

COMMISSIONER BOARD MINUTES

April 8, 2025

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

Commissioner Samuel Breene
Commissioner Kenneth J. Bryan
Bridey Shawgo, Chief Clerk
Laura O'Neil, Admin. Assistant
Rich Winkler, Solicitor
Diona Brick, Fiscal
Justin Wolfe, Human Resources
Amie Wood-Wessel, Human Services
Hilary Buchanan, Planning
Isaac Hastings, CSS

Laura Anna, Elections
Eric Reamer, Oil City Free Christian Church
Kara O'Neil, The Derrick
John Stroup, American Promise
Sheena Cassedy, CASA of Venango County
Herman Chatley, RAACA
Jennifer Halligan, RAACA
Clint Eakin, RAACA
Kip Vitka, RAACA
Kelly Stroup, Allegheny Valley Realtors

Pastor Eric Reamer from Oil City Free Christian Church said the Invocation before the meeting.

All rose and said the Pledge of Allegiance.

The Election Board meeting was convened and adjourned. The Retirement Board meeting was convened and adjourned.

1. Commissioner Breene called the Commissioner Board meeting to order at 4:40 p.m.
2. Commissioner Bryan made a motion to amend the agenda for April 8, 2025, seconded by Commissioner Breene, aye all.
3. Commissioner Bryan made a motion to approve the minutes from the March 11, 2025 meeting, seconded by Commissioner Breene, aye all.
4. There was no public comment on the Commissioner Board Agenda.
5. **Court Administration:** No business to be conducted.
6. **Row Offices:** No business to be conducted.
7. **Prison:**
 - a. Ratification of AXON Lease for Tasers
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Breene, aye all.
8. **Community Services Administration:**
 - a. Approval of agreement with PennDOT for Venango 911 to access traffic cam footage
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Breene, aye all.
9. **Human Services:**

The following items were presented for approval by Amie Wood-Wessell, Director of Human Services:

 - a. Human Services Agenda for approval, Attachment C:

Attachment C – Human Service Contracts

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.

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).

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).

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.

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 19: Approval of CYFS Resource Family Agreements**CYFS**

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

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.

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.

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.

- Commissioner Bryan made a motion to approve the above Human Service items (Attachment C), seconded by Commissioner Breene, aye all.

10. FINANCE ADMINISTRATION:

The following warrants were submitted for approval by Diona Brick, Fiscal Director:

a. Warrants – Attachment D:

Attachment D – Fiscal Warrants

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

- Commissioner Bryan made a motion to approve the above (Attachment D), seconded by Commissioner Breene, aye all.
- b. Ratification of Contract with Spectrum Internet
- Commissioner Breene made a motion to approve the above, seconded by Commissioner Bryan, aye all.
- c. Ratification of Sammartino and Stout Agreements for Assessment Appraisals
- Commissioner Bryan made a motion to approve the above, seconded by Commissioner Breene, aye all.
- d. Approval for County Cost Allocation Plan
- Commissioner Bryan made a motion to approve the above, seconded by Commissioner Breene, aye all.
- e. Approval of Procurement Policy as Revised
- Commissioner Bryan made a motion to approve the above, seconded by Commissioner Breene, aye all.

Fiscal Agent for NWPARG (Northwest PA Emergency Response Group)

- Ratification of Contract with Mobilcom
 - Commissioner Breene made a motion to approve the above, seconded by Commissioner Bryan, aye all.
- Ratification of Contract with MCP for Cyber Security
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Breene, aye all.

Fiscal Agent for NWWDB (Northwest Workforce Development Board)

- Approval of Contract Termination with Equus for Opioid Grant Services
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Breene, aye all.
- Approval of Contract with Opioid Workforce Services with EDSI
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Breene, aye all.

11. Human Resources:

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

- Human Resources Agenda Items for Approval – Attachment E:

Attachment E – Human Resource Agenda Items

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	Darius 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 to 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
<i>Note: Completion of necessary requirements for promotion in Step Up program.</i>									

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
<i>Note: Completion of necessary requirements for promotion in Step Up program.</i>									
2	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
<i>Note: Completion of necessary requirements for promotion in Step Up program.</i>									
3	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
<i>Note: Completion of necessary requirements for promotion in Step Up program.</i>									

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
<i>Note: Completion of necessary requirements for promotion in Step Up program.</i>									

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
<i>Note: Completion of assignment assisting with SHIFT duties.</i>								

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
2	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

- Commissioner Bryan made a motion to approve the above (Attachment E), seconded by Commissioner Breene, aye all.

b. Human Resources Items for Informational Purposes – Attachment F:

Attachment F – 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	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

c. Approval of the revised Administrative Rules

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

12. Planning Commission:

The following items were presented by Hilary Buchanan, Director of Planning:

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

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

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
 - Commissioner Bryan made a motion to approve above items b through h, seconded by Commissioner Breene, aye all.

13. Two Mile Run County Park:

Update on Park activities presented by Commissioner Bryan on behalf of Luke Kauffman:

- a. The camps are open and there have been many fishermen visiting the park
- b. Crosby Beach will open the first week of June

14. County Administration:

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

- a. Approval of Lease for Police Interceptor Vehicle for Court Supervision Services
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Breene, aye all.
- b. Proclamation – Child Abuse Prevention Month
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Breene, aye all.

- c. Proclamation – Fair Housing Month
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Breene, aye all.
- d. Proclamation – Bridge Builders 50th Anniversary
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Breene, aye all.

- 15. There was no other business to be conducted.
- 16. Community member Irene McCabe gave an update on Polk Center. Kelly Stroup spoke about the Allegheny Valley Board of Realtors. John Stroup from American Promise spoke about “dark money” in elections.
- 17. The meeting adjourned at 5:30 p.m. upon a motion by Commissioner Bryan, and seconded by Commissioner Breene, aye all.

NEXT MEETING DATE: The next public meeting will be held May 16, 2025 at 1 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