

COMMISSIONER BOARD MINUTES NOVEMBER 18, 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
Laura Anna, Elections
Joshua Sterling, Planning
Mark Seigworth, 911

Justin Dolby, Public Safety
Kelly Holden, Domestic Relations
Karen Burress, Fiscal
Megan Martin, Park
Kara Kauffman, Park
Rebekah Deal, Zonta
Bonnie Summers, Zonta
Amy Whitehill, Zonta
Beth Wilcox, Oil Region Rising
Sharon Udick, Oil Region Rising
Donna Fletcher
Kara O'Neil, The Derrick

Commissioner 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 4:41 p.m.
2. Commissioner Abramovic made a motion to approve the agenda for November 18, 2025, seconded by Commissioner Bryan, aye all.
3. Commissioner Abramovic made a motion to approve the minutes from the October 15, 2025 meeting, seconded by Commissioner Bryan, aye all.
4. There was no public comment on the Commissioner Board Agenda.

5. **Court Administration:**

- a. Ratification of Contract with Richard Winkler as Alternate Hearing Officer 10/01/2025 - 12/31/2026
- b. Ratification of Contract with Virginia Garris Sharp as Hearing Officer 10/01/2025 - 12/31/2026
- c. Ratification of Contract with Jeri L. Bolton as IV-D Attorney 10/01/2025 - 12/31/2030
- d. Ratification of Contract with Bruce L. Getsinger as IV-D Attorney 10/01/2025 - 12/31/2026
- e. Ratification of Contract with Constable Joseph A. Carulli II to serve warrants and complaints for support 10/1/2025 - 12/31/2030
- f. Ratification of Contract with Mallory N. Piercy as IV-D Attorney 10/01/2025 - 09/30/2030
 - Commissioner Bryan made a motion to approve the above items a-f, seconded by Commissioner Abramovic, aye all.

6. **Row Offices:** No business to be presented.
7. **Prison:** No business to be presented.
8. **Community Services Administration:**
 - a. Ratification of contract with X-Treme Conditions LLC to replace the existing mini-split at the current 911 Center
 - Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.
9. **Human Services:**
 - a. Approval of the 2026 Early Headstart Grant Submission
 - Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.
 - b. Human Services Agenda for approval, Attachment C:

Attachment C – Human Service Contracts

2025-2026 Contract

Item 1: Summit Academy**CYFS/JPO**

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

Purpose of Contract: To provide group home and residential services at range of \$292.27 to \$1,113.00 as approved by the County.

Item 2: Community Specialists Corp. d/b/a The Academy**CYFS/JPO**

Synopsis: Request Commissioners' approval for a renewal of an existing contract with Community Specialists Corp. d/b/a The Academy for the period of July 1, 2025 through June 30, 2026.

Purpose of Contract: To provide group home and residential services at a range of \$343.44 to \$1,219.00 as approved by the County.

Item 3: Susquehanna Software, Inc.**MHDS**

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

Purpose of Contract: The Provider will continue to provide Technical and maintenance support at the following rates: Quarterly software support and maintenance at the rate of \$10,500.00 per quarter.

Item 4: Community Ambulance**MATP**

Synopsis: Request Commissioners' approval for a renewal of an existing contract with Community Ambulance 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 \$130.00 per one way trip for ambulatory services; \$500.00 per one way trip for non-ambulatory (ambulance) service that are MATP and provider agrees to provide ambulance transport services for non-MATP individuals in need of such service as authorized by the Human Services Administrator or their designee. The county will reimburse the provider the approved Medicaid rate when no other third-party reimbursement is available.

Item 4: PennState**CYFS**

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

Purpose of Contract: Data Provider will provide Data to Penn State to be collected, maintained and managed in the Penn State Administrator Data Accelerator Repository ("ADA Repository"). The transfer of Data shall be performed by the following means: Data will be accessed via secure transfer, which may include but is not limited to: (1) CWD data portal using Researcher Login Access (access to all pertinent data fields related to case management, including caseworker name, on an inquiry basis without the ability to edit), (2) encrypted thumb drive, and/or (3) data upload via invitation only secure Box share.

Item 5: Pennsylvania Children and Youth Administrators (PCYA)**Accenture Avenues Virtual Reality Training Program****CYFS**

Synopsis: Request Commissioners' approval for a new contract with Pennsylvania Children and Youth Administrators (PCYA) for the period of November 1, 2025 through October 21, 2026.

Purpose of Contract: To provide Virtual Reality training with Venango County through Accenture Avenues.

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

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

- Commissioner Bryan made a motion to approve the above Human Service items (Attachment C), excluding Item 4 PennState, seconded by Commissioner Abramovic, aye all.

10. FINANCE ADMINISTRATION:**a. Warrants – Attachment D:****Attachment D – Fiscal Warrants**

HS101725	\$323,290.68	Human Services Warrant
101725	\$548,874.03	Non-Human Services Warrant
SP102125	\$90,000.00	Non-Human Services Warrant
102425	\$1,677,374.51	Non-Human Services Warrant
HS102325	\$24,072.00	Human Services Warrant
HS102425	\$331,629.32	Human Services Warrant
103125	\$163,430.76	Non-Human Services Warrant
SP102825	\$50,000.00	Non-Human Services Warrant
072225	\$1,868,332.37	Non-Human Services Warrant
HS103125	\$751,471.22	Human Services Warrant
110725	\$393,448.69	Non-Human Service Warrant
HS110725	\$95,644.78	Human Services Warrant
SP110525	\$4,695.01	Non-Human Services Warrant
TOTAL	\$6,322,263.37	

- Commissioner Abramovic made a motion to approve to the above (Attachment D), seconded by Commissioner Bryan, aye all.
- b. Preliminary Budget Presentation – 2026
- Commissioner Bryan made a motion to put the preliminary budget on display, seconded by Commissioner Abramovic, aye all.

Fiscal Agent for NWPARG (Northwest PA Emergency Response Group)**a. Approval of Contract with Barbara Morrison for Task Force Services**

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

Fiscal Agent for NWWDB (Northwest Workforce Development Board)

No business to be presented.

11. Human Resources:**a. Human Resource Agenda Items for Approval – Attachment E****Attachment E – Human Resource Agenda Items****Probationary New Hire:**

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Mary Clifton	140 – Tax Claim	Tax Clerk	PF	70	SEIU	9	11/10/25
2	Chevelle Bish	305 – Prison	Corrections Officer	PF	80	AFSC	11	10/20/25
3	Brittany Cook	305 – Prison	Correctional Captain	PF	80	NEHR	8	11/07/25
4	Frank Dashner	305 – Prison	Corrections Officer	PF	80	AFSC	11	11/09/25
5	Matthew Ryan	305 – Prison	Corrections Officer	PF	80	AFSC	11	11/03/25
6	Collyn Sigler	305 – Prison	Corrections Officer	PF	80	AFSC	11	11/14/25
7	Rekina Smith	305 – Prison	Corrections Officer	PF	80	AFSC	11	11/01/25
8	Henry Weigner	305 – Prison	Corrections Officer	PF	80	AFSC	11	10/24/25
9	Dan Fenner	520 – Children & Youth Svc.	Family Case Consultant I	PF	80	HSNEHR	4	11/10/25
10	Shelbie Dykins	530 – PIC Unit	Crisis Investigation Specialist I	PF	80	HSNEHR	5	11/10/25
	Kara Kauffman	605 – Park	Park Director	PF	80	EXEM	2	10/27/25

Re-Hire:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Kristen Griffith	305 – Prison	Corrections Officer	PF	80	AFSC	11	10/27/25
2	Richard Tenney	305 – Prison	Corrections Officer	PF	80	AFSC	11	11/05/25
3	Melissa Burk	520 – Children & Youth Svc.	Department Clerk IV	PF	80	SEIU	9	11/10/25

Promotion:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Curt Leicher	From:	305 – Prison	Corrections Officer	PF	80	AFSC	11	
		To:	305 – Prison	Correctional Sergeant	PF	80	AFSC	11	10/12/25
2	Tiffani Manning	From:	305 – Prison	Corrections Officer	FT	80	AFSC	11	
		To:	305 – Prison	Correctional Sergeant	FT	80	AFSC	11	11/03/25
3	Nathan McDonough	From:	305 – Prison	Correctional Sergeant	PF	80	AFSC	11	
		To:	305 – Prison	Correctional Lieutenant	PF	80	NEHR	6	10/12/25
4	Stephanie DeArment	From:	520 – Children & Youth Svc.	Family Case Consultant II	FT	80	HSNEHR	5	
		To:	520 – Children & Youth Svc.	Service Coordination Supervisor	FT	80	HSEXEM	1	10/26/25
5	Michael Grimm	From:	520 – Children & Youth Svc.	Independent Living Case Consultant II	FT	80	HSNEHR	2	
		To:	520 – Children & Youth Svc.	Independent Living Case Consultant III	FT	80	HSNEHR	3	10/16/25
6	James Smith	From:	535 – Substance Use	D&A Case Management Specialist I	FT	80	HSNEHR	1	
		To:	535 – Substance Use	D&A Case Management Specialist II	FT	80	HSNEHR	2	10/16/25

Promotion Continued:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
7	Lauren Murray	From:	540 – MH/DS	Service Coordinator II – EI	FT	80	HSNEHR	2	
		To:	540 – MH/DS	Service Coordinator III – EI	FT	80	HSNEHR	3	10/16/25

Rate Adjustment:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Andrew Long	From:	325 – 911 Center	Telecommunicator1	FT	80	NEHR	5	
		To:	325 – 911 Center	Telecommunicator1	FT	80	NEHR	5	10/12/25
2	Jessica Elder	From:	520 – Children & Youth Svc.	Sr. Program Specialist – Diversion	FT	80	HSEXEM	1	
		To:	520 – Children & Youth Svc.	Sr. Program Specialist – Diversion	FT	80	HSEXEM	1	10/16/25
3	Matthew Haines	From:	520 – Children & Youth Svc.	Service Coordination Supervisor – Outreach	FT	80	HSEXEM	1	
		To:	520 – Children & Youth Svc.	Service Coordination Supervisor – Outreach	FT	80	HSEXEM	1	10/16/25
4	Christie Johnson	From:	520 – Children & Youth Svc.	CYFS Director	FT	80	HSEXEM	4	
		To:	520 – Children & Youth Svc.	CYFS Director	FT	80	HSEXEM	4	10/16/25
5	Natalie Prichard	From:	520 – Children & Youth Svc.	Program Specialist – Triple P	FT	80	HSNEHR	5	
		To:	520 – Children & Youth Svc.	Program Specialist – Triple P	FT	80	HSNEHR	5	10/16/25
6	Amanda Scott	From:	520 – Children & Youth Svc.	Service Coordination Supervisor – Ongoing	FT	80	HSEXEM	1	
		To:	520 – Children & Youth Svc.	Service Coordination Supervisor – Ongoing	FT	80	HSEXEM	1	10/16/25
7	Amanda Scheffer	From:	520 – Children & Youth Svc.	CYFS Assistant Director	FT	80	HSEXEM	3	
		To:	520 – Children & Youth Svc.	CYFS Assistant Director	FT	80	HSEXEM	3	10/16/25
8	Lynda Wheeling	From:	520 – Children & Youth Svc.	Service Coordination Supervisor – FC/IL	FT	80	HSEXEM	1	
		To:	520 – Children & Youth Svc.	Service Coordination Supervisor – FC/IL	FT	80	HSEXEM	1	10/16/25

Rate Adjustment Continued:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
9	Todd Gruber	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
10	Suzann Guth	From:	530 – PIC Unit	Screener/Assessor III	FT	80	HSNEHR	6	
		To:	530 – PIC Unit	Screener/Assessor III	FT	80	HSNEHR	6	10/16/25
11	Daniel McFadden	From:	530 – PIC Unit	Screener/Assessor III	FT	80	HSNEHR	6	
		To:	530 – PIC Unit	Screener/Assessor III	FT	80	HSNEHR	6	10/16/25
12	Andrew Motter	From:	530 – PIC Unit	Screener/Assessor III	FT	80	HSNEHR	6	
		To:	530 – PIC Unit	Screener/Assessor III	FT	80	HSNEHR	6	10/16/25
13	Lorrene Wagner	From:	530 – PIC Unit	Screener/Assessor III	FT	80	HSNEHR	6	
		To:	530 – PIC Unit	Screener/Assessor III	FT	80	HSNEHR	6	10/16/25
14	Victoria Burger	From:	540 – MH/DS	BSU Director	FT	80	HSEXEM	3	
		To:	540 – MH/DS	BSU Director	FT	80	HSEXEM	3	10/16/25
15	Stephen Campbell	From:	540 – MH/DS	Program Manager – ID	FT	80	HSEXEM	2	
		To:	540 – MH/DS	Program Manager – ID	FT	80	HSEXEM	2	10/16/25
16	Deanna Cooke	From:	540 – MH/DS	Program Manager – EI	FT	80	HSEXEM	2	
		To:	540 – MH/DS	Program Manager – EI	FT	80	HSEXEM	2	10/16/25
17	Amanda Fedorek	From:	540 – MH/DS	Service Coordination Supervisor	FT	80	HSEXEM	1	
		To:	540 – MH/DS	Service Coordination Supervisor	FT	80	HSEXEM	1	10/16/25
18	Susan Huffman	From:	570 – Community Support Svc.	Program Manager – SDoH	FT	80	HSEXEM	2	
		To:	570 – Community Support Svc.	Program Manager – SDoH	FT	80	HSEXEM	2	10/16/25

Demotion:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Eve Murphy	From:	530 – PIC Unit	Crisis Investigation Specialist I	FT	80	SEIU	10	
		To:	520 – Children & Youth Svc.	Family Case Consultant I	FT	80	SEIU	10	10/26/25
2	Delena Dean	From:	530 – PIC Unit	Crisis Investigation Specialist I	FT	80	SEIU	10	
		To:	520 – Children & Youth Svc.	CPS/GPS Investigator I	FT	80	SEIU	10	10/12/25

Lateral Transfer:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Elizabeth Bryan	From:	180 – Treasurer's Office	Tax Clerk	FT	80	SEIU	9	
		To:	540 – MH/DS	Department Clerk IV	FT	80	SEIU	9	11/03/25

Separation of Employment:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Lindsey McElhatten	305 – Prison	Corrections Officer	PF	80	AFSC	11	10/21/25
2	Eric Nuse	305 – Prison	Correctional Sergeant	FT	80	AFSC	11	10/25/25
3	Zachary Stelene	305 – Prison	Corrections Officer	FT	80	AFSC	11	10/26/25
4	Angelo Toledo	305 – Prison	Corrections Officer	FT	80	AFSC	11	10/12/25
5	Kimberly Ziegler	305 – Prison	Correctional Lieutenant	FT	80	NEHR	6	11/01/25
6	Heather Jemmett	325 – 911 Center	Telecommunicator I	PF	80	NEHR	5	10/10/25
7	Quinton Clark	520 – Children & Youth Svc.	Sr. Program Specialist – Training/QA	FT	80	HSEXEM	1	10/24/25
8	Jazzilyn Dunkel	530 – PIC Unit	Crisis Investigation Specialist II	FT	80	HSNEHR	6	11/08/25
9	Eve Murphy	530 – PIC Unit	Family Case Consultant I	FT	80	HSNEHR	4	11/13/25
10	Jessica Avery	540 – MH/DS	Service coordinator I – MH/TCM	FT	80	HSNEHR	1	10/07/25

Correction to the 10/15/25 Commissioner Board Agenda:**Separation of Employment:**

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
	Hayden Burnett	305 – Prison	Correctional Sergeant	FT	80	AFSCME	11	10/21/25
Note: Employee rescinded resignation and remains an employee of the prison.								

Correction to the 09/09/25 Commissioner Board Agenda:**Promotion:**

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
	Rebekah Fox	From:	540 – MH/DS	Program Specialist	PT	48	HSNEHR	5	
		To:	540 – MH/DS	Program Specialist	PT	48	HSNEHR	5	04/16/25
Note: Action should have been listed as a Rate Adjustment – not promotion.									

- Commissioner Abramovic made a motion to approve to the above (Attachment E), 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	Abigail Fee	205 – Courts	Administrative Assistant II	PF	80	NEHR	5	10/20/25
2	Melissa Fulmer	205 – Courts	Administrative Assistant II	PF	80	NEHR	5	10/14/25

Reinstatement:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Eric McMillen	270 – Sheriff's Office	Deputy Sheriff	FT	80	NEHR	6	10/28/25

Promotion:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Jennifer Moore	From:	260 – District Attorney's Office	Administrative Assistant II	FT	80	NEHR	5	
		To:	260 – District Attorney's Office	Administrative Assistant III	FT	80	NEHR	6	10/01/25

Rate Adjustment:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	John Tibbs	From:	270 – Sheriff's Office	Deputy Sheriff	FT	80	NEHR	6	
		To:	270 – Sheriff's Office	Deputy Sheriff	FT	80	NEHR	6	10/13/25

Separation of Employment:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Brian O'Toole	260 – District Attorney's Office	County Detective	PT	40	NEHR	7	10/27/25
2	Ronald Harkless	270 – Sheriff's Office	Deputy Sheriff	FT	80	NEHR	6	10/27/25

12. Planning Commission:

- a. Approval of Liquid Fuels Application awards
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.
- b. Ratification of renewal of contract with Noble Environmental Specialty Recycling for HHW/Electronics collection events for 2026
 - Commissioner Abramovic made a motion to approve the above two items, seconded by Commissioner Bryan, aye all.

13. Two Mile Run County Park:

Kara Kauffman, Park Director, gave an update on park activities.

- a. On November 1 the park officially closed for the season.
- b. The Jeep Ride is scheduled to be held January 31. The rain date is February 7.
- c. The polar plunge will be February 7.
- d. There were at least 105 trunks at Trunk or Treat this year, and more than 1,000 kids.

The Commissioners congratulated Kara Kauffman on her new position as Park Director.

14. County Administration:

- a. Approval of Proclamation for 16 Days of Activism
 - Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.
- b. Approval of Proclamation for the 30th anniversary of Venango County 911 Center
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

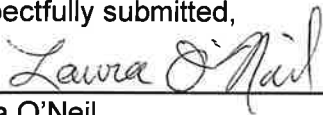
15. Other business: None

16. Public Comment: Donna Fletcher asked about the maintenance of the Franklin Magistrate Office

17. The meeting adjourned at 5:32 p.m. upon a motion by Commissioner Bryan, seconded by Commissioner Abramovic, aye all.

NEXT MEETING DATE: The next public meeting will be held at 4:30 p.m. December 9, 2025, in Room 100 of the Courthouse Annex to conduct county business.

Respectfully submitted,

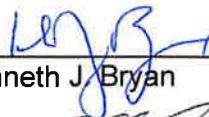


Laura O'Neil
Administrative Assistant

Reviewed by:



Samuel H. Breene



Kenneth J. Bryan



Albert A. Abramovic