

COMMISSIONER BOARD MINUTES

January 14, 2025

Those present at the public meeting of the Venango County Commissioners held in Room 100 of the Courthouse Annex:

Commissioner Samuel Breene	Hilary Buchanan, Planning
Commissioner Kenneth J. Bryan	Mark Seigworth, EMA/911
Commissioner Chip Abramovic	Pastor John Bell, Franklin Wesleyan Church
Bridey Shawgo, Chief Clerk	Kara O'Neil, The Derrick
Laura O'Neil, Admin. Assistant	Robert Hines, Oil Region Rising
Rich Winkler, Solicitor	Jan Hines, Oil Region Rising
Jeannie Ritchey, Treasurer	Michel Wilcox, Oil Region Rising
Diona Brick, Fiscal	Beth Wilcox, Oil Region Rising
Justin Wolfe, Human Resources	Marcy Novak, Proclamation Recipient
Amie Wood-Wessell, Human Services	Steve Novak, Proclamation Recipient

Election Board meeting was convened and adjourned prior to the start of the Retirement Board meeting. The Retirement Board meeting was convened and adjourned prior to the start of the Salary Board meeting. The Salary Board meeting was convened and adjourned prior to the start of the Commissioner Board meeting.

CALL TO ORDER:

Commissioner Breene called the meeting to order at 4:39 p.m.

APPROVAL/AMENDMENT OF COMMISSIONER BOARD AGENDA:

- Commissioner Bryan made a motion to amend/approve the agenda for January 14, 2025, seconded by Commissioner Abramovic, aye all.

APPROVAL OF MINUTES FROM THE DECEMBER 10, 2024 MEETING:

- Commissioner Bryan made a motion to approve the minutes from the December 10, 2024 meeting, seconded by Commissioner Abramovic, aye all.

PUBLIC COMMENT ON COMMISSIONER BOARD AGENDA:

NONE

COURT ADMINISTRATION:

NONE

ROW OFFICES:

NONE

PRISON:

Approval of Agreement with Lawrence County for housing juvenile inmates.

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.

COMMUNITY SERVICES ADMINISTRATION:

The following items were presented for approval by Bridey Shawgo, Chief Clerk, on behalf of Bill Buchna:

Ratification of Fee Estimate for Runway Obstruction Removal.

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.

Approval of Lease of Hangar 12-20.

- Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

The following items were presented for approval by Mark Seigworth:

Approval of the 2024 Statewide Interconnectivity Grant Agreement for PEMA.

- Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

Maintenance Agreement for compressors at 911

- A motion was made to amend the agenda to replace the above verbiage with the correct verbiage: Repair to Air Conditioning at 911 Center.
- Commissioner Bryan made a motion to amend the above, seconded by Commissioner Abramovic, aye all.

Repair to Air Conditioning at 911 Center

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.

Lease agreement renewal of chair fleet

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.

Agreement renewal for OnSolve CodeRED Core Emergency Bundle

- Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

Memorandum of Understanding with Forest County to permit Venango County access and use of the ACOE Tower Site.

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.

HUMAN SERVICES:

The following items were presented for approval by Amie Wood-Wessel:

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 for 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 and Recovery Center, LLC

SUD

Request Commissioners' approval to amend the contract with Alpine Springs Rehabilitation and Recovery Center, LLC for the period of July 1, 2024 to June 30, 2025.

Purpose of contract: Adding residential placement 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: Kidspace National Centers, INC.

CYS

Synopsis: Request Commissioners approval for ratification of an existing contract with Kidspace 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 services at a range of \$274.94 to \$360.54.

- Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

FINANCE ADMINISTRATION:

The following warrants were submitted for approval by Diona Brick:

<u>121324</u>	<u>\$903,561.23</u>	<u>Non-Human Service Warrant</u>
<u>HS121224</u>	<u>\$119,926.00</u>	<u>Human Service Warrant</u>
<u>HS121324</u>	<u>\$211,724.14</u>	<u>Human Service Warrant</u>
<u>122024</u>	<u>\$218,439.17</u>	<u>Non-Human Service Warrant</u>
<u>HS121724</u>	<u>\$1,495.72</u>	<u>Human Service Warrant</u>
<u>HS122024</u>	<u>\$539,659.72</u>	<u>Human Service Warrant</u>
<u>122724</u>	<u>\$459,781.92</u>	<u>Non-Human Service Warrant</u>
<u>HS122724</u>	<u>\$174,351.29</u>	<u>Human Service Warrant</u>
<u>HS122624</u>	<u>\$54,000.00</u>	<u>Human Service Warrant</u>
<u>12262024</u>	<u>\$1,193.36</u>	<u>Non-Human Service Warrant</u>
<u>010325</u>	<u>\$161,073.63</u>	<u>Non-Human Service Warrant</u>
<u>HS010325</u>	<u>\$77,290.45</u>	<u>Human Service Warrant</u>
<u>011025</u>	<u>\$157,462.33</u>	<u>Non-Human Service Warrant</u>
<u>SP010625</u>	<u>\$4,226.52</u>	<u>Non-Human Service Warrant</u>
<u>HS011025</u>	<u>\$134,477.01</u>	<u>Human Service Warrant</u>
<u>Total</u>	<u>\$3,218,662.49</u>	

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.

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

HUMAN RESOURCES:

The following Human Resources items were presented for approval by Justin Wolfe:

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	Tax Clerk	PFT	70	SEIU	9	12/30/24
2	Katie Drake	305 – Prison	Corrections Officer	PFT	80	AFSCME	11	11/18/24
3	Domonick Merritt	305 – Prison	Corrections Officer	PFT	40	AFSCME	11	11/26/24
4	Jamie Pallack	305 – Prison	Corrections Officer	PFT	80	AFSCME	11	12/07/24
5	Emily Wright	520 – Children& Youth Svc.	Department Clerk III – Floater	PFT	80	SEIU	8	12/30/24
6	Delena Dean	520 – Children& Youth	CPS/GPS Investigator I	PFT	80	HSNEHR	4	12/09/24
7	Jadie Taft	530 – PIC Unit	PIC Case Aide	PFT	80	SEIU	10	12/09/24

RE-HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Destiny Hornbeck	520 – Children& Youth	Child Welfare Case Aide	PFT	80	SEIU	10	12/09/24
2	Melissa Shreve	520 – Children& Youth	Child Welfare Case Aide	PPT	80	SEIU	10	12/09/24

PROMOTION

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

PROMOTION/TRANSFER

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

PROMOTION/CHANGE IN STATUS

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

LATERAL TRANSFER

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

DEMOTION/TRANSFER/RATE ADJUSTMENT

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

DEMOTION

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

RATE ADJUSTMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Laura Anna	110 – Commissioners' Office	Admin Asst. III – Voter Registration	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 – PIC Unit	Sr. Service Coordination Supervisor	FT	80	HSEXEM	2	
		To:	520 – Children & Youth Svc.	CPS/GPS Supervisor	FT	80	HSEXEM	1	11/24/24
2	Angello Perillo	From:	530 – PIC Unit	Crisis Investigation Specialist III	FT	80	HSNEHR	7	
		To:	520 – Children & Youth Svc.	CPS/GPS Investigator III	FT	80	HSNEHR	6	11/24/24
3	Taylor Wiggins	From:	530 – PIC Unit	Sr. Service Coordination Supervisor	FT	80	HSEXEM	2	
		To:	520 – Children & Youth Svc.	CPS/GPS Supervisor	FT	80	HSEXEM	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
5	Morris Woodhouse	305 – Prison	Corrections Officer	FT	80	AFSCME	11	12/09/24
6	Erin Janidlo	325 – 911 Center	Telecommunicator	PT	40	NEHR	5	12/10/24
7	Ashley Pifer	520 – Children & Youth Services	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	Department Clerk II	TP	70	NEHR	2	11/23/24
2	Cynthia Stevenson	115 – Voter Registration	Department Clerk II	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	Aging Case Aide	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	Recordkeeping Coordinator	FT	80	NEHR	5	01/03/25
2	Sabrina Beggs	305 – Prison	Corrections Officer	PFT	80	AFSCME	11	01/12/25
3	Samantha Gadsby	305 – Prison	Corrections Monitor	PTOC	7	AFSCME	11	12/12/24
4	Joey Hoffman	305 – Prison	Corrections Officer	PFT	80	AFSCME	11	01/03/25
5	Joab Orr	305 – Prison	Deputy Warden	FT	80	NEHR	8	01/03/25
6	Kaleb Wagner	305 – Prison	Corrections Officer	PFT	80	AFSCME	11	01/02/25
7	Lauren Walters	325 – 911 Center	Telecommunicator II	FT	80	NEHR	6	12/30/24
8	April Bradick	520 – Children & Youth Svc.	Department Clerk III – Floater	PFT	80	SEIU	8	12/12/24
9	Gwendalynn Uhl	520 – Children & Youth Svc.	Independent Living Case Consultant I	FT	80	HSNEHR	1	12/16/24
10	Allison Caretti	530 – PIC Unit	Crisis Investigation Specialist I	PFT	80	HSNEHR	5	12/12/24
11	Alfred Haylett	540 – MH/DS	Service Coordinator II – ID	FT	80	HSNEHR	2	12/10/24

The following Human Resources items were presented for informational purposes by Justin Wolfe:

ROW OFFICE AGENDA ITEMS

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 Sv.	House Arrest Officer	FT	80	NEHR	6	
		To:	310 – Court Supervision Sv.	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 Sv.	Pre-Trial Officer	FT	80	NEHR	6	
		To:	310 – Court Supervision Sv.	House Arrest Officer	FT	80	NEHR	6	01/21/25

RATE ADJUSTMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Rhiannon Graham	310 – Court Supervision Svc.	Pre-Trial Officer	FT	80	NEHR	6	01/01/25

Note: Rate adjustment in addition to the 2025 COLA.

2	Jillian Kutchravsky	310 – Court Supervision Svc.	Pre-Trial Officer	FT	80	NEHR	6	01/01/25
<i>Note: Rate adjustment in addition to the 2025 COLA.</i>								

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 OF 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	12/16/24
<i>Note: Filling newly created position ratified at the January 2025 Salary Board Meeting.</i>									

PLANNING COMMISSION:

The following items were presented by Hilary Buchanan:

Approval of the Floodplain Administration County Service Provider Agreement with Barkeyville Borough

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.

Ratification of the contract with Fuller Building Group, Inc. to preform site preparation work for the Two Mile Run County Park restroom project.

- Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

Ratification of the contract with Horizon Construction Group, Inc. to provide materials for the Two Mile Run County Park restroom project.

- Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

Approval of By-Laws update to clarify that a Commissioner is permitted to be a voting member.

- Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

Reappointment of Megan Weber and Jim Miller to the Planning Commission Board.

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.

TWO MILE RUN COUNTY PARK:

Update on Park activities presented Commissioner Abramovic on behalf of Luke Kauffman:

Commissioner Abramovic noted that kids have been having fun on the sledding hill at the park. He reported that Feb. 8 will be the Polar Plunge and Jeep Ride.

Commissioner Breene agreed that the sledding is wonderful at the park, especially the addition of spotlights on the sledding hill so that sledding can continue after dark.

Commissioner Abramovic noted that the spotlights were donated to the park by the Franklin Rotary Club and the county is grateful for their generosity.

COUNTY ADMINISTRATION:

The following items were presented by Bridey Shawgo, Chief Clerk:

Ratification of the Right-of-Way Agreement with Verizon

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.

Approval of Contract with ContempoTech for cleaning service

- Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

Approval of Intergovernmental Agreement for Adult Resident List With PennDot

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.

Untable – Approval of the Workplan for Tourism Promotion Activities

- Commissioner Bryan made a motion to approve the above, pending changes, seconded by Commissioner Abramovic, aye all.

Ratification of Barr's Insurance Proposal for Workers Comp, Airport Liability and Fiduciary Insurance

- Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

Reappointment of Alan Schiller to Venango County Economic Development Authority Board for a 5 year term

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.

Proclamation for Two Mile Run County Park Volunteers of the Year

- Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

Commissioner Breene said we are all very proud of the park. He said it is a beautiful place for people to have fun, and we could not have that without volunteers of the year Steve and Marcy Novak.

OTHER BUSINESS:

No business to be conducted

PUBLIC COMMENT:

No business to be conducted

ADJOURNMENT:

The meeting adjourned at 4:56 p.m. upon a motion by Commissioner Bryan, and seconded by Commissioner Abramovic, aye all.

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

Respectfully submitted,

Laura O'Neil
Administrative Assistant

Reviewed by: Samuel H. Breene

Kenneth J. Bryan

Albert A. Abramovic