

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

January 14, 2025

Invocation – Pastor John Bell from Franklin Wesleyan Church *(Participation is voluntary)*

Pledge of Allegiance

ELECTION BOARD

1. Call to Order
2. Approval of minutes from December 10, 2024 Meeting
3. Public comment on Election Board Agenda
4. Election Board Items for Consideration
 - a. Certification of the recognized political parties in Venango County (25 P.S. 2831(b)).
 - b. Approval of the polling place change for Franklin 2 from City Hall to the Knights of Columbus
 - c. Update on election preparation, registration activities, and registration statistics
5. Other Business
6. Public Comment
7. Adjournment

RETIREMENT BOARD

1. Call to Order
2. Approval of minutes from December 10, 2024 Meeting
3. Public Comment on Retirement Board Agenda
4. Retirement Board Items for Consideration – Attachment A
5. Other Business
6. Public Comment
7. Adjournment

SALARY BOARD

1. Call to Order
2. Approval of Minutes from December 10, 2024 Meeting
3. Public Comment on Salary Board Agenda
4. Salary Board Items for Consideration – 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 December 10, 2024 Meeting
4. Public Comment on Commissioner Board Agenda:
5. **Court Administration:**
 - a. No business to present
6. **Row Offices:**
 - a. No business to present
7. **Prison:**
 - a. Approval of agreement with Lawrence County for housing juvenile inmates
8. **Community Services Administration:**
 - a. Ratification of Fee Estimate for Runway Obstruction Removal
 - b. Approval of Lease of Hangar 12-20
 - c. Approval of the 2024 Statewide Interconnectivity Grant Agreement for PEMA
 - d. Maintenance Agreement for compressors at 911
 - e. Lease agreement renewal of chair fleet
 - f. Agreement renewal for OnSolve CodeRED Core Emergency Bundle
 - g. MOU with Forest County to permit Venango County access and use of the ACOE Tower Site
9. **Human Services:**
 - a. Human Services Agenda for Approval, Attachment C
10. **Finance Administration:**
 - a. Warrants – Attachment D

Fiscal Agent for NWPARG (Northwest PA Emergency Response Group)

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 Informational Purposes – Attachment F

12. Planning Commission:

- a. Approval of the Floodplain Administration County Service Provider Agreement with Barkeyville Borough
- b. Ratification of the contract with Fuller Building Group, Inc. to perform site preparation work for the Two Mile Run County Park restroom project.
- c. Ratification of the contract with Horizon Construction Group, Inc. to provide materials for the Two Mile Run County Park restroom project.
- d. Approval of By-Laws update to clarify that a Commissioner is permitted to be a voting member.
- e. Reappointment of Megan Weber and Jim Miller to the Planning Commission Board.

13. Two Mile Run County Park:

- a. Update on Park and Activities

14. County Administration:

- a. Ratification of the Right-of-Way Agreement with Verizon
- b. Approval of Contract with ContempoTech for cleaning service
- c. Approval of Intergovernmental Agreement for Adult Resident List With PennDot
- d. Untable – Approval of the Workplan for Tourism Promotion Activities
- e. Ratification of Barr's Insurance Proposal for Workers Comp, Airport Liability and Fiduciary Insurance
- f. Reappointment of Alan Schiller to Venango County Economic Development Authority Board for a 5 year term
- g. Proclamation for Two Mile Run County Park Volunteers of the Year

15. Other Business:

16. Public Comment:

17. Adjournment:

NEXT MEETING DATE: The next public meeting will be held on February 11, 2025 at 4:30 pm in Room 100 of the Courthouse Annex to conduct County Business.

RETIREMENT BOARD AGENDA

January 14, 2025

Time: _____

Attendance: _____

Approval of Minutes:

A motion was made by _____ and seconded by _____ to waive the reading of the minutes of the 12/10/24 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
Tony Dunkle	11/18/2024	9%
Brandon McCoy	12/01/2024	9%
Barbara Manbeck	12/03/2024	9%
Destiny Hornbeck	12/09/2024	9%
Jadie Taft	12/09/2024	9%
Melissa Shreve	12/09/2024	9%
Ashley Lochmann	12/09/2024	9%
Delena Dean	12/09/2024	9%
Ashley Johnson	12/09/2024	9%
James Williams	12/10/2024	10%
Karey Rowland	12/26/2024	9%
Robyn Stevens	12/30/2024	9%
Emily Wright	12/30/2024	15%

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
Jennifer McNellie	\$ 4,793.56	1/31/2025
Autumn Quen	\$ 1,371.71	1/31/2025
Autumn Blose	\$ 6,008.96	1/31/2025
Joseph Oswalt	\$ 1,620.71	1/31/2025

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]

None to present at this time.

RETIREMENT BOARD AGENDA

January 14, 2025

Aye all; motion carried and was approved.

Other Business: [Buy-backs; Administrative issues]

None to present at this time.

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

Bridey G. Shawgo

SALARY BOARD

January 14, 2025

ITEMS FOR CONSIDERATION

DEPARTMENT #260 DISTRICT ATTORNEY

#	<u>Action</u>	<u>Position</u>	<u>Status</u>	<u>Hr/Pay</u>	<u>Group</u>	<u>Grade</u>	<u>Effective</u>
1	ABOLISH	Administrative Assistant II	PT	40	NEHR	5	12/16/2024
2	CREATE	Administrative Assistant II	FT	80	NEHR	5	12/16/2024

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 01/14/2025
RE: Items for Commissioner Approval

2024-2025 CONTRACT

Item 1: The Pointe

CSS

Synopsis: Request Commissioners' approval for a renewal of an existing contract with The Pointe for the period of July 1, 2024 through June 30, 2025.

Purpose of Contract: To continue to provide the ride program. Will be reimbursed \$1.50 per mile and a 5% administrative fee.

Item 2: CHAPS

CSS

Synopsis: Request Commissioners' approval for a renewal of an existing contract with CHAPS for the period of January 1, 2025 through December 31, 2025.

Purpose of contract: To continue to provide direct services requested under the Community Services Block Grant in the amount of \$97,600.00.

Item 3: Whitling Counseling and Consulting

MH

Synopsis: Request Commissioners' approval for a renewal of an existing contract with Whitling Counseling and Consulting for the period of December 1, 2024 through June 30, 2025.

Purpose of contract: To continue to provide training for Refuel groups as specifically authorized by County Human Services at a rate of \$50.00/hour.

Item 4: Constable Joseph Carulli

MH

Synopsis: Request Commissioners' approval to enter into a new contract with Constable Joseph Carulli for the period of December 6, 2024 through June 30, 2025.

Purpose of Contract: To provide transport for individuals authorized by the Human Services County Administration or their designee. Will be reimbursed \$100 for the first hour of the call and \$45 each additional hour.

Amendments:

Item 1: Amendment to Contract for Tracy Jo's Adult Day Care

ID

Request Commissioners' approval to amend the contract with Tracy Jo's Adult Day Care.

Purpose of contract: To correct service code for CPS Facility 1:2 to 1:3 from W9351 to W7224 and rate from \$7.54 to \$7.39.

Item 2: Alpine Springs Rehabilitation & Recovery Center, LLC

SUD

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 01/14/2025
RE: Items for Commissioner Approval

Request Commissioners' approval to amend the contract with Alpine Springs Rehabilitation & Recovery Center, LLC for the period of July 1, 2024 to June 30, 2025.
Purpose of contract: Adding residential service to Greenville facility at \$327.00/day.

Other ITEMS:

Item 1: Approval of CYFS Resource Family Agreements

CYFS

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

Ratifications:

Item 2: Kidspeace National Centers, INC.

CYS

Synopsis: Request Commissioners approval for ratification of an existing contract with Kidspeace National Centers, INC. for the period of December 1, 2024 through June 30, 2025.

Purpose of contract: To continue to provide foster care services at a range of \$120.49 to \$142.88. To provide residential placement services at a range of \$274.94 to \$360.54.

HUMAN RESOURCE AGENDA ITEMS

January 14, 2025

PERSONNEL ACTIONS AS A RESULT OF EXISTING VACANCIES

PROBATIONARY NEW HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Robyn Stevens	140	Tax Claim	PFT	70	SEIU	9	12/30/24
2	Katie Drake	305	Prison	PFT	80	AFSCME	11	11/18/24
3	Domonick Merritt	305	Prison	PPT	40	AFSCME	11	11/26/24
4	Jamie Pallack	305	Prison	PFT	80	AFSCME	11	12/07/24
5	Emily Wright	520	Children & Youth Svc.	PFT	80	SEIU	8	12/30/24
6	Delena Dean	520	Children & Youth Svc.	PFT	80	HSNEHR	4	12/09/24
7	Jadie Taft	530	PIC Unit	PFT	80	SEIU	10	12/09/24

RE-HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Destiny Hornbeck	520	Children & Youth Svc.	PFT	80	SEIU	10	12/09/24
2	Melissa Shreve	520	Children & Youth Svc.	PFT	80	SEIU	10	12/09/24

PROMOTION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Jennifer Johnson	From: 520 To: 520	Children & Youth Svc. Children & Youth Svc.	Family Case Consultant I Family Case Consultant II	FT FT	80 80	HSNEHR HSNEHR	4 5 05/30/24
<i>Note Completed Step 1 (Purple) of Step Program.</i>								
2	Matthew Strickenberger	From: 530 To: 530	PIC Unit PIC Unit	Crisis Investigation Specialist I PIC Program Director	FT FT	80 80	HSNEHR HSEXEM	5 2 02/02/25

PROMOTION/TRANSFER

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	April McKnight	From: 570 To: 530	CSS/Housing PIC Unit	Housing Supports Coord. I Screener/Assessor II - MH/SA	FT FT	80 80	HSNEHR HSNEHR	2 4 01/19/25

PROMOTION/CHANGE IN STATUS

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Alexis Hawthorne	From: 520 To: 520	Children & Youth Svc. Children & Youth Svc.	Service Coordination Intern Outreach Case Consultant I	TP PFT	80 80	NEHR HSNEHR	1 1 12/23/24

LATERAL TRANSFER

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Shannon Kluck	From: 540 To: 520	MH/DS Children & Youth Svc.	Service Coordinator I - ID Outreach Case Consultant I	FT FT	80 80	HSNEHR HSNEHR	1 1 12/09/24

DEMOTION/TRANSFER/RATE ADJUSTMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Tristin Siegel	From: 310 To: 305	Court Supervision Svc. Prison	Adult Division Supervisor Deputy Warden	FT FT	80 80	NEHR NEHR	9 8 01/21/25

DEMOTION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Angello Perillo	From: 520 To: 520	Children & Youth Svc. Children & Youth Svc.	CPS/GPS Investigator III Foster Care Case Consultant III	FT FT	80 80	HSNEHR HSNEHR	7 3 12/08/24

RATE ADJUSTMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Laura Anna	110	Commissioners' Office	Administrative Assistant III - Voter Reg.	FT	80	NEHR	6 01/01/25
2	Misty Palmer	520	Children & Youth Svc.	Service Coordination Supervisor	FT	80	HSNEHR	6 11/26/24
<i>Note: Completed Step 1 (Red) of Step Program.</i>								
3	Ashley Pifer	520	Children & Youth Svc.	Service Coordination Supervisor	FT	80	HSNEHR	6 12/27/24
<i>Note: Completed Step 1 (Red) of Step Program.</i>								

POSITION REALLOCATION/TRANSFER

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Kassidy Baker	From: 530 To: 520	PIC Unit Children & Youth Svc.	Sr. Service Coordination Supervisor CPS/GPS Supervisor	FT FT	80 80	HSEXEM HSEXEM	2 1 11/24/24
2	Angello Perillo	From: 530 To: 520	PIC Unit Children & Youth Svc.	Crisis Investigation Specialist III CPS/GPS Investigator III	FT FT	80 80	HSNEHR HSNEHR	7 6 11/24/24
3	Taylor Wiggins	From: 530 To: 520	PIC Unit Children & Youth Svc.	Sr. Service Coordination Supervisor CPS/GPS Supervisor	FT FT	80 80	HSEXEM HSEXEM	2 1 11/24/24

OUT OF CLASS ASSIGNMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Matthew Strickenberger	530	PIC Unit	Crisis Investigation Specialist I	FT	80	HSNEHR	5 12/09/24
<i>Note: Assignment to last through 02/01/25 while performing duties of PIC Program Director.</i>								

END OF PROBATION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Marigrace Garvis	305	Prison	Corrections Officer	FT	80	AFSCME	11 12/16/24
2	Ardelle Goodman	305	Prison	Corrections Officer	FT	80	AFSCME	11 11/13/24
3	Lucas Nuhfer	305	Prison	Corrections Officer	FT	80	AFSCME	11 01/14/25
4	Angelo Toledo	305	Prison	Corrections Officer	FT	80	AFSCME	11 12/23/24

HUMAN RESOURCE AGENDA ITEMS

January 14, 2025

5	Morris Woodhouse	305	Prison	Corrections Officer	FT	80	AFSCME	11	12/09/24
6	Erin Janidlo	325	911 Center	Telecommunicator I	PT	40	NEHR	5	12/10/24
7	Ashley Pifer	520	Children & Youth Svc.	Service Coordination Supervisor	FT	80	HSNEHR	6	06/27/24
8	Kassidy Baker	530	PIC Unit	Sr. Service Coordination Supervisor	FT	80	HSEXEM	2	11/12/24
9	Bethany Exley	530	PIC Unit	Crisis Investigation Specialist I	FT	80	HSNEHR	5	09/03/24
10	Gary Reed	530	PIC Unit	Crisis Investigation Specialist I	FT	80	HSNEHR	5	03/25/24
11	Christy McCann	570	CSS/Housing	Housing Supports Coordinator I	FT	80	HSNEHR	1	11/26/24

END OF ASSIGNMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Krystal Knox	115	Voter Registration	TP	70	NEHR	2	11/23/24
2	Cynthia Stevenson	115	Voter Registration	TP	70	NEHR	2	11/23/24

SEPARATION OF EMPLOYMENT - RETIREMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Linda Dickason	510	Older Adult Services	FT	80	SEIU	10	12/31/24

SEPARATION OF EMPLOYMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Brittany Boone	130	Human Resources	FT	80	NEHR	5	01/03/25
2	Sabrina Beggs	305	Prison	PFT	80	AFSCME	11	01/12/25
3	Samantha Gadsby	305	Prison	PTOC	7	AFSCME	11	12/12/24
4	Joey Hoffman	305	Prison	PFT	80	AFSCME	11	01/03/25
5	Joab Orr	305	Prison	FT	80	NEHR	8	01/03/25
6	Kaleb Wagner	305	Prison	PFT	80	AFSCME	11	01/02/25
7	Lauren Walters	325	911 Center	FT	80	NEHR	6	12/30/24
8	April Bradlick	520	Children & Youth Svc.	PFT	80	SEIU	8	12/12/24
9	Gwendalynn Uhl	520	Children & Youth Svc.	FT	80	HSNEHR	1	12/16/24
10	Allison Caretti	530	PIC Unit	PFT	80	HSNEHR	5	12/12/24
11	Alfred Haylett	540	MH/DS	FT	80	HSNEHR	2	12/20/24

PERSONNEL ACTIONS AS A RESULT OF NEWLY CREATED POSITIONS

None.

ROW OFFICE AGENDA ITEMS

January 14, 2025

PERSONNEL ACTIONS AS A RESULT OF EXISTING VACANCIES

PROBATIONARY NEW HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Karey Rowland	205	Courts	Court Recording Monitor/Transcriptionist	PFT	80	NEHR	4	12/26/24
2	Ashley Johnson	210	Domestic Relations	Court Coordinator	PFT	80	NEHR	4	12/09/24

PROMOTION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Decklan Burkhart	From: 310	Court Supervision Svc.	House Arrest Officer	FT	80	NEHR	6
		To: 310	Court Supervision Svc.	Adult Division Supervisor	FT	80	NEHR	9
								01/21/25

JOB TITLE CHANGE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Jillian Kutchravy	From: 310	Court Supervision Svc.	Pre-Trial Officer	FT	80	NEHR	6
		To: 310	Court Supervision Svc.	House Arrest Officer	FT	80	NEHR	6
								01/21/25

RATE ADJUSTMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Rhiannon Graham	From: 310 Court Supervision Svc.	Pre-Trial Officer	FT	80	NEHR	6	01/01/25
		Note: Rate adjustment in addition to 2025 COLA.						
2	Jillian Kutchravy	From: 310 Court Supervision Svc.	Pre-Trial Officer	FT	80	NEHR	6	01/01/25
		Note: Rate adjustment in addition to 2025 COLA.						

END OF PROBATION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Zanah Dempsey	265	Prothonotary	Department Clerk II	FT	80	NEHR	2	01/22/25

PERSONNEL ACTIONS AS A RESULT OF NEWLY CREATED POSITIONS

INCREASE IN HOURS/CHANGE IN STATUS

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Jocelyn Gordon	From: 260	District Attorney	Administrative Assistant II	PT	40	NEHR	5
		To: 260	District Attorney	Administrative Assistant II	FT	80	NEHR	5
		Note: Filling newly created position ratified at the January 2025 Salary Board meeting.						