

COMMISSIONER BOARD MINUTES

May 16, 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
Dorothy "Dottie" Tawney, Chief Clerk
Laura O'Neil, Admin. Assistant
Rich Winkler, Solicitor
Jeannie Ritchey, Treasurer
Diona Brick, Fiscal
Justin Wolfe, Human Resources
Amie Wood-Wessell, Human Services
Hilary Buchanan, Planning
Laura Anna, Elections
Isaac Hastings, Court Supervision

Eric Foy, Sheriff
Merle Geisey, Sheriff Deputy
Kara O'Neil, The Derrick
Gavin Fish, EYT Media
Randy Stachelrodt, Remake Learning Days
Christine Sparks-DuPont, Remake Learning Days
Delea Motter, Remake Learning Days
Eryn Moore, Remake Learning Days
Kristy Moore, Remake Learning Days
Bob King, ABATE
Leroy Shuffstall, ABATE
Ken, ABATE

Commissioner Sam Breene 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. The Salary Board meeting was convened and adjourned.

1. Commissioner Breene called the Commissioner Board meeting to order at 1:10 p.m.
2. Commissioner Bryan made a motion to approve the agenda for May 16, 2025, seconded by Commissioner Breene, aye all.
3. Commissioner Bryan made a motion to approve the minutes from the April 8, 2025 meeting, seconded by Commissioner Breene, aye all.
4. There was no public comment on the Commissioner Board Agenda.
5. **Court Administration:**
 - a. Approval of Extended Service and Support Warranty Contract with Behavioral Interventions
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Breene, aye all.
6. **Row Offices:**
 - a. Approval for renewal of contract with Erie County with Forensic Pathologist for autopsy procedures (**Coroner**)
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Breene, aye all.
7. **Prison:** No business to be conducted.
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
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Breene, aye all.

- 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
 - Commissioner Bryan made a motion to approve the above three leases, 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: 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

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.

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.

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

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

- Commissioner Breene made a motion to approve to the above (Attachment D), seconded by Commissioner Bryan, aye all.
- b. Approval of Indirect Cost Plan Preparation with Maximus
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Breene, aye all.

Fiscal Agent for NWPARG (Northwest PA Emergency Response Group)

No business was presented.

Fiscal Agent for NWWDB (Northwest Workforce Development Board)

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

- a. 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	Curtis Leicher	160 – Maintenance	Maintenance Worker III	PFT	80	SEIU	10	05/12/25
2	Shelby Moyer	305 – Prison	Corrections Officer	PFT	80	AFSC	11	05/07/25

Re-hire:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Joseph Oswalt	305 – Prison	Corrections Officer	PFT	80	AFSC	11	04/23/25
2	Tyara Johnson	520 – Children & Youth Svc.	CPS/GPS Investigator I	PFT	80	HSNEHR	4	04/28/25
3	Staci Neidich	520 – Children & Youth Svc.	Program Specialist – Foster Care	PFT	80	HSNEHR	5	04/28/25
4	Courtney Woods	530 – PIC Unit	Sr. Service Coordination Supervisor	PFT	80	HSEXEM	2	04/14/25

Transfer:

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

Promotion:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Katie Drake	From:	305 – Prison	Corrections Officer	FT	80	AFSC	11	
		To:	305 – Prison	Correctional Sergeant	FT	80	AFSC	11	04/14/25
2	Torin Lehmier	From:	305 – Prison	Correctional Sergeant	FT	80	AFSC	11	
		To:	305 – Prison	Correctional Lieutenant	FT	80	NEHR	6	04/07/25
3	Eric Nuse	From:	305 – Prison	Corrections Officer	FT	80	AFSC	11	
		To:	305 – Prison	Correctional Sergeant	FT	80	AFSC	11	04/14/25
4	Paul Rodgers	From:	305 – Prison	Corrections Sergeant	FT	80	AFSC	11	
		To:	305 – Prison	Correctional Lieutenant	FT	80	NEHR	6	04/14/25
5	Halie Earp	From:	509 – HS Fiscal	Accounting Assistant	FT	80	SEIU	12	
		To:	509 – HS Fiscal	Fiscal Operations Officer I	FT	80	NEHR	8	04/28/25
6	Heather Mohnkern	From:	509 – HS Fiscal	Fiscal Operations Officer I	FT	80	NEHR	8	
		To:	509 – HS Fiscal	Budget Analyst II	FT	80	NEHR	10	04/14/25
7	Carol Sherbine	From:	509 – HS Fiscal	Fiscal Operations Officer I	FT	80	NEHR	8	
		To:	509 – HS Fiscal	Budget Analyst II	FT	80	NEHR	10	04/28/25

8	Martha Shutka	From:	510 – Older Adult Svc.	Aging Care Manager I	FT	80	HSNEHR	1	
		To:	510 – Older Adult Svc.	Aging Care Manager II	FT	80	HSNEHR	2	05/12/25
<i>Note: Completion of necessary requirements for promotion in Step Up program.</i>									
9	Amanda Shaffer	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	04/27/25
<i>Note: Completion of necessary requirements for promotion in Step Up program.</i>									
10	April McKnight	From:	530 – PIC Unit	Screener/Assessor II	FT	80	HSNEHR	5	
		To:	530 – PIC Unit	Screener/Assessor III	FT	80	HSNEHR	6	04/16/25
<i>Note: Completion of necessary requirements for promotion in Step Up program.</i>									
11	Ruth Shaffer	From:	540 – MH/DS	Service Coordinator I – DS	FT	80	HSNEHR	1	
		To:	540 – MH/DS	Service Coordinator II – DS	FT	80	HSNEHR	2	04/29/25
<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	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
3	Rachel Phillips	From:	540 – MH/DS	Department Clerk IV	FT	80	SEIU	9	
		To:	509 – HS Fiscal	Fiscal Operations Officer I	FT	80	NEHR	8	04/28/25

Position Reallocation:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Megan Martin	From:	605 – Park	Department Clerk III	FT	80	SEIU	8	
		To:	605 – Park	Park Services Coordinator	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.	Family Case Consultant I	FT	80	HSNEHR	4	
		To:	520 – Children & Youth Svc.	GPS/CPS Supervisor	FT	80	HSEXEM	1	04/13/25

Rate Adjustment:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Nickayla Petro	325 – 911 Center	Telecommunicator I	PT	40	NEHR	4	05/05/25
<i>Note: Completion of required certification.</i>								

2	Sarah Carter-Rossi	520 – Children & Youth Svc.	Service Coordination Supervisor – Ongoing	FT	80	HSEXEM	1	04/30/25
<i>Note: Completion of necessary requirements for promotion in Step Up program.</i>								
3	Nicole Novicki	520 – Children & Youth Svc.	Program Manager – Systems	FT	80	HSEXEM	2	04/16/25
<i>Note: Completion of necessary requirements for promotion in Step Up program.</i>								
4	Nicole Snyder	520 – Children & Youth	Program Director – Intake	FT	80	HSEXEM	3	04/16/25
<i>Note: Completion of necessary requirements for promotion in Step Up program.</i>								
5	Rachel Phillips	540 – MH/DS	Department Clerk III	FT	80	SEIU	9	06/23/24

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	Darius Graham	305 – Prison	Corrections Officer	PF	80	AFSC	11	04/15/25
10	Richard Hollerman	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

- 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	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

Personnel actions as a result of newly created positions: **None.**

12. Planning Commission:

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

- Adoption of the Resolution to name Dorothy “Dottie” Tawney as the 504 Officer for the Venango County, Sugar creek Borough and Cranberry Township CDBG Programs.
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Breene, aye all.
- Adoption of the Cooperation Agreement with Cranberry Township to administer their CDBG Program.
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Breene, aye all.
- Approval of the Sub-grant agreement with Venango Technology Center to provide \$194,257 to provide Air cleaners, Smart Panels, Skill Trainers, Work Benches a Storage Building. This is all funded through the Whole Home Repairs grant program.
 - Commissioner Bryan made a motion to approve the above, 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:

- The Park is hiring lifeguards and Snack Shack workers

14. County Administration:

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

15. There was no other business to be conducted.

16. There was no public comment.

17. The meeting adjourned at 1:34 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 at 4:30 p.m. Tuesday, June 10, 2025, 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