

COMMISSIONER BOARD MINUTES

July 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
Commissioner Albert "Chip" Abramovic
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
Luke Kauffman, County Park
Mark Fultz, Pastor
Kara O'Neil, The Derrick
Gavin Fish, EYT

Pastor Mark Fultz of Evangelistic Tabernacle of Cooperstown 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 4:38 p.m.
2. Commissioner Abramovic made a motion to accept the agenda for July 8, 2025, seconded by Commissioner Bryan, aye all.
3. Commissioner Bryan made a motion to approve the minutes from the June 10, 2025 meeting, seconded by Commissioner Abramovic, aye all.
4. There was no public comment on the Commissioner Board Agenda.
5. **Court Administration:** No business to be presented.
6. **Row Offices:** No business to be presented.
7. **Prison:** No business to be presented.
8. **Community Services Administration:**
 - a. Approval of contract with Midstate Consultants for independent fee estimate for rehabilitation of Runway 3-21, construction phase services
 - Commissioner Abramovic made a motion to approve the above two items, seconded by Commissioner Bryan, aye all.
9. **Human Services:**
 - a. Human Services Agenda for approval, Attachment C:

Attachment C – Human Service Contracts

2024-2025 Contract

Item 1: Nutrition, Inc.

OAS

Synopsis: Request Commissioners' approval for a renewal of an existing contract with Nutrition, Inc. for the period of July 1, 2025 through June 30, 2026.

Purpose of Contract: To provide the following services to older individuals as authorized by the county- hot delivered in-home meals - \$5.67/meal, frozen delivered in-home meals - \$5.82/meal, hot congregate meals to senior centers: \$5.85/meal, shelf stable meals - \$4.73/meal.

Item 2: The Pointe

MATP

Synopsis: Request Commissioners approval for a renewal of an existing contract with The Pointe for the period of July 1, 2025 through June 30, 2026.

Purpose of Contract: To provide MATP transportation services for eligible Venango County individuals when authorized by the County at the rate of \$60.00 per one-way trip.

Item 3: Tracy Jo's Adult Day Care

ID

Synopsis: Request Commissioners approval for a renewal of an existing contract with Tracy Jo's Adult Day Care for the period of July 1, 2025 through June 30, 2026.

Purpose of Contract: To provide the following services for individuals authorized by the County: CPS Community 1:1 at \$13.83/15 min unit; Day Program 1:2 to 1:3 at \$7.39/15 min unit.

Item 4: Connect America, LLC

OAS

Synopsis: Request Commissioners approval for a renewal of an existing contract with Connect America, LLC for the period of July 1, 2025 through June 30, 2026.

Purpose of Contract: To provide the following services to older individuals as authorized by the County: Basic PERS - \$28/month/individual, Cellular PERS - \$28/month/individual, Mobile/GPS-Mobile LTE & Mobile OTG - \$28/month/individual.

Item 5: Alliance for Nonprofit Resources da ANR Transport

MATP

Synopsis: Request Commissioners approval for a renewal of an existing contract with Alliance for Nonprofit Resources da ANR Transport for the period of July 1, 2025 through June 30, 2026.

Purpose of Contract: County agrees to reimburse the provider for the following: MATP transportation services for eligible Venango County individuals when authorized by the county at the rate \$54.12 per one way trip.

Item 6: Lifeline Systems

OAS

Synopsis: Request Commissioners approval for a renewal of an existing contract with Lifeline Systems for the period of July 1, 2025 through June 30, 2026.

Purpose of Contract: To provide the following services to older individuals as authorized by the County: Standard Landline PERS - \$31/client/month, PERS with fall detection - \$31/client/month, Cellular PERS - \$31/client/month, Mobile GPS - \$31/client/month, Medication Dispenser - \$50/client/month.

Item 7: LifeStation, Inc.

OAS

Synopsis: Request Commissioners approval for a renewal of an existing contract with LifeStation, Inc. for the period of July 1, 2025 through June 30, 2026.

Purpose of Contract: To provide the following services to older individuals as authorized by the County: In-Home Landline - \$18.50/client/month, In-Home Cellular - \$22/client/month, Mobile GPS PERS - \$22/client/month, Smartwatch - \$25/client/month, Installation - \$0/client/month.

Item 8: Stacey Young**OAS**

Synopsis: Request Commissioners approval for a renewal of an existing contract with Stacey Young for the period of July 1, 2025 through June 30, 2026.

Purpose of Contract: Present nutritional education programs at the senior centers as authorized by the County. County will reimburse \$120 per Nutrition education program. Provider will perform registered dietician monitoring of meals provided by Mom's Meals and the meals delivered to the senior centers in Venango County as authorized by the County twice per year at a rate of \$190 per occurrence.

Item 9: The Pointe**CSS**

Synopsis: Request Commissioners approval for a renewal of an existing contract with The Pointe for the period of July 1, 2025 through June 30, 2026.

Purpose of Contract: To continue to provide the ride program. Will be reimbursed \$1.50 per mile and a 5% admin fee.

Item 10: Titusville Area Senior Citizens Corporation**OAS**

Synopsis: Request Commissioners approval for a renewal of an existing contract with Titusville Area Senior Citizens Corporation for the period of July 1, 2025 through June 30, 2026.

Purpose of Contract: To provide Senior Citizens Services: \$4.38/meal/resident, \$6.17/resident/activity.

Item 11: Mom's Meals**OAS**

Synopsis: Request Commissioners approval for a renewal of an existing contract with Mom's Meals for the period of July 1, 2025 through June 30, 2026.

Purpose of Contract: To provide older individuals with the following services: Delivered pureed frozen in-home meals- \$7.79/meal, Delivered frozen in-home meals- \$7.29/meal.

Item 12: Community Resources for Independence**MHDS**

Synopsis: Request Commissioners approval for a renewal of an existing contract with Community Resources for Independence for the period of July 1, 2025 through June 30, 2026.

Purpose of Contract: To provide In-home and Community Supports (W7060) at \$11.10/15 min unit, Companion Services (W1726) at \$8.33/15 min unit, and Community Participation Supports (W5996) at \$13.83/15 min unit.

Item 13: The CARE Center, Inc.**MHDS**

Synopsis: Request Commissioners approval for a renewal of an existing contract with The CARE Center, Inc for the period of July 1, 2025 through June 30, 2026.

Purpose of Contract: To provide LTSR services for individuals authorized by the County. Reimbursement to the Provider will be \$57.22/day when no other third party reimbursement is available. Contract max will be \$62,942.

Amendments:

Item 1: Firetree, Ltd.**SUD**

Request Commissioners approval to add an amendment to the existing contract with Firetree, Ltd. for the period of July 1, 2025 through December 31, 2025.

Purpose of contract: To provide the following service at facility #557054: Nonhospital residential treatment - \$235/day and at facility #327030: Halfway house for males - \$170/day, MAT – at actual pharmacy costs.

Item 2: UPMC Western Behavioral Health @ Safe Harbor**SUD**

Request Commissioners approval to add an amendment to the existing contract with UPMC Western Behavioral Health @ Safe Harbor for the period of July 1, 2025 through December 31, 2025.

Purpose of contract: To provide outpatient services at a rate of \$20/15 min unit and/or MAT at actual pharmacy costs for women and pregnant women within the post-partum period.

Item 3: Pyramid Healthcare**SUD**

Request Commissioners approval to add an amendment to the existing contract with Pyramid Healthcare for the period of July 1, 2025 through December 31, 2025.

Purpose of contract: Facility #707233 Detox: 3.7 WM - \$444.01/day, 3.7 - \$302.51/day, 3.7 ENH - \$355.01/day; Residential: 3.5 - \$348.24/day, 3.5 ENH - \$365.66

Facility #077019 Detox: 3.7 WM - \$435 /day, 3.7 - \$367 /day, 3.7 ENH - \$360 /day; Residential: 3.5 - \$309 /day, 3.5 ENH \$338

Facility #707235 Residential: 3.5 \$321.67, MAT all facilities at actual pharmacy costs.

Item 4: Stairways Behavioral Health – Gage House Program**SUD**

Request Commissioners approval to add an amendment to the existing contract with Stairways Behavioral Health – Gage House Program for the period of July 1, 2025 through December 31, 2025.

Purpose of contract: To provide non-hospital residential services at a rate of \$362/day.

Item 5: Resolutions Recovery Center, LLC**SUD**

Request Commissioners approval to add an amendment to the existing contract with Resolutions Recovery Center for the period of July 1, 2025 through December, 31 2025.

Purpose of contract: To provide non-hospital residential services at a rate of \$320/day, MAT at actual pharmacy costs.

Item 6: White Deer Run/Cove Forge**SUD**

Request Commissioners approval to add an amendment to the existing contract with White Deer Run/Cove Forge for the period of July 1, 2025 through December 31, 2025.

Purpose of contract: To provide the following: Facility #367058 non-hospital detox: \$379/day, non-hospital residential: \$352/day, non-hospital co-occurring: \$361/day; Facility #601031 non hospital detox: \$371/day, non-hospital residential: \$325/day, non-hospital co-occurring: \$336/day; Facility #077009 non hospital detox: \$363/day, non-hospital residential: \$303/day, non-hospital co-occurring: \$362/day.

Item 7: Gaudenzia, Inc.**SUD**

Request Commissioners approval to add an amendment to the existing contract with Gaudenzia, Inc for the period of July 1, 2025 through December 31, 2025.

Purpose of contract: To provide halfway house services at a rate of \$237/day for females at Facility #257046 and \$166/day for males at Facility #257048. Facility #257087 non-hospital inpatient residential: \$400/day, Facility #251086 non-hospital inpatient detox: \$447/day, non-hospital residential: \$260/day, co-occurring residential: \$351/day, MAT all facilities at actual pharmacy costs.

Item 8: Alpine Springs Rehabilitation & Recovery Center, LLC**SUD**

Request Commissioners approval to add an amendment to the existing contract with Alpine Springs Rehabilitation & Recovery Center, LLC for the period of July 1, 2025 through December 31, 2025.

Purpose of contract: Residential service at Linesville - \$327; Withdrawal management (detox 3.7) - \$541 and residential service 3.5 at Greenville - \$327. All MAT is at actual pharmacy costs.

Item 9: Outside in School of Experimental Education, Inc.**SUD**

Request Commissioners approval to add an amendment to the existing contract with Outside in School of Experimental Education, Inc for the period of July 1, 2025 through December 31, 2025.

Purpose of contract: To provide non-hospital adolescent residential services (male only) at Facility #657038 at a rate of \$359/day.

Item 10: Community Services of Venango County**MHDS**

Request Commissioners approval to add an amendment to the existing contract with Community Services of Venango County for the period of July 1, 2024 through June, 30 2025.

Purpose of contract: The County agrees to increase existing contract from \$18,920 to \$24,920 for Elk Street Apartments due to increased property insurance expense and a shortfall on rental income.

Item 11: Clearbrook Treatment Centers, LLC DBA Huntington Creek Recovery Center **SUD**

Request Commissioners approval to add an amendment to the existing contract with Clearbrook Treatment Centers, LLC DBA Huntington Creek Recovery Center for the period of July 1, 2024 through December, 30 2025.

Purpose of contract: To provide adolescent detox at \$579/day; adolescent non-hospital short term residential treatment at \$472/day; adult detox at \$441/day; adult non-hospital short residential treatment at \$425/day; adult non-hospital residential – co-occurring at \$450/day may at actual pharmacy costs.

Other ITEMS:

Item 1: The Lynch Law Group

OAS

Synopsis: Requests Commissioners approval of Memorandum of Understanding with The Lynch Law Group for the period of July 1, 2025 through June 30, 2026.

Purpose of Contract: To provide legal services to guardian clients as needed and requested by Venango County Older Adult Services.

Item 2: Approval of CYFS Resource Family Agreements

CYFS

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

Item 3: Mercer County Behavioral Health 2025-2026 Contract Agreement

MHDS

This is for forensic services performed by Venango County Human Services. Total contract amount \$75,775

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

061325	\$1,124,408.84	Non-Human Services Warrant
EL061325	\$31,626.80	Non-Human Services Warrant
HS061225	\$125,644.00	Human Services Warrant
HS061325	\$240,507.92	Human Services Warrant
062025	\$1,305,455.26	Non-Human Services Warrant
HS062025	\$705,642.24	Human Services Warrant
062725	\$367,517.71	Non-Human Services Warrant
HS062725	\$161,632.86	Human Services Warrant
SP063025	\$23,966.46	Non-Human Services Warrant
070325	\$708,044.83	Non-Human Services Warrant
HS070325	\$179,290.88	Human Service Warrant
TOTAL	\$4,973,737.80	

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

Fiscal Agent for NWPARG (Northwest PA Emergency Response Group)

No business was presented.

Fiscal Agent for NWWDB (Northwest Workforce Development Board)

No business was presented.

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	Dennis Tobin	190 – Planning	Director of Planning	PF	80	EXEM	3	06/30/25
2	Anthony Faraone	305 – Prison	Deputy Warden	PF	80	NEHR	8	06/09/25
3	Keith Johnston	305 – Prison	Corrections Officer	PF	80	AFSCME	11	06/15/25
4	Andrew Long	325 – 911 Center	Telecommunicator I	PF	80	NEHR	5	06/15/25
5	Heather Jackson	510 – Older Adult Services	Aging Case Aide	PF	80	SEIU	10	06/09/25
6	Sarah Breene	520 – Children & Youth Svc.	CPS/GPS Investigator I	PF	80	HSNEHR	4	06/23/25
7	Barbara Lawrence	520 – Children & Youth Svc.	Family Case Consultant I	PF	80	HSNEHR	4	06/23/25
8	Victoria Best	530 – PIC Unit	Crisis Investigation Specialist I	PF	80	HSNEHR	5	06/23/25

Reinstatement:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Courtney Long	305 – Prison	Corrections Officer	PF	80	AFSCME	11	06/16/25

Promotion:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Domonick Merritt	From:	305 – Prison	Corrections Officer	PF	80	AFSCME	11	
		To:	305 – Prison	Field Training Officer	PF	80	AFSCME	11	06/16/25
2	Dawn Rumbaugh	From:	305 – Prison	Corrections Officer	PF	80	AFSCME	11	
		To:	305 – Prison	Field Training Officer	PF	80	AFSCME	11	06/09/25
3	Ralph Brewer	From:	405 – Airport	Maintenance Worker III	FT	80	SEIU	10	
		To:	405 – Airport	Maintenance Worker IV	FT	80	SEIU	12	06/30/25
4	Jillian Hale	From:	Children & Youth Svc.	Family Case Consultant I	FT	80	HSNEHR	4	
		To:	Children & Youth Svc.	Family Case Consultant II	FT	80	HSNEHR	5	06/09/25

Note: Requirements met for Step Program step up.

Promotion/Transfer:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Curt Leicher	From:	160 – Maintenance	Maintenance Worker III	PF	80	SEIU	10	
		To:	305 – Prison	Corrections Officer	PF	80	AFSCME	11	07/03/25

2	Jessica Thompson	From:	520 – Children & Youth Svc.	Department Clerk IV	FT	80	SEIU	9	
		To:	HS Fiscal	Accounting Assistant	FT	80	SEIU	12	06/22/25

Rate Adjustment:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Erin Janidlo	From:	325 – 911 Center	Telecommunicator I	FT	80	NEHR	5	
		To:	325 – 911 Center	Telecommunicator I	FT	80	NEHR	5	06/22/25
Note: Completion of required dispatcher certification training.									

Temporary New Hire:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Jaden Wehrle	160 – Maintenance	Bridge Crew	TFT	80	NEHR	1	06/16/25
2	Anastasia Black	605 – Park	Snack Shack Attendant	TFT	80	NEHR	1	06/10/25
3	Haylee Lewis	605 – Park	Lifeguard	TPT	60	NEHR	3	06/08/25
4	Madyson Kissell	605 – Park	Lifeguard	TPT	60	NEHR	3	06/10/25
5	Daphne Shawley	605 – Park	Lifeguard	TPT	60	NEHR	3	06/15/25

Temporary Re-Hire:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Sarah Cotton	520 – Children & Youth Svc.	Summer Food Crew	TFT	80	NEHR	1	06/09/25

Demotion:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Katie Drake	From:	305 – Prison	Correctional Sergeant	FT	80	AFSCME	11	
		To:	305 – Prison	Corrections Officer	FT	80	AFSCME	11	06/29/25

Separation of Employment:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Danielle Britt	140 – Tax Claim	Senior Tax Clerk	FT	80	SEIU	9	05/30/25
2	Katie Drake	305 – Prison	Corrections Officer	FT	80	AFSCME	11	07/09/25
3	Michael Horn	305 – Prison	Corrections Officer	FT	80	AFSCME	11	06/25/25
4	Robyn Vogan	305 – Prison	Corrections Officer	PFT	80	AFSCME	11	06/15/25
5	Morris Woodhouse	305 – Prison	Corrections Officer	FT	80	AFSCME	11	06/15/25
6	Jennifer Luktisch	510 – Older Adult Svc.	Aging Case Aide	PFT	80	SEIU	10	06/12/25
7	Charles Albaugh	520 – Children & Youth Svc.	Family Case Consultant	TPT	40	HSNEHR	4	04/06/25
8	Anna Christy	520 – Children & Youth Svc.	Service Coordinator Intern	TFT	80	NEHR	1	06/25/25
9	Joaquin Homze	520 – Children & Youth Svc.	Service Coordinator Intern	TFT	80	NEHR	1	06/25/25
10	Samantha Winger	540 – MH/DS	Service Coordinator II – MH/TCM	FT	80	HSNEHR	2	06/09/25

Correction to 07/09/2024 HR Commissioner Board Agenda

Demotion/Transfer:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Becky Rhoades	From:	180 – Treasurer's Office	Tax Clerk	FT	80	SEIU	9	
		To:	540 – MH/DS	Department Clerk III	FT	80	SEIU	8	06/10/24
<i>Correction: Receiving department should have reflected Dept. #570, CSS/Housing</i>									

- Commissioner Abramovic made a motion to approve to the above (Attachment D), seconded by Commissioner Bryan, 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	Rebekah Williams	180 – Treasurer	Department Clerk II – Commonwealth	PF	80	SEIU	8	06/12/25
2	Alyssa Kapp	240 – MDJ 3-4	Legal Secretary II	PF	75	NEHR	3	06/12/25

Promotion/Transfer:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Jocelyn Gordon	From:	260 – District Attorney	Administrative Assistant II	FT	80	NEHR	5	
		To:	310 – Court Supervision	Pre-Trial Probation Officer	FT	80	NEHR	6	07/21/25

End of Probation:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Ashley Johnson	210 – Domestic Relations	Court Coordinator	FT	80	NEHR	4	06/09/25

Separation of Employment:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Allison O'Keefe	205 – Courts	Law Clerk	FT	80	LEGL	2	05/02/25

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

12. Planning Commission: No business to be presented.

13. Two Mile Run County Park:

Park Director Luke Kauffman gave an update on Two Mile Run County Park activities:

- Park activities update – Summer activities are in full swing
- More sand was added to Crosby Beach
- The annual Jeep Ride will be held Saturday, and is just one day this year

14. County Administration:

- a. Approval of Solar Contract with Countryside
 - Commissioner Bryan made a motion to approve the above, pending a response from Countryside's solicitor, seconded by Commissioner Abramovic, aye all.
- b. Approval of MOU with Tyler Technologies for the renewal of VetraSpec Software Subscription for Veterans Affairs
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.
- c. Approval of Ordinance #01-2025 authorizing the issuance of debt
 - Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.
- d. Approval of Hazmat Billing Ordinance #02-2025 (Amendment to Ordinance #02-2014)
 - Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.
- e. Proclamation – Paint the County Purple
Connie Schull announced that the Relay for Life will begin at 4 p.m. Sept. 13 at Venango Technology Center.
 - Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Breene, aye all.

15. Other business:

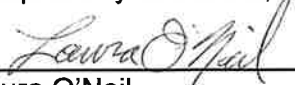
- a. Commissioner Abramovic requested that the minutes reflect an official congratulation to Commissioner Breene on his recent marriage to Jen Jack.

16. There was no public comment.

17. The meeting adjourned at 4:54 p.m. upon a motion by Commissioner Abramovic, seconded by Commissioner Bryan, aye all.

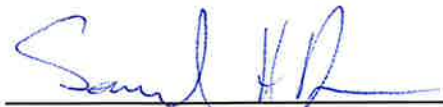
NEXT MEETING DATE: The next public meeting will be held at 4:30 p.m. August 12, 2025, in Room 100 of the Courthouse Annex to conduct county business.

Respectfully submitted,

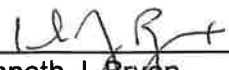


Laura O'Neil
Administrative Assistant

Reviewed by:



Samuel H. Breene



Kenneth J. Bryan



Albert A. Abramovic