

*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

MAY 16, 2025

Invocation – *(Participation is voluntary)*

Pledge of Allegiance

ELECTION BOARD

1. Call to Order
2. Approval of minutes from April 08, 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 April 08, 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 April 8, 2025 Meeting
3. Public Comment on Salary Board Agenda
4. Salary Board Items for Consideration
 - a. Attachment B
 - b. Ratification of April Salary Board items (Attachment BB)
(Since there was no quorum, Salary Board was not convened in April)
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 the April 8, 2025 Meeting
4. Public Comment on Commissioner Board Agenda
5. **Court Administration:**
 - a. Approval of Extended Service and Support Warranty Contract with Behavioral Interventions
6. **Row Offices:**
 - a. Approval for renewal of contract with Erie County with Forensic Pathologist for autopsy procedures (**Coroner**)
7. **Prison:** No business to be presented
8. **Community Services Administration:**
 - a. Approval of contract with QT Petroleum on Demand LLC for access and use of web-based Siteminder Fuel Management Software, Database Hosting, Data, 24/7 technical support and software updates
 - b. Approval of hangar 9-5 lease with Abraham Shetler
 - c. Approval of hangar 8 lease with Michael Minor
 - d. Approval of hangar 15-3 with Michael Shetler

9. Human Services:

- a. Human Services Agenda for approval, Attachment C

10. Finance Administration:

- a. Warrants – Attachment D
- b. Approval of Indirect Cost Plan Preparation with Maximus

Fiscal Agent for NWPAERG (Northwest PA Emergency Response Group)

No business to be presented

Fiscal Agent for NWWDB (Northwest Workforce Development Board)

- a. Ratification of Lease and Internet Agreement for Careerlink® space at 1345 Pittsburgh Road

11. Human Resources:

- a. Human Resources Agenda Items for Approval – Attachment E
- b. Human Resources Items for Information Purposes – Attachment F
- c. Ratification of Administrative Rules for the Implementation of the Pay Plan
- d. Ratification of MOU with AFSCME to create field training officer positions

12. Planning Commission:

- a. Adoption of the Resolution to name Dorothy “Dottie” Tawney as the 504 Officer for the Venango County, Sugarcreek Borough and Cranberry Township CDBG Programs
- b. Adoption of the Cooperation agreement with Cranberry Township to administer their CDBG Program
- c. Approval of the Sub-grant agreement with Venango Technology Center to provide \$194,257 to provide Air Cleaners, Smart Panels, Skill Trainers, Work Benches and a Storage Building. This is all funded through the Whole Home Repairs grant program.

13. Two Mile Run County Park:

- a. Update on Park and activities

14. County Administration:

- a. Appointment of Dorothy “Dottie” Tawney as Chief Clerk
- b. Ratification of Engagement Letter with Barley Snyder
- c. Ratification of contract with Mid-State Roofing and Coating, Inc. for Courthouse Roof Replacement
- d. Ratification of contract with CCS Renovations, Inc. for 911 Center/Armory General Contracting
- e. Proclamation – Motorcycle Awareness Month
- f. Proclamation – Mental Health Awareness Month
- g. Proclamation – Remake Learning Days Across Venango County

15. Other Business:

16. Public Comment:

17. Adjournment:

NEXT MEETING DATE: The next public meeting will be held at 4:30 p.m. Tuesday, June 10, 2025 in Room 100 of the Courthouse Annex to conduct county business.

RETIREMENT BOARD AGENDA

May 16, 2025

Time: _____

Attendance:

Approval of Minutes:

A motion was made by _____ and seconded by _____ to waive the reading of the minutes of the **04/08/25** 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
Camron Call	03/31/2025	9%
Regina Wolford	03/31/2025	9%
Amy Kapp	04/01/2025	9%
Nicole Stover	04/13/2025	9%
Courtney Woods	04/14/2025	9%
Staci Neidich	04/28/2025	9%
Corinne Carbaugh	04/28/2025	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
Bethany Exley	\$ 6,637.02	05/30/2025
Jakob Tenney	\$ 4,105.18	05/30/2025
Megan Huffman	\$ 2,989.76	05/30/2025
Alexis Friedl	\$ 1,260.62	05/30/2025
Destiny Hornbeck	\$ 415.77	05/30/2025
Christopher French	\$ 4,067.99	05/30/2025
Ashley Lochmann	\$ 431.25	05/30/2025
Marigrace Garvis	\$ 2,615.14	05/30/2025
Tony Dunkle	\$ 1,275.16	05/30/2025
Dawn Rumbaugh	\$ 4,388.52	05/30/2025
Lisa Sisco	\$ 21,197.36	05/30/2025

RETIREMENT BOARD AGENDA

May 16, 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 **Michele Swab-Jones**, effective **03/28/2025**. She has elected "Option Four (C)" which entitles her to withdraw, in one payment, the total accumulated deductions of **\$14,431.00** credited to her member account at retirement in addition to receiving a monthly annuity of **\$148.42** payable throughout her lifetime. She is entitled to a pro rata benefit of **\$19.15** to be paid for 4 days of March.
- 2) Motion to approve the superannuation retirement of **John C. Lackatos**, effective **03/27/2025**. He has elected "Option Four (B)" which entitles him to withdraw, in one payment, the total accumulated deductions of **\$3,127.78** credited to his member account at retirement in addition to receiving a monthly annuity of **\$44.25** payable throughout his lifetime. He is entitled to a pro rata benefit of **\$7.14** to be paid for 5 days of March.
- 3) Motion to approve the superannuation retirement of **Julie Bullard** effective **3/25/2025**. She has elected a "No Option" which entitles her to receive a monthly annuity of **\$2,616.83** payable throughout her lifetime. She is entitled to a pro rata benefit of **\$590.90** to be paid for 7 days in the month of March.

Aye all; motion carried and was approved.

Other Business: [Buy-backs; Administrative issues]

- 1.) **Tony Dunkle** 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.) **Marigrace Garvis** 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.) **Ashley Lochmann** 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.
- 4.) **Christopher French** 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.) **Destiny Hornbeck** 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.
- 6.) **Alexis Friedl** 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.) **Bridey Keller** has chosen to vest her pension funds with the County effective **04/11/2025**.
- 8.) **Lindsay King** has chosen to vest her pension funds with the County effective **04/10/2025**.
- 9.) Motion to grant permission for **Lauren Walters** to purchase her prior service time from 6/02/2019 through 12/31/2024 in the amount of **\$21,424.07**.
- 10.) Correction to the distribution amount for **Rachel Knupp** originally presented at the January 2024 Retirement Board should be reflected as **\$8,933.51**. Motion to authorize the Treasurer of the Retirement Board to issue a check in the amount of **\$115.14** to Ms. Knupp to reflect this.

RETIREMENT BOARD AGENDA

May 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

May 16, 2025

ITEMS FOR CONSIDERATION

DEPARTMENT #205 COURTS

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	CREATE	Legal Intern	TFT	80	NEHR	1	5/5/2025
Note: Positions to last through September 1st.							

DEPARTMENT #260 DISTRICT ATTORNEY'S OFFICE

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	CREATE	Legal Intern	TFT	80	NEHR	1	5/19/2025
Note: Positions to last through August 8th.							

DEPARTMENT #590 HOUSING / COMMUNITY SUPPORT SVC.

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	ABOLISH	Senior Program Specialist	FT	80	HSEXEM	1	4/13/2025
2	CREATE	CSS Supervisor	FT	80	HSEXEM	1	4/13/2025

DEPARTMENT #605 PARK

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	CREATE	Snack Shack Attendant (8 positions)	TFT	80	NEHR	1	5/23/2025
Note: Positions to last through September 8th.							
1	CREATE	Department Clerk Intern	TFT	80	NEHR	1	5/1/2025
Note: Positions to last through September 1st.							
1	CREATE	Lifeguard (10 positions)	TPT	60	NEHR	3	5/25/2025
Note: Positions to last through September 8th.							
1	CREATE	Maintenance Worker Intern (2 positions)	TFT	80	NEHR	1	4/1/2025
Note: Positions to last through September 30th.							

CORRECTION TO 04/08/25 AGENDA

DEPARTMENT #205 COURTS

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

NOTE: POSITION WAS NOT CREATED, ALTERNATIVE COVERAGE FOR EMPLOYEE ABSENCE WAS FOUND

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
3	Volunteer/Apprise Coord. II
	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
4	Volunteer/Apprise Coord. III
	Assessor/Screeners I
	Family Case Consultant I
	GPS/CPS Investigator I
5	Older Adult Services Investigator I
	Assessor/Screeners II
	Crisis Investigation Spec. I
	Family Case Consultant II
	GPS/CPS Investigator II
	Older Adult Services Investigator II
6	Program Specialist
	Assessor/Screeners III
	CPS/GPS Investigator
	Crisis Investigation Spec. II
	Family Case Consultant III
	GPS/CPS Investigator III
7	Older Adult Services Investigator III
	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: 05/13/2025
RE: Items for Commissioner Approval

2024-2025 CONTRACT

Item 1: Familylinks, Inc.

MHDS

Synopsis: Request Commissioners approval to renew an existing contract with Familylinks, Inc. for the period of April 1, 2025 through June 30, 2026.

Purpose of contract: This provider will provide Supports Coordination (w7210) at a rate of \$27.21 per 15-minute unit.

Item 2: Community Services of Venango County

CYFS

Synopsis: Request Commissioners approval to renew an existing contract with Community Services of Venango County for the period of March 1, 2025 through February 28, 2026.

Purpose of contract: EHS contract for 3/1/25 – 2/28/26.

Amendments:

Item 1: Regional Counseling Center, Inc

MH

Request Commissioners approval to add an addendum of existing contract with Regional Counseling Center, Inc.

Purpose of contract: Venango County Mental Health and Development Services has agreed to provide additional funding of \$4,040 to the provider for purposes of increasing contract max for Mobile Psychiatric Rehabilitation services to \$6,245 increasing units to a total of 354 units at \$17.64 ea.

Item 2: BHC Advanced Services, Inc.

MH

Request Commissioners approval to add an addendum of existing contract with BHC Advanced Services, Inc.

Purpose of contract: Increase Forensic Project contract maximum to \$75,775.00

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 05/13/2025
RE: Items for Commissioner Approval

Item 3: Merakey Pennsylvania

CYFS

Request Commissioners approval to add an addendum of existing contract with Merakey Pennsylvania.

Purpose of contract: To amend certification #204690-BX-Foster Care Plus Program rate to \$106.02/DOC from 7/1/24 – 12/31/24 and then change to \$114.02/DOC from 1/1/25 – 6/30/25. To amend certification #204690-BD-Foster Care Plus Enhanced rate to \$165.95/DOC for FY 24/25.

Item 4: Approval of Comprehensive Care Connections, Inc.

OAS

Request Commissioners approval for the Amendment to Agreement with Comprehensive Care Connections, Inc. to replace Exhibit A Work Statement.

Item 5: The Pointe

MH

Request Commissioners approval for the Amendment to Agreement with The Pointe.

Purpose of the contract: Additional funding of \$6876.52 for expenses incurred due to the warming center being open more days than anticipated. Also pending funding, an additional \$6000.00 for staff bonuses.

Addendums:

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

CYFS

Request Commissioners approval to add an addendum of existing contract with Family Services & Children's Aid Society of Venango County.

Purpose of contract: To add Direct Collateral rates of \$20.00 per unit of 15 minutes each not to exceed 364 units and/or \$7280.00.

Item 2: Regional Counseling Center, Inc.

MH

Request Commissioners approval to add an addendum of existing contract with Regional Counseling Center, Inc.

Purpose of contract: To provide additional funding of \$4040 to increase contract max for Mobile Psychiatric Rehabilitation services to \$6245, increasing units to a total of 354 units at \$17.64 each; Computer software upgrades to ensure HIPAA compliance \$10,000 & Crisis Prevention Certification Training, which includes training, lodging, and meals \$8000, depending on funding availability.

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 05/13/2025
RE: Items for Commissioner Approval

Item 3: Family Services & Children's Aid Society

MH

Request Commissioners approval to add an addendum of existing contract with Family Services & Children's Aid Society.

Purpose of contract: Provider will purchase a vehicle from the County for \$1 to be used for their Home and Community HAB program. Vehicle is a 2017 Blue Ford escape. The vehicle and any proceeds must be used in Venango County programs.

Other ITEMS:

Item 1: B and C Rentals Lease Agreement

CSS

Requests Commissioners approval for a Residential Lease Agreement between B and C Rentals and County of Venango. Residence address of 413 13th Street Unit #9, Franklin. The term lease commences May 15, 2025 and ends May 15, 2027.

Item 2: Approval of CYFS Resource Family Agreements

CYFS

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

Ratifications:

Item 1: Tyler Johnson and Drake Anderson Lease Agreement

CSS

Requests Commissioners approval for a Residential Lease Agreement between Tyler Johnson/Drake Anderson and County of Venango. Residence address of 24 East Fifth Street Unit #2, Oil City. The term lease commences May 1, 2025 and ends March 31, 2027.

Item 2: Comiske & Mattingly, Inc.

CSS

Requests Commissioners approval for a Residential Lease Agreement between Comiske & Mattingly, Inc. and County of Venango. Residence address of 57 Park Avenue, Franklin. The term lease commences June 1, 2025 and ends June 1, 2027.



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: May 13, 2025

The following warrants are submitted for your approval:

041725	\$1,935,761.90	Non-Human Service Warrant	
HS041725	\$425,431.15	Human Service Warrant	
HS042125	\$4,967.60	Human Service Warrant	
SP042125	\$16,133.07	Non-Human Service Warrant	
SP042225	\$1,635.11	Non-Human Service Warrant	
042525	\$513,849.33	Non-Human Service Warrant	
HS042525	\$258,135.15	Human Service Warrant	
SP042425	\$6,930.64	Non-Human Service Warrant	
050225	\$1,187,677.09	Non-Human Service Warrant	
HS050225	\$251,991.58	Human Service Warrant	
SP050225	\$1,291.11	Non-Human Service Warrant	
050925	\$464,527.25	Non-Human Service Warrant	
HS050825	\$119,650.00	Human Service Warrant	
HS050925	\$197,677.69	Human Service Warrant	
TOTAL	\$5,385,658.67		

HUMAN RESOURCE AGENDA ITEMS

May 16, 2025

PERSONNEL ACTIONS AS A RESULT OF EXISTING VACANCIES

PROBATIONARY NEW HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Curtis Leicher	160	Maintenance	PFT	80	SEIU	10	05/12/25
2	Shelby Moyer	305	Prison	PFT	80	AFSC	11	05/07/25

RE-HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Joseph Oswalt	305	Prison	PFT	80	AFSC	11	04/23/25
2	Tyara Johnson	520	Children & Youth Svc.	PFT	80	HSNEHR	4	04/28/25
3	Staci Neidich	520	Children & Youth Svc.	PFT	80	HSNEHR	5	04/28/25
4	Courtney Woods	530	PIC Unit	PFT	80	HSEXEM	2	04/14/25

TRANSFER

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Rebekah King	From: 540	MH/DS	FT	80	HSEXEM	1	
		To: 570	CSS / Housing	FT	80	HSEXEM	1	04/13/25

PROMOTION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Katie Drake	From: 305	Prison	FT	80	AFSC	11	
		To: 305	Prison	FT	80	AFSC	11	04/14/25
2	Torin Lehmier	From: 305	Prison	FT	80	AFSC	11	
		To: 305	Prison	FT	80	NEHR	6	04/07/25
3	Eric Nuse	From: 305	Prison	FT	80	AFSC	11	
		To: 305	Prison	FT	80	AFSC	11	04/14/25
4	Paul Rodgers	From: 305	Prison	FT	80	AFSC	11	
		To: 305	Prison	FT	80	NEHR	6	04/14/25
5	Halie Earp	From: 509	HS Fiscal	FT	80	SEIU	12	
		To: 509	HS Fiscal	FT	80	NEHR	8	04/28/25
6	Heather Mohnkern	From: 509	HS Fiscal	FT	80	NEHR	8	
		To: 509	HS Fiscal	FT	80	NEHR	10	04/14/25
7	Carol Sherbine	From: 509	HS Fiscal	FT	80	NEHR	8	
		To: 509	HS Fiscal	FT	80	NEHR	10	04/28/25
8	Martha Shutka	From: 510	Older Adult Svc.	FT	80	HSNEHR	1	
		To: 510	Older Adult Svc.	FT	80	HSNEHR	2	05/12/25
Note: Completion of necessary requirements for promotion in Step Up program.								
9	Amanda Shaffer	From: 520	Children & Youth Svc.	FT	80	HSNEHR	4	
		To: 520	Children & Youth Svc.	FT	80	HSNEHR	5	04/27/25
Note: Completion of necessary requirements for promotion in Step Up program.								
10	April McKnight	From: 530	PIC Unit	FT	80	HSNEHR	5	
		To: 530	PIC Unit	FT	80	HSNEHR	6	04/16/25
Note: Completion of necessary requirements for promotion in Step Up program.								
11	Ruth Shaffer	From: 540	MH/DS	FT	80	HSNEHR	1	
		To: 540	MH/DS	FT	80	HSNEHR	2	04/29/25
Note: Completion of necessary requirements for promotion in Step Up program.								

PROMOTION / TRANSFER

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Nathaniel Milner	From: 180	Treasurer's Office	FT	80	SEIU	8	
		To: 145	Assessment	FT	80	NEHR	5	05/12/25
2	Dorothy Tawney	From: 225	MDJ 3-1	FT	80	NEHR	3	
		To: 110	Commissioners	FT	80	EXEM	4	04/21/25
3	Rachel Phillips	From: 540	MH/DS	FT	80	SEIU	9	
		To: 509	HS Fiscal	FT	80	NEHR	8	04/28/25

POSITION REALLOCATION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Megan Martin	From: 605	Park	FT	80	SEIU	8	
		To: 605	Park	FT	80	SEIU	12	03/30/25

CHANGE IN STATUS / PROMOTION / INCREASE IN HOURS

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Nicole Stover	From: 520	Children & Youth Svc.	FT	80	HSNEHR	4	
		To: 520	Children & Youth Svc.	FT	80	HSEXEM	1	04/13/25

RATE ADJUSTMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Nickayia Petro	325	911 Center	PT	40	NEHR	4	05/05/25
Note: Completion of required certification.								
2	Sarah Carter-Rossi	520	Children & Youth	FT	80	HSEXEM	1	04/30/25
Note: Completion of necessary requirements for promotion in Step Up program.								
3	Nicole Novicki	520	Children & Youth	FT	80	HSEXEM	2	04/16/25
Note: Completion of necessary requirements for promotion in Step Up program.								
4	Nicole Snyder	520	Children & Youth	FT	80	HSEXEM	3	04/16/25
Note: Completion of necessary requirements for promotion in Step Up program.								
5	Rachel Phillips	540	MH/DS	FT	80	SEIU	9	06/23/24

HUMAN RESOURCE AGENDA ITEMS

May 16, 2025

END OF PROBATION

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Robyn Stevens	140	Tax Claim	Tax Clerk	FT	70	SEIU	1	03/31/25
2	Jadie Taft	530	PIC Unit	PIC Case Aide	FT	80	HSNEHR	1	03/26/25
3	Jessica Avery	540	MH/DS	Service Coordinator I - MH/TCM	FT	80	HSNEHR	1	03/30/25

SEPARATION OF EMPLOYMENT

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Bridey Keller	110	Commissioners'	Chief Clerk / County Administrator	FT	80	EXEM	4	04/11/25
2	Mitch McMillen	160	Maintenance	Maintenance Worker III	FT	80	SEIU	10	05/09/25
3	Jakob Tenney	160	Maintenance	Maintenance Worker III	FT	80	SEIU	10	04/11/25
4	Hilary Buchanan	190	Planning	Planning Director	FT	80	EXEM	3	05/16/25
5	Joseph Finlan	305	Prison	Corrections Officer	PF	80	AFSC	11	02/07/25
6	Faith Cooper	305	Prison	Corrections Officer	PF	80	AFSC	11	02/14/25
7	Heather Donahue	305	Prison	Corrections Officer	FT	80	AFSC	11	04/16/25
8	Tony Dunkle	305	Prison	Corrections Officer	PF	80	AFSC	11	03/27/25
9	Darrius Graham	305	Prison	Corrections Officer	PF	80	AFSC	11	04/15/25
10	Richard Hoellerman	305	Prison	Corrections Officer	PF	80	AFSC	11	04/04/25
11	Joseph Oswalt	305	Prison	Corrections Officer	PF	80	AFSC	11	04/24/25
12	Dawn Rumbaugh	305	Prison	Correctional Lieutenant	FT	80	NEHR	6	04/07/25
13	Brendan Tucker	305	Prison	Corrections Officer	PF	80	AFSC	11	04/09/25
14	Pamela Pfertsh	509	HS Fiscal	Budget Analyst II	FT	80	NEHR	10	05/21/25
15	Bobbi Gonzalez	510	Older Adult Svc.	Aging Case Aide	FT	80	SEIU	10	04/24/25
16	Sheridyn Umstead	510	Older Adult Svc.	Aging Case Aide	FT	80	SEIU	10	04/09/25
17	Kelly Knoch	540	MH/DS	Hospital Liaison Supervisor	FT	80	HSEXEM	1	04/18/25

ROW OFFICE AGENDA ITEMS

May 16, 2025

PERSONNEL ACTIONS AS A RESULT OF EXISTING VACANCIES

PROBATIONARY NEW HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Corinne Carbaugh	240	MDJ 3-4	Legal Secretary II	PF	75	NEHR	3	04/28/25

RE-HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Cassandra LaTona	265	Prothonotary	Department Clerk II	PF	80	NEHR	2	05/19/25

PROMOTION / TRANSFER

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Nathaniel Milner	From: 180	Treasurer's Office	Department Clerk III	FT	80	SEIU	8	
		To: 145	Assessment	Data Collector	FT	80	NEHR	5	05/12/25
2	Dorothy Tawney	From: 225	MDJ 3-1	Legal Secretary II	FT	80	NEHR	3	
		To: 110	Commissioners	Chief Clerk / County Administrator	FT	80	EXEM	4	04/21/25

END OF ASSIGNMENT - SEPARATION OF EMPLOYMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Michael Tanner	210	Domestic Relations	Compliance Training Assistant	TPT	40	NEHR	6	03/12/25