

COMMISSIONER BOARD MINUTES OCTOBER 15, 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

Amie Wood-Wessell, Human Services
Laura Anna, Elections
Joshua Sterling, Planning
Justin Wolfe, Human Resources
Douglas Strawn, Pastor
Kara O'Neil, The Derrick
Donna Fletcher, Concerned Citizen
Diane Gramley, Concerned Citizen

Pastor Doug Strawn, Canal Wesleyan Methodist 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. The Salary Board meeting was convened and adjourned.

1. Commissioner Breene called the Commissioner Board meeting to order at 3:15 p.m.
2. Commissioner Abramovic made a motion to approve the agenda for October 15, 2025, seconded by Commissioner Bryan, aye all.
3. Commissioner Bryan made a motion to approve the minutes from the September 9, 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:**
 - a. Ratification of contract with Lexipol for Correction Officer Education
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.
8. **Community Services Administration:**
 - a. Approval of ratification of contract with Small Country Living to mow and hay three fields at the airport property
 - Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.
 - b. Approval of monthly hangar lease with Abraham Shetler
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.
 - c. Approval of monthly hangar lease with George Hobough
 - d. Approval of monthly hangar lease with Robert and Andrew Eakin
 - Commissioner Abramovic made a motion to approve the above two leases, seconded by Commissioner Bryan, aye all.

9. Human Services:

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

Attachment C – Human Service Contracts

2025-2026 Contract

Item 1: Butler Medical Providers

MHDS

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

Purpose of Contract: To reimburse the Provider at the fee of \$1,000 per month for on-call support to the Venango County crisis intervention services during the evening, weekend and holiday hours.

Item 2: Family Services and Children's Aid Society – SAP Program

SUD

Synopsis: Request Commissioners' approval for a renewal of an existing contract with Family Services and Children's Aid Society – SAP Program for the period of July 1, 2025 through June 30, 2026.

Purpose of Contract: The Provider will provide the Student Assistance Program involving site-based student screenings and assessments for Mental Health and Substance Use Disorder recommendations. The Program will be cost reimbursed with a max contract of \$161,246.

Item 3: Community Alternatives, Inc.

MHDS

Synopsis: Request Commissioners' approval for a new contract with Community Alternatives, Inc. for the period of July 1, 2025 through June 30, 2026.

Purpose of Contract: To contract with the Provider to provide SafeSpaces Home Stabilization Hoarding Program

Maximum Contract Amount: \$25,000.00

Item 4: United Community Independence Program (UCIP)

MHDS

Synopsis: Request Commissioners' approval for a renewal of an existing contract with United Community Independence Program (UCIP) for the period of July 1, 2025 through June 30, 2026.

Purpose of Contract: To contract with the Provider to perform the following services for individuals authorized by the County: In Home and Community Supports - Lv 2 at \$11.10 per 15-minute unit.

Purpose of Contract: To contract with the Provider to renew the Software Support and Maintenance services.

Item 5: Adelphoi Village, Inc.

CYFS

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

Purpose of Contract: To provide foster care services at a range of \$109.72 to \$219.31 as approved by the County to provide group home and residential placement services at a range of \$370.42 to \$1,193.01 as approved by the County. To provide additional services as approved by the County

Item 6: Center for Family Services, Inc.

CYFS

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

Purpose of Contract: To provide Enhanced Supervised Visitation at \$125 per hour as approved by the County. To provide In-Home Trauma Counseling at \$105 per hour as approved by the County.

Item 7: Cornell Abraxas Group, LLC

CYFS

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

Purpose of Contract: Provide Group Home and Residential Placement Services in the range of \$436.51 to \$800.00.

Item 8: Craig Psychological Associates, Inc.**CYFS**

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

Purpose of Contract: Provide Foster Parent Evaluations at \$150.

Item 9: Merakey Pennsylvania**CYFS**

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

Purpose of Contract: To provide Foster Care services as needed in the range of \$19.18 to \$248.88 as approved by the County.

Item 10: Pathways Adolescent Center, Inc.**CYFS**

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

Purpose of Contract: To provide Group Home and Shelter Services at the range of \$294.40 to \$1,495.00 as determined necessary by the County.

To provide After Care and diagnostic services at request of the County (After Care \$60.00 to \$130.00) (Diagnostic Services \$3,000.00)

Item 11: The Bair Foundation**CYFS**

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

Purpose of Contract: To provide foster care services at a range of \$82.91 to \$184.60 as approved by the County.

Item 12: Global Wordsmith**MHDS**

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

Purpose of Contract: To provide Language Interpretation Services and Language Translation Services.

Item 13: Community Services of Venango County**MHDS**

Synopsis: Request Commissioners' approval for a new contract with Community Services of Venango County for the period of October 1, 2025 through June 30, 2027.

Purpose of Contract: The mental Health Supported Housing Program will support up to 3 adults with staffing up to 20 hours per week.

Total contract is \$156,420.

Amendments:**Item 1: Sugar Valley Lodge, Inc.****SUD**

Request Commissioners approval to add an amendment to the existing contract with Sugar Valley Lodge, Inc for the period of July 1, 2025 through June 30, 2026.

Purpose of contract: To provide temporary housing at the rate of \$70.00 per day.

Item 2: Oil Region Recovery**SUD**

Request Commissioners approval to add an amendment to the existing contract with Oil Region Recovery for the period of October 1, 2025 through December 31, 2025.

Purpose of contract: To provide Non-Hospital residential services at a rate of \$252 per day, expandable now to the female and pregnant women populations.

Other ITEMS:**Item 1: Approval of CYFS Resource Family Agreements****CYFS**

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

Ratifications:

Item 1: Armstrong-Indiana-Clarion Drug and Alcohol Commission, Inc.

SUD

Request Commissioners approval for ratification of agreement between Armstrong-Indiana-Clarion Drug and Alcohol Commission, Inc. and Venango County Human Services Venango County Drug and Alcohol Program contract.

Item 2: Johnson & Anderson Excavation

OAS

Synopsis: Request Commissioners' approval for a ratification of a contract with Johnson & Anderson Excavation for the period of July 1, 2025 through June 30, 2026.

Purpose of Contract: Residential Lease Agreement between Johnson & Anderson Excavation and the County of Venango.

Residence address is 24 East Fifth Street, Unit #1, Oil City, PA 16301

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

10. FINANCE ADMINISTRATION:

a. Warrants – Attachment D:

Attachment D – Fiscal Warrants

091225	\$298,590.56	Non-Human Services Warrant
HS091125	\$130,882.50	Human Services Warrant
HS091225	\$150,919.40	Human Services Warrant
HS091025	\$1,906.50	Human Services Warrant
091925	\$792,614.97	Non-Human Services Warrant
HS091925	\$419,627.25	Human Services Warrant
HS091725	\$198.97	Human Services Warrant
HS091825	\$53,158.75	Human Services Warrant
092625	\$151,080.24	Non-Human Services Warrant
HS092625	\$477,969.98	Human Services Warrant
100325	\$648,252.34	Non-Human Service Warrant
HS100325	\$150,628.70	Human Services Warrant
SP093025	\$50,000.00	Non-Human Services Warrant
SP100125	\$3,773.71	Non-Human Services Warrant
101025	\$108,828.77	Non-Human Services Warrant
HS100925	\$128,208.00	Human Services Warrant
HS101025	\$152,844.39	Human Services Warrant
TOTAL	\$3,719,485.03	

- Commissioner Abramovic made a motion to approve to the above (Attachment D), seconded by Commissioner Bryan, aye all.
- b. Acceptance of Venango County Audit Report 12/31/2024
- Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.
- c. Approval of Engagement Letter for Audit services for years 2025-2029
- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.

Fiscal Agent for NWPAERG (Northwest PA Emergency Response Group)

No business was presented.

Fiscal Agent for NWWDB (Northwest Workforce Development Board)

- a. Approval of contract with Grant Agreement 2026-2029
 - Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.
- b. Approval of MOU for Budget Modification with EDSI
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

11. Human Resources:

- a. Approval of contract with UPMC for Life for health insurance coverage for county retirees
 - Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.
- b. Approval of contract with Mutual of Omaha for Life Insurance coverage for active and retired employees
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.
- c. Human Resource 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	Caden Barnes	305 – Prison	Corrections Officer	PF	80	AFSCME	11	10/13/25
2	Emily Crate	305 – Prison	Corrections Officer	PF	80	AFSCME	11	09/02/25
3	James Cyphert	305 – Prison	Corrections Officer	PF	80	AFSCME	11	09/15/25
4	Emma Kline	305 – Prison	Corrections Officer	PF	80	AFSCME	11	09/22/25
5	Kelly McCoy	305 – Prison	Corrections Officer	PF	80	AFSCME	11	09/09/25
6	Jay Roberts	305 – Prison	Corrections Officer	PF	80	AFSCME	11	10/01/25
7	Taylor Steetle	305 – Prison	Corrections Officer	PF	80	AFSCME	11	09/10/25
8	Todd Wyman	305 – Prison	Corrections Officer	PF	80	AFSCME	11	09/15/25
9	DeRel Black	520 – Children & Youth Svc.	CPS/GPS Investigator	PF	80	HSNEHR	4	09/15/25
10	Daniel Reed	535 – Substance Abuse	Re-Entry/Inmate Services HS Case Mgmt. Spec.	PF	80	HSNEHR	4	09/15/25

Re-Hire:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Fred Mays	160 – Maintenance	Maintenance Worker III	PF	80	SEIU	10	09/29/25
2	Christopher Kline	305 – Prison	Corrections Officer	PF	80	AFSCME	11	09/15/25
3	Sheridyn Umstead	510 – Older Adult Services	Aging Case Aide	PF	80	SEIU	10	09/29/25
4	A. Michelle Mehlbarger	510 – Older Adult Services	OAS Protective Services Investigator I	PF	32	HSNEHR	4	09/02/25

Promotion:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Joshua Sterling	From:	190 – Planning	Chief Appropriations Officer	FT	80	NEHR	7	
		To:	190 – Planning	Planning Director	FT	80	EXEM	3	09/14/25
2	Joseph Janidlo	From:	305 – Prison	Corrections Officer	FT	80	AFSCME	11	
		To:	305 – Prison	Field Training Officer	FT	80	AFSCME	11	09/25/25
3	Todd Wyman	From:	305 – Prison	Corrections Officer	PF	80	AFSCME	11	
		To:	305 – Prison	Correctional Captain	PF	80	NEHR	8	09/22/25
4	Sally Roddy	From:	510 – Older Adult Services	Aging Care Manager II	FT	80	HSNEHR	2	
		To:	510 – Older Adult Services	Aging Care Manager III	FT	80	HSNEHR	3	10/16/25
5	Karissa Boots	From:	520 – Children & Youth Svc.	CPS/GPS Investigator I	FT	80	HSNEHR	4	
		To:	520 – Children & Youth Svc.	CPS/GPS Investigator II	FT	80	HSNEHR	5	09/30/25
6	William McCloskey	From:	520 – Children & Youth Svc.	Family Case Consultant II	FT	80	HSNEHR	5	
		To:	520 – Children & Youth Svc.	Family Case Consultant III	FT	80	HSNEHR	6	09/14/25
7	Eve Murphy	From:	530 – PIC Unit	Crisis Investigation Specialist I	FT	80	HSNEHR	5	
		To:	530 – PIC Unit	Crisis Investigation Specialist II	FT	80	HSNEHR	6	10/28/25
8	Gary Reed	From:	530 – PIC Unit	Crisis Investigation Specialist II	FT	80	HSNEHR	6	
		To:	530 – PIC Unit	Crisis Investigation Specialist III	FT	80	HSNEHR	7	09/25/25
9	Lisa Lamberton	From:	535 – Substance Use	D&A Case Mgmt. Specialist II	FT	80	HSNEHR	2	
		To:	535 – Substance Use	D&A Case Mgmt. Specialist III	FT	80	HSNEHR	3	10/16/25
10	Michelle Sanchez	From:	535 – Substance Use	D&A Case Mgmt. Specialist II	FT	80	HSNEHR	2	
		To:	535 – Substance Use	D&A Case Mgmt. Specialist III	FT	80	HSNEHR	3	10/16/25
11	Sharon Oakes	From:	540 – MH/DS	Service Coordinator II – MH/Admin	FT	80	HSNEHR	2	
		To:	540 – MH/DS	Service Coordinator III – MH/Admin	FT	80	HSNEHR	3	10/16/25
12	Kelly Harris	From:	570 – Community Support Svc.	Case Manager II – Life Skills	FT	80	HSNEHR	2	
		To:	570 – Community Support Svc.	Case Manager III – Life Skills	FT	80	HSNEHR	3	10/16/25

Promotion/Transfer:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Misty Palmer	From:	520 – Children & Youth Svc.	Service Coordination Supervisor – Ongoing	FT	80	HSEXEM	1	
		To:	540 – MH/DS	Program Manager – ID	FT	80	HSEXEM	2	09/28/25

Promotion/Transfer/Increase in Hours:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Audrey McLaughlin	From:	140 – Tax Claim	Tax Clerk	FT	70	SEIU	9	
		To:	125 – Public Defender's Office	Administrative Assistant II	FT	80	NEHR	5	10/12/25

Lateral Transfer:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Larissa Flaherty	From:	520 – Children & Youth Svc.	Child Welfare Case Aide	FT	80	SEIU	10	
		To:	530 – PIC Unit	PIC Case Aide	FT	80	SEIU	10	09/28/25

Rate Adjustment:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Michelle DeWoody	From:	510 – Older Adult Svc.	OAS Director	FT	80	HSEXEM	3	
		To:	510 – Older Adult Svc.	OAS Director	FT	80	HSEXEM	3	10/16/25
2	Rebecca Suttle	From:	510 – Older Adult Svc.	Community Health Nurse	FT	80	HSNEHR	3	
		To:	510 – Older Adult Svc.	Community Health Nurse	FT	80	HSNEHR	3	10/16/25
3	Jeremy Tidd	From:	510 – Older Adult Svc.	Aging Care Supervisor	FT	80	HSEXEM	1	
		To:	510 – Older Adult Svc.	Aging Care Supervisor	FT	80	HSEXEM	1	10/16/25
4	Quinton Clark	From:	520 – Children & Youth Svc.	Sr. Program Specialist – QA/Training	FT	80	HSEXEM	1	
		To:	520 – Children & Youth Svc.	Sr. Program Specialist – QA/Training	FT	80	HSEXEM	1	10/16/25
5	Darin Greenlee	From:	520 – Children & Youth Svc.	HS Safety Compliance Officer	FT	80	HSNEHR	2	
		To:	520 – Children & Youth Svc.	HS Safety Compliance Officer	FT	80	HSNEHR	2	10/16/25
6	Christinia Hall	From:	530 – PIC Unit	Sr. Service Coordination Supervisor	FT	80	HSEXEM	2	
		To:	530 – PIC Unit	Sr. Service Coordination Supervisor	FT	80	HSEXEM	2	10/16/25

Rate Adjustment Continued:

7	Lara Phillips	From:	530 – PIC Unit	OAS Protective Services Investigator III	FT	80	HSNEHR	6	
		To:	530 – PIC Unit	OAS Protective Services Investigator III	FT	80	HSNEHR	6	10/16/25
8	Justin Heffernan	From:	535 – Substance Use	SCA Administrator	FT	80	HSEXEM	4	
		To:	535 – Substance Use	SCA Administrator	FT	80	HSEXEM	4	10/16/25
9	Brooke Henry	From:	535 – Substance Use	Sr. Program Specialist	FT	80	HSEXEM	1	
		To:	535 – Substance Use	Sr. Program Specialist	FT	80	HSEXEM	1	10/16/25
10	Shelley Tantlinger	From:	535 – Substance Use	Sr. Program Specialist	FT	80	HSEXEM	1	
		To:	535 – Substance Use	Sr. Program Specialist	FT	80	HSEXEM	1	10/16/25
11	Loni Beer	From:	540 – MH/DS	Service Information Officer/QA	FT	80	HSNEHR	1	
		To:	540 – MH/DS	Service Information Officer/QA	FT	80	HSNEHR	1	10/16/25
12	Karen McNatt	From:	540 – MH/DS	Service Coordination Supervisor – MH	FT	80	HSEXEM	1	
		To:	540 – MH/DS	Service Coordination Supervisor – MH	FT	80	HSEXEM	1	10/16/25
13	Rebekah King	From:	570 – Community Support Svc.	CSS/Housing Supervisor	FT	80	HSEXEM	1	
		To:	570 – Community Support Svc.	CSS/Housing Supervisor	FT	80	HSEXEM	1	10/16/25

End of Probation:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Camron Call	305 – Prison	Correctional Sergeant	FT	80	AFSCME	11	09/30/25
2	Riley Toledo	305 – Prison	Corrections Officer	FT	80	AFSCME	11	08/26/25

Out of Class Compensation:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Megan Martin	605 – Park	Park Services Coordinator	FT	80	SEIU	12	09/01/25

Separation – End of Assignment:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Anastasia Black	605 – Park	Snack Shack Attendant	TFT	80	NEHR	1	08/29/25
2	Attila Foxberg	605 – Park	Snack Shack Attendant	TFT	80	NEHR	1	08/29/25
3	David Hauptman	605 – Park	Lifeguard	TFT	80	NEHR	3	08/15/25
4	Amelia Heil	605 – Park	Department Clerk Intern	TFT	80	NEHR	1	09/12/25
5	Karlie Horn	605 – Park	Snack Shack Attendant	TFT	80	NEHR	1	09/12/25
6	Madyson Kissell	605 – Park	Lifeguard	TFT	80	NEHR	3	08/15/25
7	Haylee Lewis	605 – Park	Lifeguard	TFT	80	NEHR	3	08/29/25
8	Mara Martinec	605 – Park	Lifeguard	TFT	80	NEHR	3	08/01/25
9	Addilynn McGarvie	605 – Park	Snack Shack Attendant	TFT	80	NEHR	1	08/15/25
10	Hannah McQuown	605 – Park	Lifeguard	TFT	80	NEHR	3	08/15/25
11	Aiden Patterson	605 – Park	Lifeguard	TFT	80	NEHR	3	08/29/25
12	Addison Schnitzer	605 – Park	Lifeguard	TFT	80	NEHR	3	09/12/25
13	Daphne Shawley	605 – Park	Lifeguard	TFT	80	NEHR	3	08/29/25
14	Kaylynn Skiba	605 – Park	Snack Shack Attendant	TFT	80	NEHR	1	09/12/25
15	Elizabeth Stoltz	605 – Park	Snack Shack Attendant	TFT	80	NEHR	1	08/29/25

Separation of Employment – Retirement:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Roberta Mullen	145 – Assessment	Department Clerk III	FT	80	SEIU	8	08/01/25

Separation of Employment:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Terry Stone	160 – Maintenance	Maintenance Worker III	PF	80	SEIU	10	09/19/25
2	Hayden Burnett	305 – Prison	Correctional Sergeant	FT	80	AFSCME	11	10/21/25
3	Emily Crate	305 – Prison	Corrections Officer	FT	80	AFSCME	11	09/03/25
4	Heather Donahue	305 – Prison	Corrections Officer	FT	80	AFSCME	11	10/01/25
5	Conner Jones	305 – Prison	Corrections Officer	FT	80	AFSCME	11	09/19/25
6	Shelby Moyer	305 – Prison	Corrections Officer	FT	80	AFSCME	11	09/20/25
7	Lucus Nuhfer	305 – Prison	Corrections Officer	FT	80	AFSCME	11	08/31/25
8	Paul Rodgers	305 – Prison	Correctional Lieutenant	FT	80	NEHR	6	10/05/25
9	Dawn Rumbaugh	305 – Prison	Field Training Officer	PF	80	AFSCME	11	09/16/25
10	Riley Toledo	305 – Prison	Corrections Officer	FT	80	AFSCME	11	09/17/25
11	Todd Wyman	305 – Prison	Correctional Captain	FT	80	NEHR	8	10/07/25
12	Theodore Kline	405 – Airport	Maintenance Worker III	FT	80	SEIU	10	10/01/25
13	Melissa Weaver	510 – Older Adult Svc.	Volunteer Program Coordinator/Apprise	FT	80	HSNEHR	1	10/05/25
14	Brooke Hoffman	520 – Children & Youth Svc.	Outreach Case Consultant II	FT	80	HSNEHR	2	10/03/25
15	Jeffrey Ottney	520 – Children & Youth Svc.	Family Case Consultant I	FT	80	HSNEHR	4	09/10/25
16	Amanda Shaffer	520 – Children & Youth Svc.	Family Case Consultant II	FT	80	HSNEHR	5	10/02/25
17	Jessica Thompson	520 – Children & Youth Svc.	Department Clerk IV	FT	80	SEIU	9	09/26/25
18	Jason Vandegrift	520 – Children & Youth Svc.	CPS/GPS Investigator I	FT	80	HSNEHR	4	09/18/25
19	Emily Wright	540 – MH/DS	Department Clerk IV	FT	80	SEIU	9	10/10/25
20	Lucus Kauffman	605 – Park	County Park Director	FT	80	EXEM	2	09/30/25

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

d. 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	Christi Surmont	265 – Prothonotary	Department Clerk II	PF	80	NEHR	2	09/17/25

Rate Adjustment

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Matthew Decker	From:	270 – Sheriff's Office	Deputy Sheriff	FT	80	NEHR	6	
		To:	270 – Sheriff's Office	Deputy Sheriff	FT	80	NEHR	6	08/22/25
<i>Note: Successful completion of Sheriff's Academy training.</i>									
2	Clyde Miranda	From:	270 – Sheriff's Office	Deputy Sheriff	FT	80	NEHR	6	
		To:	270 – Sheriff's Office	Deputy Sheriff	FT	80	NEHR	6	08/22/25
<i>Note: Successful completion of Sheriff's Academy training.</i>									

End of Probation:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Millisia Smith	250 – Register & Recorder	Department Clerk II	FT	80	NEHR	2	09/24/25

Separation of Employment – End of Assignment:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Joseph McFadden, III	205 – Courts	Legal Intern	FT	80	NEHR	1	08/15/25

Separation of Employment:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Danielle Dick	205 – Courts	Administrative Assistant II	FT	80	NEHR	5	09/23/25
2	Jaclyn Sheatz	310 – Court Supervision Services	Special Adult Probation Officer	FT	80	NEHR	6	10/03/25

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

12. Planning Commission:

- Approval of Resolution 2025-10 for ECMS Signatory Authority for Joshua Sterling
 - Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.
- Approval of Resolution 2025-11 for Community Development Block Grant, FFY 2025
 - Commissioner Bryan made a motion to approve the above two items, seconded by Commissioner Abramovic, aye all.

13. Two Mile Run County Park:

The Commissioners expressed their deep sorrow over the loss of Park Director Lucus Kauffman.

- a. Ratification of Schnabel Contract for Dam Inspection
 - Commission Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.
- b. Boo Mile Run Trunk or Treat will be held from 6-10 p.m. Friday, Oct. 24 at the park

14. County Administration:

- a. Ratification of contract with Sprague – 36 months fixed rate for natural gas at 3.79/Dth
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.
- b. Approval of reappointment of Mike Ohler as Farmer Director for a four-year term to Venango County Conservation District, expiring in December 2029
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.
- c. Approval of reappointment of John Kolojechick as Public Director for a four-year term to Venango County Conservation District, expiring in December 2029
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.
- d. Approval of reappointment of Samuel Breene as County Commissioner Director for a one-year term, expiring in December 2026
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.
- e. Approval of Proclamation for Operation Green Light
 - Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.
- f. Approval of Proclamation for Domestic Violence Awareness Month
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

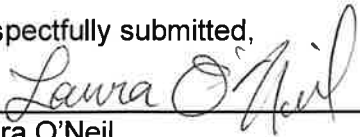
15. Other business: None

16. Public Comment: Donna Fletcher voiced her concerns over lights being left in the 100 Seneca building in Oil City

17. The meeting adjourned at 3:46 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. November 18, 2025, in Room 100 of the Courthouse Annex to conduct county business.

Respectfully submitted,

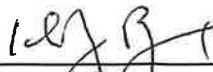


Laura O'Neil
Administrative Assistant

Reviewed by:



Samuel H. Breene



Kenneth J. Bryan



Albert A. Abramovic