

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

February 11, 2025

Invocation – Pastor Mark Fultz, Evangelistic Tabernacle (*Participation is voluntary*)

Pledge of Allegiance

ELECTION BOARD

1. Call to Order
2. Approval of minutes from January 14, 2025 Meeting
3. Public comment on Election Board Agenda
4. Election Board Items for Consideration
 - a. Voter Registration statistics
 - b. Activities update
5. Other Business
6. Public Comment
7. Adjournment

RETIREMENT BOARD

1. Call to Order
2. Approval of minutes from January 14, 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 January 14, 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 January 14, 2025 Meeting
4. Public Comment on Commissioner Board Agenda:
5. **Court Administration:**
 - a. Approval of agreement with Pennsylvania Juvenile Court Judges' Commission to administer Youth Level of Services assessments
 - b. Approval of contract with Mallory N. Pierce, Esq. as Title IV-D Attorney
6. **Row Offices:** No business to be presented.
7. **Prison:**
 - a. Approval of amendment to food service agreement with Summit Food Service
8. **Community Services Administration:**
 - a. Ratification of agreement with TranSystems for runway obstruction removal
 - b. Approval of lease of hangar 15-1
 - c. Approval of renewal of hangar lease agreement with Dennis Delucia of Franklin Aircraft Sales
 - d. Approval of agreement with USDA to provide annual Wildlife Hazard Management training to airport staff
 - e. Approval of agreement with Mobilcom for camera upgrade and installation
 - f. Approval of agreement with Mobilcom for door controls
 - g. Approval of agreement with Mobilcom to provide and install replacement Zetron console PCs
 - h. Approval of agreement with Mobilcom for Zetron OEM MAX-PSP extended service plan

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)

- a. Approval of Grant Agreement for 2025 Emergency Response Group

11. Human Resources:

- a. Human Resources Agenda Items for Approval – Attachment E
- b. Human Resources Items for Informational Purposes – Attachment F
- c. Approval of Employee Handbook revisions

12. Planning Commission:

- a. Approval of the Housing Rehabilitation Guidelines update for the Venango County Housing Rehabilitation Program.
- b. Approval of the Review Fee Reimbursement Agreement with Posh Properties.
- c. Approval of the agreement with Mahantango to be the service provider for the 2025 tire collection.
- d. Appointment of Keith Klingler to the Planning Commission Board.

13. Two Mile Run County Park:

- a. Update on Park and activities

14. County Administration:

- a. Ratification of Planned Maintenance Agreement with Cummins, Inc.
- b. Approval of the vehicle lease documents for FNB
- c. Approval of the quotes with Earthmovers for Oil City properties paid with the demo funding.
- d. Proclamation – Future Business Leaders of America Week

15. Other Business:

16. Public Comment:

17. Adjournment:

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

RETIREMENT BOARD AGENDA

February 11, 2025

Time: _____

Attendance: _____

Approval of Minutes:

A motion was made by _____ and seconded by _____ to waive the reading of the minutes of the 01/14/25 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
Nathan McDonough	11/12/2024	9%
Melissa Burk	01/06/2025	9%
Richard Hollerman	01/09/2025	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
Michelle Klos	\$ 2,410.24	02/28/2025
Kaleb Wagner	\$ 1,906.52	02/28/2025
Joab Orr	\$ 4,766.41	02/28/2025
Brittany Boone	\$ 7,484.80	02/28/2025
Sabrina Beggs	\$ 1,285.09	02/28/2025
Alfred Haylett	\$ 8,511.07	02/28/2025
Lauren Walters	\$21,424.07	02/28/2025
Kai Rios	\$ 1,428.33	02/28/2025
Allison Caretti	\$ 2,888.46	02/28/2025
April Bradick	\$ 271.01	02/28/2025

Aye all; Motion carried and was approved.

RETIREMENT BOARD AGENDA

February 11, 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 **Linda Dickason**, effective **01/01/2025**. She has elected "Option Four (C)" which entitles her to withdraw, in one payment, the total accumulated deductions of **\$8,558.36** credited to her member account at retirement in addition to receiving a monthly annuity of **\$93.23** payable throughout her lifetime. She is entitled to a pro rata benefit of **\$93.23** to be paid for 31 days of January.
- 2) Motion to approve the superannuation retirement of **Gerald Sayers** effective **1/18/2025**. He has elected "Option One" which entitles him to receive a monthly annuity of **\$664.74** payable throughout his lifetime. He is entitled to a pro rata benefit of **\$300.21** to be paid for 14 days in the month of January.
- 3) Notice to the Retirement Board of the death of retiree **Donald E. O'Neil** on **1/20/2025**. Donald had elected "No Option" at the time of his retirement. There is no pension benefit, pro rata or otherwise, payable to his estate or beneficiaries.
- 4) Notice to the Retirement Board of the death of retiree **Grace I. Proper** on **11/11/2024**. Grace had elected "Option One" 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.) **Taylor Wiggins** has chosen to vest her pension funds with the County effective **12/20/2024**.

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

February 11, 2025

ITEMS FOR CONSIDERATION

DEPARTMENT #520 CHILDREN & YOUTH SVC.

#	<u>Action</u>	<u>Position</u>	<u>Status</u>	<u>Hr/Pay</u>	<u>Group</u>	<u>Grade</u>	<u>Effective</u>
1	ABOLISH	Program Specialist - Foster Care	FT	80	HSNEHR	5	2/7/2025
2	CREATE	Foster Care Case Consultant I	FT	80	HSNEHR	1	2/7/2025

* Attachment C

TO: County Commissioners
FR: Amie Wood-Wessell 
DT: 02/11/2025
RE: Items for Commissioner Approval

2024-2025 CONTRACT

Item 1: Titusville YWCA

CSS

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

Purpose of Contract: To provide Emergency Housing at a rate of \$10 per night per eligible client, up to a total contract of \$7500, under the Community Services Block Grant.

Amendments:

Item 1: Amendment to Contract for Active Aging, Inc.

OAS

Request Commissioners to amend the contract with Active Aging, Inc. for the period of January 1, 2025 through June 30, 2025.

Purpose of contract: To provide PA Medi Counseling to Venango County Older Adult Services as a backup in the event OAS does not have PA Medi staff at the rate of \$32.00 per hour.

Item 2: Amendment to Contract for Crawford County Mental Health Awareness Program

CSS

Request Commissioners' approval to amend the contract with Crawford County Mental Health Awareness Program for the period of January 1, 2025 to December 31, 2025.

Purpose of contract: To change to CSBG eligibility to be based at 125% of the Federal Guidelines.

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.

* 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
Bridey G. Shawgo

Administrator, Finance
Diona L. Brick

TO: Board of Commissioners

FROM: Diona Brick, Administrator, Finance & Management Services

DATE: February 11, 2025

The following warrants are submitted for your approval:

010925	\$1,200.00	Non-Human Service Warrant	
SP011325	\$5,000.00	Non-Human Service Warrant	
HS011625	\$124,739.00	Human Service Warrant	
HS011725	\$296,161.29	Human Service Warrant	
011725	\$942,217.73	Non-Human Service Warrant	
012425	\$665,065.86	Non-Human Service Warrant	
HS012425	\$679,441.44	Human Service Warrant	
013125	\$269,642.13	Non-Human Service Warrant	
HS013125	\$137,941.89	Human Service Warrant	
SP013125	\$4,404.44	Non-Human Service Warrant	
020725	\$480,563.98	Non-Human Service Warrant	
HS020725	\$147,390.75	Human Service Warrant	
TOTAL	\$3,753,768.51		

HUMAN RESOURCE AGENDA ITEMS

February 11, 2025

PERSONNEL ACTIONS AS A RESULT OF EXISTING VACANCIES

PROBATIONARY NEW HIRE

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Anthony Messina	305	Prison	Corrections Officer	PFT	80	AFSCME	11	01/16/25
2	Hayden Burnett	305	Prison	Corrections Officer	PFT	80	AFSCME	11	01/31/25
3	Faith Cooper	305	Prison	Corrections Officer	PFT	80	AFSCME	11	02/05/25
4	Anthony Hinds	305	Prison	Corrections Officer	PFT	80	AFSCME	11	02/05/25
5	Richard Hollerman	305	Prison	Corrections Officer	PFT	80	AFSCME	11	01/09/25
6	Ethan Proper	305	Prison	Corrections Officer	PFT	80	AFSCME	11	02/04/25
7	Ralph Brewer	405	Airport	Maintenance Worker III - Airport	PFT	80	SEIU	10	02/03/25
8	Larissa Bailey-Collazo	520	Children & Youth Svc.	CPS/GPS Investigator I	PFT	80	HSNEHR	4	01/21/25
9	Melissa Burk	520	Children & Youth Svc.	Department Clerk III	PFT	80	SEIU	8	01/06/25
10	Wendie Cressley	520	Children & Youth Svc.	Family Case Consultant I	PFT	80	HSNEHR	4	02/03/25
11	Larissa Flaherty	520	Children & Youth Svc.	Child Welfare Case Aide	PFT	80	SEIU	10	02/03/25

RE-HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	John Rowland	305	Prison	Corrections Officer	PFT	80	AFSCME	11	02/08/25

PROMOTION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Isaac Coon	From: 510	Older Adult Services	Volunteer/Apprise Coordinator I	FT	80	HSNEHR	1	
		To: 510	Older Adult Services	Volunteer/Apprise Coordinator II	FT	80	HSNEHR	2	02/07/25
		Note: Completion of Step 1 (Orange)							
2	Sheridyn Umstead	From: 510	Older Adult Services	Department Clerk III	FT	80	SEIU	8	
		To: 510	Older Adult Services	Aging Case Aide	FT	80	SEIU	10	12/30/24
3	Samantha Winger	From: 540	MH/DS	Service Coordinator - MH/TCM I	FT	80	HSNEHR	1	
		To: 540	MH/DS	Service Coordinator - MH/TCM II	FT	80	HSNEHR	2	12/05/24
		Note: Completion of Step 1 (Orange)							

PROMOTION/TRANSFER

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Robert Bisbee	From: 509	HS Fiscal	Accounting Assistant	FT	80	SEIU	12	12/30/24
		To: 130	Human Resources	Payroll Coordinator	FT	80	NEHR	5	
2	Michelle Orlowski	From: 310	Court Supervision Svc.	Problem Solving Court Coord	FT	80	NEHR	6	02/16/25
		To: 570	CSS/Housing	CSS/Housing Prograb Supervisor	FT	80	HSEXEM	1	

JOB TITLE CHANGE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Luke Terrill	From: 130	Human Resources	Payroll Coordinator	FT	80	NEHR	5
		To: 130	Human Resources	Recordkeeping Coordinator	FT	80	NEHR	5
								12/30/24

RATE ADJUSTMENT

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Wesley Paxton	305	Prison	Chief Deputy Warden	FT	80	NEHR	9	01/01/25
2	Michael Allen	325	911 Center	Telecommunicator I	FT	80	NEHR	5	02/02/25
		Note: Completion of newly implemented retention plan step for training certification.							
3	Reynalyn Boughner	325	911 Center	Telecommunicator II	FT	80	NEHR	6	02/02/25
		Note: Completion of newly implemented retention plan steps for training certification, 3 year, and 5 year anniversaries.							
4	Gregory Depew	325	911 Center	Telecommunicator II	FT	80	NEHR	6	02/02/25
		Note: Completion of newly implemented retention plan steps for training certification, 3 year, and 5 year anniversaries.							
5	Stephen Engles	325	911 Center	Telecommunicator I	FT	80	NEHR	5	02/02/25
		Note: Completion of newly implemented retention plan step for training certification.							
6	Shawn Harrah	325	911 Center	Telecommunicator II	FT	80	NEHR	6	02/02/25
		Note: Completion of newly implemented retention plan steps for training certification, 3 year, and 5 year anniversaries.							
7	Billie Hoover	325	911 Center	Telecommunicator I	PT	40	NEHR	5	02/02/25
		Note: Completion of newly implemented retention plan steps for training certification, 3 year, and 5 year anniversaries.							
8	Tracy McFarland	325	911 Center	Telecommunicator II	FT	80	NEHR	6	02/02/25
		Note: Completion of newly implemented retention plan steps for training certification, 3 year, and 5 year anniversaries.							
9	Katherynn Ripple	325	911 Center	Telecommunicator I	FT	80	NEHR	5	02/02/25

HUMAN RESOURCE AGENDA ITEMS

February 11, 2025

Note: Completion of newly implemented retention plan step for training certification.

10	Dustin Taggart	325	911 Center	Telecommunicator I	PT	40	NEHR	5	02/02/25
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Note: Completion of newly implemented retention plan step for training certification.

OUT OF CLASS ASSIGNMENT

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Torin Lehmier	305	Prison	Corrections Officer	FT	80	AFSCME	11	02/10/25

Note: Temporarily covering as Sergeant while current Sergeant is at the academy. Assignment to end 03/08/25.

END OF PROBATION

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Heather Donahue	305	Prison	Corrections Officer	FT	80	AFSCME	11	12/13/24
2	Tiffani Manning	305	Prison	Corrections Officer	FT	80	AFSCME	11	01/27/25
3	Eric Nuse	305	Prison	Corrections Officer	FT	80	AFSCME	11	12/23/24
4	Stephanie DeArment	520	Children & Youth Svc.	Family Case Consultant I	FT	80	HSNEHR	4	11/26/24

SEPARATION OF EMPLOYMENT

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Chris Klingman	125	Public Defender	Assistant Public Defender	FT	80	LEGL	2	12/20/24
2	Brandon McCoy	305	Prison	Corrections Officer	PFT	80	AFSCME	11	01/14/25
3	Caleb Stephens	305	Prison	Corrections Officer	PFT	80	AFSCME	11	01/04/25
4	Andrew White	305	Prison	Corrections Officer	PFT	80	AFSCME	11	11/23/24
5	Larissa Bailey-Collazo	520	Children & Youth Svc.	CPS/GPS Investigator I	FT	80	NEHR	4	01/22/25
6	Jennifer Johnson	520	Children & Youth Svc.	Family Case Consultant II	FT	80	NEHR	5	01/10/25

PERSONNEL ACTIONS AS A RESULT OF NEWLY CREATED POSITIONS

None.

* Attachment F

ROW OFFICE AGENDA ITEMS

February 11, 2025

PERSONNEL ACTIONS AS A RESULT OF EXISTING VACANCIES

PROBATIONARY NEW HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Jake Garrow	210	Domestic Relations Enforcement Officer II	PFT	80	NEHR	5	02/04/25

PROMOTION/TRANSFER

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Michelle Orlowski	From: 310	Court Supervision Svc. Problem Solving Court Coord	FT	80	NEHR	6	02/16/25
		To: 570	CSS/Housing CSS/Housing Program Supervisor	FT	80	HSEXEM	1	

END OF PROBATION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Tahara Bish	210	Domestic Relations Conference Officer	FT	80	NEHR	6	12/31/24
2	Angela York	210	Domestic Relations Deputy Director, Domestic Relations	FT	80	NEHR	8	12/25/24
3	Megan Huffman	240	MDJ 3-4 Legal Secretary II	FT	80	NEHR	3	01/24/25

SEPARATION OF EMPLOYMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Kai Rios	210	Domestic Relations Enforcement Officer II	PFT	80	NEHR	5	01/13/25
2	Cynthia Long	270	Sheriff's Office Administrative Assistant II	FT	75	NEHR	5	02/21/25

CORRECTION TO 01/14/25 ROW OFFICE AGENDA

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	01/21/25
		To: 310	Court Supervision Svc. House Arrest Officer	FT	80	NEHR	6	

NOTE: Employee should reflect Rhiannon Graham, not Jillian Kutchravy.

PERSONNEL ACTIONS AS A RESULT OF NEWLY CREATED POSITIONS

None.