approval

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.

Item 2: Approval of Appointment for Rita Porter

OAS

Requests Commissioners approval to appoint Rita Porter to a three-year term on the Venango County Older Adult Services Advisory Council.

Item 3: Approval of Appointment for Rebekah Deal

OAS

Requests Commissioners approval to appoint Rebekah Deal to a three-year term on the Venango County Older Adults Services Advisory Council.

Item 4: Approval for Appointment of Ray Feroz, PhD

SUD

Requests Commissioners approval to reappoint Ray Feroz, PhD to a three-year term on the Mental Health and Development Services Advisory Board, Substance Use Executive Commission and Children, Youth and Family Services Advisory Board. Effective October 1, 2024 through October 1, 2027.

Item 5: Approval for Appointment of Cynthia Forbes

OAS

Requests Commissioners approval to appoint Cynthia Forbes to a three-year term on the Venango County Older Adult Services Advisory Council. Effective October 1, 2024 through October 1, 2027.

Item 6: Approval for Appointment of Robyn Guth

SUD

Requests Commissioners approval to reappoint Robyn Guth to a three-year term on the Mental Health and Development Services Advisory Board, Substance Use Executive Commission and Children, Youth and Family Services Advisory Board. Effective October 1, 2024 through October 1, 2027.

Item 7: Approval for Appointment of Maloy Shrout

SUD

Requests Commissioners approval to reappoint Maloy Shrout to a three-year term on the Mental Health and Development Services Advisory Board, Substance Use Executive Commission and Children, Youth and Family Services Advisory Board. Effective February 1, 2025 through February 1, 2028.

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 06/12/2025
RE: Items for Commissioner Approval

Item 8: Approval for Appointment of George Cavanaugh

SUD

Requests Commissioners approval to reappoint George Cavanaugh to a three-year term on the Mental Health and Development Services Advisory Board, Substance Use Executive Commission and Children, Youth and Family Services Advisory Board. Effective March 1, 2025 through March 1, 2028.

Item 9: Approval for Appointment of Sister Marion Wehler

SUD

Requests Commissioners approval to reappoint Sister Marion Wehler to a three-year term on the Mental Health and Development Services Advisory Board, Substance Use Executive Commission and Children, Youth and Family Services Advisory Board. Effective June 1, 2025 through June 1, 2028.

*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: June 10, 2025

The following warrants are submitted for your approval:

051625	\$1,566,595.33	Non-Human Service Warrant	
HS051625	\$295,016.19	Human Service Warrant	
052325	\$507,549.17	Non-Human Service Warrant	
HS052325	\$485,969.17	Human Service Warrant	
053025	\$947,814.98	Non-Human Service Warrant	
HS053025	\$150,989.55	Human Service Warrant	
060625	\$224,600.45	Non-Human Service Warrant	
HS060625	\$275,485.83	Human Service Warrant	
TOTAL	\$4,454,020.67		

HUMAN RESOURCE AGENDA ITEMS

June 10, 2025

PERSONNEL ACTIONS AS A RESULT OF EXISTING VACANCIES

PROBATIONARY NEW HIRE

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Victor Ramos	160	Maintenance	Maintenance Worker III	PF	80	SEIU	10	05/19/25
2	Zachery Burkhart	305	Prison	Corrections Officer	PF	80	AFSCME	11	05/28/25
3	Layla Emig	305	Prison	Corrections Officer	PF	80	AFSCME	11	06/18/25
4	Terry Stevens	305	Prison	Corrections Officer	PF	80	AFSCME	11	05/13/25
5	Jennifer Lukitsch	510	Older Adult Services	Aging Case Aide	PF	80	SEIU	10	05/27/25
6	Kaitlyn Comans	520	Children & Youth	CPS/GPS Investigator I	PF	80	HSNEHR	4	05/12/25

TEMPORARY NEW HIRE

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Gary Kiselka	160	Maintenance	Bridge Crew	TFT	80	NEHR	1	06/09/25
2	Owen Murray	160	Maintenance	Bridge Crew	TFT	80	NEHR	1	06/09/25
3	Jordan Downor	605	Park	Maintenance Worker Intern	TFT	80	NEHR	1	05/12/25
4	Attila Foxberg	605	Park	Snack Shack Attendant	TFT	80	NEHR	1	06/06/25
5	David Hauptman	605	Park	Lifeguard	TPT	60	NEHR	3	06/06/25
6	Amelia Heil	605	Park	Department Clerk Intern	TFT	80	NEHR	1	05/20/25
7	Karlie Horn	605	Park	Snack Shack Attendant	TFT	80	NEHR	1	06/06/25
8	Mara Martinec	605	Park	Snack Shack Attendant	TFT	80	NEHR	1	05/12/25
9	Hannah McQuown	605	Park	Lifeguard	TPT	60	NEHR	3	06/06/25
10	Addilynn McGarvie	605	Park	Snack Shack Attendant	TFT	80	NEHR	1	06/06/25
11	Steven Novak	605	Park	Maintenance Worker Intern	TFT	80	NEHR	1	05/07/25
12	Aiden Patterson	605	Park	Lifeguard	TPT	60	NEHR	3	06/06/25
13	Addison Schnitzer	605	Park	Lifeguard	TPT	60	NEHR	3	06/11/25
14	Kaylynn Skiba	605	Park	Snack Shack Attendant	TFT	80	NEHR	1	06/06/25
15	Elizabeth Stoltz	605	Park	Snack Shack Attendant	TFT	80	NEHR	1	06/06/25

RE-HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Dawn Rumbaugh	305	Prison	Corrections Officer	PF	80	AFSCME	11	05/29/25
2	Phyllis Alden	520	Children & Youth	Family Case Consultant I	TP	26	HSNEHR	4	05/27/25

REINSTATEMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Heather Donahue	305	Prison	Corrections Officer	PFT	80	AFSC	11	05/12/25

PROMOTION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Robyn Stevens	From: 140 To: 140	Tax Claim Tax Claim	FT	70	SEIU	9	
2	Hayden Burnett	From: 305 To: 305	Prison Prison	FT	70	SEIU	12	06/09/25
3	Tristin Siegel	From: 305 To: 305	Prison Prison	PF	80	AFSCME	11	06/08/25
			Deputy Warden	FT	80	NEHR	8	
			Chief Deputy Warden	FT	80	NEHR	9	05/12/25

PROMOTION / RATE ADJUSTMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Stephanie DeArment	From: 520 To: 520	Children & Youth Children & Youth	FT	80	HSNEHR	4	
			Family Case Consultant II	FT	80	HSNEHR	5	05/26/25

Note: Requirements met for Step Program step up.

RATE ADJUSTMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Sean Hartle	From: 305 To: 305	Prison Prison	FT	80	NEHR	6	
2	Torin Lehmier	From: 305 To: 305	Prison Prison	FT	80	NEHR	6	05/25/25
3	Paul Rodgers	From: 305 To: 305	Prison Prison	FT	80	NEHR	6	05/25/25
4	Emily Fox	From: 520 To: 520	Children & Youth Children & Youth	FT	80	NEHR	6	05/25/25
			Sr. Program Specialist - Training	FT	80	HSEXEM	1	
			Sr. Program Specialist - Training	FT	80	HSEXEM	1	05/21/25

JOB TITLE CHANGE / RATE ADJUSTMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Hayden Burnett	From: 305 To: 305	Prison Prison	PF	80	AFSCME	11	
			Field Training Officer	PF	80	AFSCME	11	05/25/25

POSITION REALLOCATION / RATE ADJUSTMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Amanda Sheffer	From: 520 To: 520	Children & Youth Children & Youth	FT	80	HSEXEM	3	
			CYFS Program Director	FT	80	HSEXEM	3	05/11/25

HUMAN RESOURCE AGENDA ITEMS

June 10, 2025

CHANGE IN STATUS

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Domonick Merritt	From: 305 To: 305	Prison Prison	Corrections Officer Corrections Officer	PT FT	40 80	AFSCME AFSCME	11 11
								05/25/25

CHANGE IN STATUS / PROMOTION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Desiree Dulaney	From: 540 To: 540	MH/DS MH/DS	Service Coordination Intern Service Coordinator I - MH	PT PT	48 48	NEHR HSNEHR	1 1
								05/12/25

CHANGE IN STATUS / INCREASE IN HOURS

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Erlin Janidlo	From: 325 To: 325	911 Center 911 Center	Telecommunicator I Telecommunicator I	PT FT	40 80	NEHR NEHR	5 5
								05/25/25

DEMOTION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Lorelei Kingsmore	From: 305 To: 305	Prison Prison	Correctional Sergeant Corrections Officer	FT FT	80 80	AFSCME AFSCME	11 11
								05/15/25

BONUS

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Diona Brick	135	Fiscal	Director, Finance, Management & Fiscal Svc.	FT	80	EXEM	6
2	Robert Bisbee	130	Human Resources	Payroll Coordinator	FT	80	NEHR	5
3	Amanda Carbaugh	130	Human Resources	Assistant Human Resource Director	FT	80	EXEM	2
4	Michelle Craig	130	Human Resources	Employee Relations Advisor	FT	80	NEHR	7
5	DeAnna Pleger	130	Human Resources	Employee Relations Advisor	FT	80	NEHR	6
6	Luke Terrill	130	Human Resources	Recordkeeping Coordinator	FT	80	NEHR	5
7	Justin Wolfe	130	Human Resources	Human Resource Director	FT	80	EXEM	4

Note: Bonuses compensation related to performing and assisting with Human Service responsibilities and initiatives.

END OF PROBATION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
3	Ralph Brewer	160	Maintenance	Maintenance Worker III	FT	80	SEIU	10
1	Barbara Manbeck	305	Prison	Corrections Officer	FT	80	AFSCME	11
2	James Williams	305	Prison	Corrections Officer	FT	80	AFSCME	11
4	Kelly Welch	510	Older Adult Services	Department Clerk III	FT	80	SEIU	8

SEPARATION OF EMPLOYMENT - RETIREMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Debra Francis	509	HS Fiscal	Fiscal Operations Officer	FT	80	NEHR	8
2	Lorie O'Neil	509	HS Fiscal	Accounting Assistant	PT	40	SEIU	12

SEPARATION OF EMPLOYMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Danielle Britt	140	Tax Claim	Senior Tax Clerk	FT	80	SEIU	12
2	Lorelei Kingsmore	305	Prison	Corrections Officer	FT	80	AFSCME	11
3	Courtney Long	305	Prison	Corrections Officer	PF	80	AFSCME	11
4	Wesley Paxton	305	Prison	Chief Deputy Warden	FT	80	NEHR	9
5	Morris Woodhouse	305	Prison	Corrections Officer	FT	80	AFSCME	11
6	Melissa Burk	520	Children & Youth	Department Clerk III	FT	80	SEIU	8
7	Abigail Joseph	520	Children & Youth	CPS/GPS Investigator I	FT	80	HSNEHR	4

ROW OFFICE AGENDA ITEMS

June 10, 2025

PERSONNEL ACTIONS AS A RESULT OF EXISTING VACANCIES

PROBATIONARY NEW HIRE

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Torin Martin	210	Domestic Relations	Enforcement Officer II	PF	80	NEHR	5	05/27/25
2	Ronald Woods	210	Domestic Relations	Enforcement Officer II	PF	80	NEHR	5	05/11/25

TEMPORARY NEW HIRE

1	Andrew Crusciel	205	Courts	Legal Intern	TFT	80	NEHR	1	05/19/25
2	Joseph McFadden	260	District Attorney's Office	Legal Intern	TFT	80	NEHR	1	05/19/25

PROMOTION

#	Name	From:	Dept	To:	Position	Status	Hr/Pay	Group	Grade	Effective
1	Tomann Rice	265	Prothonotary	265	Department Clerk II	PF	80	NEHR	2	
			Prothonotary		Bookkeeper II	PF	80	NEHR	3	06/16/25
2	Isaac Hastings	310	Court Supervision Svc.	310	Juvenile Division Supervisor	FT	80	EXEM	2	
			Court Supervision Svc.		Director of Court Supervision	FT	80	EXEM	4	05/12/25

CHANGE IN STATUS

#	Name	From:	Dept	To:	Position	Status	Hr/Pay	Group	Grade	Effective
1	Timothy McIntyre	205	Courts	205	Court Crier	FT	80	NEHR	1	
			Courts		Court Crier	PT	7	NEHR	1	06/08/25

SEPARATION OF EMPLOYMENT - RETIREMENT

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Tammy Reitz	265	Prothonotary	Bookkeeper II	FT	80	NEHR	3	06/13/25

SEPARATION OF EMPLOYMENT

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Jake Garrow	210	Domestic Relations	Enforcement Officer II	PF	80	NEHR	5	05/08/25
2	Corinne Carbaugh	240	MDJ 3-4	Legal Secretary II	PF	75	NEHR	2	05/15/25