

*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

APRIL 08, 2025

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

Pledge of Allegiance

ELECTION BOARD

1. Call to Order
2. Approval of minutes from March 11, 2025 Meeting
3. Public comment on Election Board Agenda
4. Election Board Items for Consideration:
 - a. Voter Registration Statistics
 - b. Activities Update
5. Election Board Item for Approval:
 - a. Approval of contract with Terry L. Williams for election support for the Municipal Primary and General Elections in 2025
 - b. Approval of Addition to Lease with Ford Business for printer for elections
6. Other Business:
7. Public Comment:
8. Adjournment:

RETIREMENT BOARD

1. Call to Order
2. Approval of minutes from March 11, 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 March 11, 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 March 11, 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:**
 - a. Ratification of AXON Lease for Tasers
 - b. Approval of agreement with Link the Valley to provide dental services for inmates
8. **Community Services Administration:**
 - a. Agreement with the PennDOT for Venango 911 to access to traffic cam footage

9. Human Services:

- a. Human Services Agenda for approval – Attachment C

10. Finance Administration:

- a. Warrants – Attachment D
- b. Ratification of Contract with Spectrum Internet
- c. Ratification of Sammartino and Stout Agreements for Assessment Appraisals
- d. Approval for County Cost Allocation Plan
- e. Approval of Procurement Policy as Revised

Fiscal Agent for NWPAERG (Northwest PA Emergency Response Group)

- a. Ratification of Contract with Mobilcom
- b. Ratification of Contract with MCP for Cyber Security

Fiscal Agent for NWWDB (Northwest Workforce Development Board)

- a. Approval of Contract Termination with Equus for Opioid Grant Services
- b. Approval of Contract for Opioid Workforce Services with EDSI

11. Human Resources:

- a. Human Resources Agenda Items for Approval – Attachment E
- b. Human Resources Items for Information Purposes – Attachment F
- c. Approval of the revised Administrative Rules

12. Planning Commission:

- a. Approval of the Review Fee Reimbursement Agreement with Bruceton Farm Service, Inc.

For the 2025 CDBG Program:

- b. Adoption of the 2025 Citizen Participation Plan
- c. Adoption of the 2025 Residential Anti-displacement and Relocation Assistance Plan
- d. Adoption of the Fair Housing Resolution
- e. Adoption of the Resolution to name Joshua Sterling as the Fair Housing Officer for the Venango County, Sugarcreek Borough and Cranberry Township CDBG Programs
- f. Adoption of the Resolution to name Joshua Sterling as the Labor Standards Officer for the Venango County, Sugarcreek Borough and Cranberry Township CDBG Programs

- g. Adoption of the Resolution to name Joshua Sterling as the Language Access Coordinator for the Venango County, Sugarcreek Borough and Cranberry Township CDBG Programs
- h. Adoption of the Cooperation Agreement with Sugarcreek Borough to administer their CDBG Program.

13. Two Mile Run County Park:

- a. Update on Park and activities

14. County Administration:

- a. Approval of Lease for Police Interceptor Vehicle for Court Supervision Services
- b. Proclamation – Child Abuse Prevention Month
- c. Proclamation – Fair Housing Month
- d. Proclamation – Bridge Builders 50th Anniversary
- e. Proclamation – Relay for Life

15. Other Business:

16. Public Comment:

17. Adjournment:

NEXT MEETING DATE: The next public meeting will be held on May 13, 2025 at 4:30 p.m. in Room 100 of the Courthouse Annex to conduct County business.

RETIREMENT BOARD AGENDA

April 08, 2025

Time: _____

Attendance: _____

Approval of Minutes:

A motion was made by _____ and seconded by _____ to waive the reading of the minutes of the 03/11/25 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
Brendan Domres	03/02/2025	9%
Carley Wilt	03/03/2025	10%
Lauren Walters	03/03/2025	9%
Kelly Welch	03/04/2025	10%
Riley Toledo	03/09/2025	9%
Tanisha Perry	03/14/2025	10%
Tammy Irwin	03/21/2025	9%
Brendan Tucker	03/31/2025	9%
Millisia Smith	03/31/2025	9%
Chad Skokowski	03/04/2025	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
Zanah Dempsey	\$ 1,521.31	04/30/2025
Charles Albaugh	\$ 38,314.71	04/30/2025
Anthony Hinds	\$ 212.82	04/30/2025
Christopher Klingman	\$ 10,613.99	04/30/2025
Chad Cochran	\$ 14,802.34	04/30/2025
Brandon McCoy	\$ 412.54	04/30/2025
Jennifer Johnson	\$ 6,698.76	04/30/2025
Nathan McDonough	\$ 924.11	04/30/2025

Aye all; Motion carried and was approved.

RETIREMENT BOARD AGENDA

April 08, 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 **Robert W. Burneisen**, effective **01/23/2025**. He has elected "Option Four (A)" which entitles him to withdraw, in one payment, the total accumulated deductions of **\$17,229.65** credited to his member account at retirement in addition to receiving a monthly annuity of **\$187.60** payable throughout his lifetime. He is entitled to a pro rata benefit of **\$54.46** to be paid for 9 days of January.
- 2) Motion to approve the superannuation retirement of **James E. Barnes**, effective **03/15/2025**. He has elected "Option Four (A)" which entitles him to withdraw, in one payment, the total accumulated deductions of **\$17,883.51** credited to his member account at retirement in addition to receiving a monthly annuity of **\$260.81** payable throughout his lifetime. He is entitled to a pro rata benefit of **\$143.02** to be paid for 17 days of March.
- 3) Notice to the Retirement Board of the death of retiree **Grace E. Knapp** on **02/01/2025**. Grace had elected an "Option One" at the time of her retirement. There is no pension benefit, pro rata or otherwise, payable to her estate or beneficiaries.
- 4) Motion to authorize the Treasurer of the Retirement Board to issue a check made payable to **Mrs. Julia Clark** in the amount of **\$449.75**. This amount represents the lump sum distribution owed to Julia as the beneficiary for Mr. **Thomas E. Clark**, who passed away **10/01/2024**. Mr. Clark had elected "Option Four (B)" upon the date of his retirement.
- 5) Motion to authorize the Treasurer of the Retirement Board to issue a check made payable to **Mrs. Jennifer Clark** in the amount of **\$449.75**. This amount represents the lump sum distribution owed to Jennifer as the beneficiary for Mr. **Thomas E. Clark**, who passed away **10/01/2024**. Mr. Clark had elected "Option Four (B)" upon the date of his retirement.
- 6) Motion to authorize the Treasurer of the Retirement Board to issue a check made payable to **Mrs. Jessica Clark-Borgia** in the amount of **\$449.74**. This amount represents the lump sum distribution owed to Jessica as the beneficiary for Mr. **Thomas E. Clark**, who passed away **10/01/2024**. Mr. Clark had elected "Option Four (B)" upon the date of his retirement.
- 7) Notice to the Retirement Board of the death of retiree **Donna M. Gordon** on **02/26/2025**. Donna had elected a "No Option" at the time of her retirement. . She is entitled to a pro rata benefit of **\$455.82** to be paid for 26 days in the month of February.

Aye all; motion carried and was approved.

Other Business: [Buy-backs; Administrative issues]

- 1.) **Brandon McCoy** 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.) **Jennifer Johnson** 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.) **Nathan McDonough** 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.

RETIREMENT BOARD AGENDA

April 08, 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

Bridey G. Shawgo

SALARY BOARD

April 8, 2025

ITEMS FOR CONSIDERATION

DEPARTMENT #145 ASSESSMENT

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	ABOLISH	Field Assessor	FT	80	NEHR	7	3/16/2025
2	CREATE	Data Collector	FT	80	NEHR	5	3/16/2025

Note: Temporary position for a period of up to 1 year to allow for CPE certification.

DEPARTMENT #205 COURTS

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	CREATE	Court Crier	TPT	20	NEHR	1	4/9/2025

DEPARTMENT #509 HUMAN SERVICES FISCAL

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	ABOLISH	Fiscal Operations Officer I	FT	80	NEHR	8	4/13/2025
2	CREATE	Budget Analyst II	FT	80	NEHR	10	4/13/2025

SALARY BOARD
ITEMS FOR CONSIDERATION

April 08, 2025

The following is the proposal for adjustments to the Human Services Non-Exempt Hourly (HSNEHR) and Human Services Exempt (HSEXEM) pay grades and pay ranges. Adjustments to the pay ranges was necessary to continue to maintain a competitive wage and ensure that agencies that provide protection and assistance to the children and vulnerable populations of our community are able to remain staffed and provide services without interruption. Details regarding each of the changes are listed below and outlined in the noted attachments.

Attachments for HSNEHR Positions: The compensation plan that lists said positions with the pay grade assignment (HSNE25.1) and the corresponding pay scales (attachment NE25.2).

Attachments for Exempt Salaried Positions: The compensation plan that lists said positions with the pay grade assignment (HSES25.1) and the corresponding pay scales (attachment ES25.2).

Salary Adjustments: Employees currently in affected positions that are earning less than the new starting rate will have their rate of pay adjusted to match the new starting rate. No additional increases in salary shall be granted as part of this adjustment.

Reallocation of Position: All current Service Coordination Supervisor positions and Senior Program Specialist positions that are classified as HSNEHR Pay Grade 6 will be reallocated to HSEXEM Pay Grade 1. Affected staff will be transitioned from hourly to exempt and, if necessary, will be adjusted to the new starting rate of HSEXEM Pay Grade 1.

Venango County Administrative Rules: This document was updated to support and detail the changes as they relate to the adjustments made in our Human Services Departments.

2025 Human Services Exempt Hourly Pay Grade / Position Listing

Pay Grade	Position Listing
1	Aging Care Supervisor
	CSS / Housing Supervisor
	GPS/CPS Investigator Supervisor
	Hospital Liaison Supervisor
	Senior Program Specialist
	Service Coordination Supervisor (Family/Ongoing)
	Service Coordination Supervisor
2	Clinical Manager
	CSS/Housing Manager
	Program Manager
	Senior Service Coord. Supervisor
3	Program Director
	Older Adult Services Director
4	CYFS Director
	PIC Unit Director
	SCA Administrator
5	Human Services Administrator

2025 HS Exempt Pay Grade Ranges

Grade	Minimum	Maximum
1	\$ 51,188.80	\$ 77,806.98
2	\$ 54,260.13	\$ 82,475.40
3	\$ 57,515.74	\$ 87,423.92
4	\$ 60,966.68	\$ 92,669.35
5	\$ 64,624.68	\$ 98,229.51

2025 Human Services Non-Exempt Hourly Pay Grade / Position Listing (REVISED 04/14/2025)

Pay Grade	Position Listing
1	Aging Care Manager I
	Case Manager I
	D&A Case Mgmt. Spec. I
	Housing Supports Coord. I
	Service Coord. I
	QA/Service Information Officer
	Outreach Case Consultant I
	Foster Care Case Consultant I
	Ind. Living Case Consultant I
	Volunteer/Apprise Coord. I
2	Aging Care Manager II
	Aging Well Assessor
	Case Manager II
	D&A Case Mgmt. Spec. II
	Foster Care Case Consultant II
	Housing Supports Coord. II
	HS Safety and Compliance Coordinator
	Ind. Living Case Consultant II
	Outreach Case Consultant II
	Service Coord. II
	Volunteer/Apprise Coord. II
3	Aging Care Manager III
	Case Manager III
	Community Health Nurse
	D&A Case Mgmt. Consultant III
	Foster Care Case Consultant III
	Housing Supports Coord. III
	Ind. Living Case Consultant III
	Outreach Case Consultant III
	Service Coord. III
	Volunteer/Apprise Coord. III
4	Assessor/Screeners I
	Family Case Consultant I
	GPS/CPS Investigator I
	Older Adult Services Investigator I
5	Assessor/Screeners II
	Crisis Investigation Spec. I
	Family Case Consultant II
	GPS/CPS Investigator II
	Older Adult Services Investigator II
	Program Specialist
6	Assessor/Screeners III
	CPS/GPS Investigator
	Crisis Investigation Spec. II
	Family Case Consultant III
	GPS/CPS Investigator III
	Older Adult Services Investigator III
7	Crisis Investigation Spec. III

2025 HS NEHR Pay Grade Ranges

Grade	Minimum	Maximum
1	\$ 16.3700	\$ 24.8400
2	\$ 17.2500	\$ 26.1900
3	\$ 18.1700	\$ 27.6100
4	\$ 21.1000	\$ 32.0720
5	\$ 22.7900	\$ 34.6408
6	\$ 24.6100	\$ 37.4072
7	\$ 26.5800	\$ 40.4016

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 04/08/2025
RE: Items for Commissioner Approval

2024-2025 CONTRACT

Item 1: Seniors Farmers Market Nutrition Program

AAA

Synopsis: Requests Commissioners approval for the contract with Seniors Farmers Market Nutrition Program for October 1, 2024 through September 30, 2025. Contract is for the distribution of SFMNP checks.

Amendments:

Item 1: Amendment to Contract for Aging Well PA

AAA

Request Commissioners to amend the contract with Aging Well PA that commenced on April 1, 2023.

Purpose of contract: To correct the all-inclusive rate to \$253.05 per FED, PASRR-EV, and redetermination assessments and an all-inclusive rate to \$138.82 for preparation and attendance at each consumer appeal hearing.

Addendums:

Item 1: Family Services & Children's Aid Society of Venango County

MH

Synopsis: Request Commissioners approval to add an addendum of existing contract with Family Services & Children's Aid Society of Venango County for the period of March 1, 2025 through June 30, 2025.

Purpose of Contract: Increase Home and Community Support Program from a contract total of \$73,928.64 to \$101,928.64. This reflects an additional of 1,927 units at \$14.53/unit.

Item 2: Community Resources for Independence (CRI)

AAA

Synopsis: Request Commissioners approval to add an addendum of existing contract with Community Resources for Independence (CRI) for the period of April 1, 2025 through June 30, 2025.

Purpose of Contract: For a rate increase to \$23.00 per hour for Personal Care.

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 04/08/2025
RE: Items for Commissioner Approval

Other ITEMS:

Item 1: State Food Purchase Program Agency Agreement

CSS

Synopsis: Requests Commissioners approval to enter into agreement with **Community Services of Venango County, Inc.** for the period of July 1, 2025 through June 30, 2026. This agreement is for the distribution of the Lead Agency's United States Department of Agriculture (USDA) Foods provided under the State Food Purchase Program (SFPP).

Item 2: Approval for MOU (SFPP)

CSS

Synopsis: Requests Commissioners approval of Memorandum of Understanding with **Community Services of Venango County, Inc.** for the period of July 1, 2025 through June 30, 2026. Venango County has been granted the responsibility for the distribution of the Lead Agency's United States Department of Agriculture (USDA) Foods provided under State Food Purchase Program (SFPP).

Item 3: Approval for MOU (TEFAP)

CSS

Synopsis: Requests Commissioners approval of Memorandum of Understanding with **Community Services of Venango County, Inc.** for the period of October 1, 2025 through September 30, 2026. Venango County has been granted the responsibility for distribution of food commodities for The Emergency Food Assistance Program through the United States Department of Agriculture.

Item 4: State Food Purchase Program Agency Agreement

CSS

Synopsis: Requests Commissioners approval to enter into agreement with **St. John Episcopal Church Food Pantry** for the period of July 1, 2025 through June 30, 2026. This agreement is for the distribution of the Lead Agency's United States Department of Agriculture (USDA) Foods provided under the State Food Purchase Program (SFPP).

Item 5: Approval for MOU (SFPP)

CSS

Synopsis: Requests Commissioners approval of Memorandum of Understanding with **St. John Episcopal Church Food Pantry** for the period of July 1, 2025 through June 30, 2026. Venango County has been granted the responsibility for the distribution of the Lead Agency's United States Department of Agriculture (USDA) Foods provided under State Food Purchase Program (SFPP).

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 04/08/2025
RE: Items for Commissioner Approval

Item 6: Approval for MOU (TEFAP)

CSS

Synopsis: Requests Commissioners approval of Memorandum of Understanding with **St. John Episcopal Church Food Pantry** for the period of October 1, 2025 through September 30, 2026. Venango County has been granted the responsibility for distribution of food commodities for The Emergency Food Assistance Program through the United States Department of Agriculture.

Item 7: State Food Purchase Program Agency Agreement

CSS

Synopsis: Requests Commissioners approval to enter into agreement with **St. Patrick Church Community Food Pantry** for the period of July 1, 2025 through June 30, 2026. This agreement is for the distribution of the Lead Agency's United States Department of Agriculture (USDA) Foods provided under the State Food Purchase Program (SFPP).

Item 8: Approval for MOU (SFPP)

CSS

Synopsis: Requests Commissioners approval of Memorandum of Understanding with **St. Patrick Church Community Food Pantry** for the period of July 1, 2025 through June 30, 2026. Venango County has been granted the responsibility for the distribution of the Lead Agency's United States Department of Agriculture (USDA) Foods provided under State Food Purchase Program (SFPP).

Item 9: Approval for MOU (TEFAP)

CSS

Synopsis: Requests Commissioners approval of Memorandum of Understanding with **St. Patrick Church Community Food Pantry** for the period of October 1, 2025 through September 30, 2026. Venango County has been granted the responsibility for distribution of food commodities for The Emergency Food Assistance Program through the United States Department of Agriculture.

Item 10: State Food Purchase Program Agency Agreement

CSS

Synopsis: Requests Commissioners approval to enter into agreement with **Associated Charities of Titusville** for the period of July 1, 2025 through June 30, 2026. This agreement is for the distribution of the Lead Agency's United States Department of Agriculture (USDA) Foods provided under the State Food Purchase Program (SFPP).

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 04/08/2025
RE: Items for Commissioner Approval

Item 11: Approval for MOU (SFPP)

CSS

Synopsis: Requests Commissioners approval of Memorandum of Understanding with **Associated Charities of Titusville** for the period of July 1, 2025 through June 30, 2026. Venango County has been granted the responsibility for the distribution of the Lead Agency's United States Department of Agriculture (USDA) Foods provided under State Food Purchase Program (SFPP).

Item 12: Approval for MOU (TEFAP)

CSS

Synopsis: Requests Commissioners approval of Memorandum of Understanding with **Associated Charities of Titusville** for the period of October 1, 2025 through September 30, 2026. Venango County has been granted the responsibility for distribution of food commodities for The Emergency Food Assistance Program through the United States Department of Agriculture.

Item 13: State Food Purchase Program Agency Agreement

CSS

Synopsis: Requests Commissioners approval to enter into agreement with **St. Elizabeth Center** for the period of July 1, 2025 through June 30, 2026. This agreement is for the distribution of the Lead Agency's United States Department of Agriculture (USDA) Foods provided under the State Food Purchase Program (SFPP).

Item 14: Approval for MOU (SFPP)

CSS

Synopsis: Requests Commissioners approval of Memorandum of Understanding with **St. Elizabeth Center** for the period of July 1, 2025 through June 30, 2026. Venango County has been granted the responsibility for the distribution of the Lead Agency's United States Department of Agriculture (USDA) Foods provided under State Food Purchase Program (SFPP).

Item 15: Approval for MOU (TEFAP)

CSS

Synopsis: Requests Commissioners approval of Memorandum of Understanding with **St. Elizabeth Center** for the period of October 1, 2025 through September 30, 2026. Venango County has been granted the responsibility for distribution of food commodities for The Emergency Food Assistance Program through the United States Department of Agriculture.

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 04/08/2025
RE: Items for Commissioner Approval

Item 16: State Food Purchase Program Agency Agreement

CSS

Synopsis: Requests Commissioners approval to enter into agreement with **Clintonville Food Pantry/Community Pantry Project** for the period of July 1, 2025 through June 30, 2026. This agreement is for the distribution of the Lead Agency's United States Department of Agriculture (USDA) Foods provided under the State Food Purchase Program (SFPP).

Item 17: Approval for MOU (SFPP)

CSS

Synopsis: Requests Commissioners approval of Memorandum of Understanding with **Clintonville Food Pantry/Community Pantry Project** for the period of July 1, 2025 through June 30, 2026. Venango County has been granted the responsibility for the distribution of the Lead Agency's United States Department of Agriculture (USDA) Foods provided under State Food Purchase Program (SFPP).

Item 18: Approval for MOU (TEFAP)

CSS

Synopsis: Requests Commissioners approval of Memorandum of Understanding with **Clintonville Food Pantry/Community Pantry Project** for the period of October 1, 2025 through September 30, 2026. Venango County has been granted the responsibility for distribution of food commodities for The Emergency Food Assistance Program through the United States Department of Agriculture.

Item 20: Approval of Avanco International, Inc. Provider Agreement

CYFS

Request Commissioners approval for the Provider Agreement with **Avanco International, Inc.**, for the purpose of providing services as outlined in the Child Accounting and Profile System (CAPS) Application Service Provider Agreement. Effective July 1, 2025.

Item 21: Approval of Avanco International, Inc. AFCARS Agreement

CYFS

Request Commissioners approval for the Provider Agreement with **Avanco International, Inc.**, for the purpose of upgrade and maintenance of the Adoption and Foster Care Analysis and Reporting System (AFCARS). Effective July 1, 2025.

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 04/08/2025
RE: Items for Commissioner Approval

Item 22: Approval of Avanco International, Inc. Addendum

CYFS

Request Commissioners approval for the Addendum to Agreement with **Avanco International, Inc.**, for the purpose of Consulting Services. Effective when signed.

Item 23: Approval of Avanco International, Inc. Addendum

CYFS

Request Commissioners approval for the HIPAA Business Associate Agreement Addendum with **Avanco International, Inc.**
Effective July 1, 2025.

Item 24: Approval of Avanco International, Inc. Agreement

CYFS

Request Commissioners approval to enter one Agreement with **Avanco International, Inc.**, for the purpose CWIS Maintenance. Effective July 1, 2025.

Item 19: Approval of CYFS Resource Family Agreements

CYFS

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

Ratifications:

Item 1: Clearbrook Treatment Centers, LLC DBA Huntington Creek Recovery Center

SUD

Synopsis: Request Commissioners approval for ratification of an existing contract with Clearbrook Treatment Centers, LLC DBA Huntington Creek Recovery Center for the period of July 1, 2024 through June 30, 2025.

Purpose of contract: Provider to provide adolescent detox at \$579.00/day; Adolescent non-hospital short term residential treatment at \$472.00/day; Adult detox at \$441.00/day; Adult non-hospital short term residential treatment at \$425.00/day; Adult non-hospital residential – co-occurring at \$450.00/day.

* 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: April 08, 2025

The following warrants are submitted for your approval:

031425	\$1,184,463.45	Non-Human Service Warrant	
HS031325	\$114,640.00	Human Service Warrant	
HS031425	\$260,628.40	Human Service Warrant	
032125	\$844,541.08	Non-Human Service Warrant	
HS032125	\$488,161.44	Human Service Warrant	
03242025	\$3,400.00	Non-Human Service Warrant	
032825	\$875,154.35	Human Service Warrant	
HS032825	\$323,769.76	Human Service Warrant	
040425	\$188,641.82	Non-Human Service Warrant	
HS040425	\$49,676.28	Human Service Warrant	
HS040225	\$2,650.00	Human Service Warrant	
TOTAL	\$4,335,726.58		

HUMAN RESOURCE AGENDA ITEMS

April 08, 2025

PERSONNEL ACTIONS AS A RESULT OF EXISTING VACANCIES

PROBATIONARY NEW HIRE

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Camron Call	305	Prison	Corrections Officer	PFT	80	AFSCME	11	03/31/25
2	Brendan Tucker	305	Prison	Corrections Officer	PFT	80	AFSCME	11	03/25/25
3	Kelly Welch	510	Older Adult Svc.	Department Clerk III	PFT	80	SEIU	8	03/03/25
4	Tammy Irwin	530	PIC Unit	Crisis Investigation Specialist I	PFT	80	HSNEHR	5	02/24/25
5	Chad Skokowski	540	MH/DS	Service Coordinator I - MH/TCM	PFT	80	HSNEHR	1	03/04/25

RE-HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Darrius Graham	305	Prison	Corrections Officer	PF	80	AFSCME	11	04/02/25
2	Charles Albaugh	520	Children & Youth Svc.	Family Case Consultant I	TPP	26	HSNEHR	4	03/17/25

Note: Temporary assignment of last no longer than 30 days.

PROMOTION / RATE ADJUSTMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Shannon Kluck	From: 520	Children & Youth Svc.	Outreach Case Consultant I	FT	80	HSNEHR	1
		To: 520	Children & Youth Svc.	Outreach Case Consultant II	FT	80	HSNEHR	2
								04/05/25

Note: Completion of necessary requirements for promotion in Step Up program.

PROMOTION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Bethany Exley	From: 530	PIC Unit	Crisis Investigation Specialist I	FT	80	HSNEHR	5	
		To: 530	PIC Unit	Crisis Investigation Specialist II	FT	80	HSNEHR	6	03/03/25
		Note: Completion of necessary requirements for promotion in Step Up program.							
1	Spencer Mehlburger	From: 530	PIC Unit	OAS Protective Services Investigator I	FT	80	HSNEHR	4	
		To: 530	PIC Unit	OAS Protective Services Investigator II	FT	80	HSNEHR	5	03/31/25
		Note: Completion of necessary requirements for promotion in Step Up program.							
1	Katelyn Konetsky	From: 540	MH/DS	Service Coordinator I - MH/TCM	FT	80	HSNEHR	1	
		To: 540	MH/DS	Service Coordinator II - MH/TCM	FT	80	HSNEHR	2	07/07/25
		Note: Completion of necessary requirements for promotion in Step Up program.							

PROMOTION / TRANSFER

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Melissa Shreve	From: 520	Children & Youth Svc.	Child Welfare Case Aide	PF	80	SEIU	10
		To: 510	Older Adult Svc.	Volunteer Program / PA Medi Coordinator	PF	80	HSNEHR	1
								04/13/25

Note: Completion of necessary requirements for promotion in Step Up program.

END OF OUT OF CLASS ASSIGNMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Gary Wiley	520	Children & Youth Svc.	Outreach Case Consultant I	FT	80	HSNEHR	1	03/16/25

Note: Completion of assignment assisting with SHIFT duties.

SEPARATION OF EMPLOYMENT - RETIREMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	James Barnes	160	Maintenance	Maintenance Worker III	FT	80	SEIU	10	03/14/25
1	A. Michelle Mehlburger	530	PIC Unit	OAS Protective Services Investigator I	FT	80	HSNEHR	4	05/30/25

SEPARATION OF EMPLOYMENT

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Joseph Cloonan	305	Prison	Corrections Monitor	PTOC	7	AFSCME	11	12/08/24
2	Alexis Friedl	305	Prison	Corrections Officer	FT	80	AFSCME	11	03/27/25
3	Asha Posker	305	Prison	Correctional Lieutenant	FT	80	NEHR	6	04/01/25
4	Wendie Cressley	520	Children & Youth Svc.	Family Case Consultant I	PF	80	HSNEHR	4	02/24/25
5	Destiny Hornbeck	520	Children & Youth Svc.	Child Welfare Case Aide	PF	80	SEIU	10	03/03/25
6	Bethany Exley	530	PIC Unit	Crisis Investigation Specialist II	FT	80	HSNEHR	6	03/27/25
7	Lindsay King	590	Housing	Sr. Program Specialist - CSS	FT	80	HSEXEM	1	04/10/25

* Attachment F

ROW OFFICE AGENDA ITEMS

April 8, 2025

PERSONNEL ACTIONS AS A RESULT OF EXISTING VACANCIES

PROBATIONARY NEW HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Regina Wolford	225	MDJ 3-1	Legal Secretary II	PF	80	NEHR	3	03/31/25
2	Tomann Rice	265	Prothonotary	Department Clerk II	PF	80	NEHR	2	02/18/25

RE-HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Amy Kapp	205	Courts	Administrative Assistant II	FT	80	NEHR	5	04/01/25
2	Millisia Smith	250	Register & Recorder	Department Clerk II	FT	80	NEHR	2	03/24/25

END OF PROBATION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Lauren Ban	260	District Attorney's Office	Assistant District Attorney	FT	80	LEGL	2	02/04/25

SEPARATION OF EMPLOYMENT - RETIREMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Michele Swab-Jones	205	Courts	Administrative Assistant II	FT	80	NEHR	5	03/27/25
2	Julie Bullard	310	Court Supervision Svc.	Director, Court Supervision	FT	80	EXEM	4	03/24/25

SEPARATION OF EMPLOYMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Lisa Sisco	260	District Attorney's Office	Administrative Assistant II	FT	80	NEHR	5	04/11/25
2	Zanah Dempsey	265	Prothonotary	Department Clerk II	FT	80	NEHR	2	03/14/25