

The mission of the employees of Venango County is to promote a spirit of cooperation and commitment by encouraging the active and informal partnership of Venango County residents in government thereby empowering citizens to shape a better community.
"We will strive to honor the past, serve the present, and touch the future."

COMMISSIONERS' PUBLIC MEETING AGENDA

JUNE 9, 2026

Invocation – Pastor Jeremy Coyer, Christ Covenant Church, Franklin

(Participation is voluntary)

Pledge of Allegiance

ELECTION BOARD

1. Call to Order
2. Approval of minutes from May 12, 2026 Meeting
3. Public comment on Election Board Agenda
4. Election Board Updates and Information
 - a. Voter Registration Statistics
 - b. Election Updates
5. Other Business
6. Public Comment
7. Adjournment

RETIREMENT BOARD

1. Call to Order
2. Approval of minutes from May 12, 2026 Meeting
3. Public Comment on Retirement Board Agenda
4. Retirement Board Items for Consideration
 - a. Attachment A
5. Other Business
6. Public Comment
7. Adjournment

SALARY BOARD

1. Call to Order
2. Approval of Minutes from March 10, 2026 Meeting
3. Public Comment on Salary Board Agenda
4. Salary Board Items for Consideration
 - a. Attachment B
 - b. Approval of Salary Board Narrative
5. Other Business
6. Public Comment
7. Adjournment

COMMISSIONER BOARD

1. Call to Order
2. Approve/Amend Commissioner Board Agenda
3. Approval of Minutes from May 12, 2026 Meeting
4. Public Comment on Commissioner Board Agenda
5. **Court Administration:**
 - a. Approval of contract with Attorney Bruce Getsinger to become Hearing Officer for Domestic Relations
6. **Row Offices:** No business to be presented
7. **Prison:** No business to be presented
8. **Community Services Administration:**
 - a. Approval to award to IA Construction Corporation the lowest responsive and responsible bidder for the Runway 3-21 Rehabilitation Phase I
 - b. Approval of Contract with Todd Schiffer for lease of Hangar 12-02

9. Human Services:

- a. Human Services Agenda for approval – Attachment C

10. Finance Administration:

- a. Warrants – Attachment D

Fiscal Agent for NWPARG (Northwest PA Emergency Response Group)

No business to be presented

Fiscal Agent for NWWDB (Northwest Workforce Development Board)

- 1. Approval of Contracts for EDSI for Title I and Operator
- 2. Approval of Contracts for St. Benedict Education Center for EARN Services

11. Human Resources:

- a. Human Resources Agenda Items for Approval – Attachment E
- b. Human Resources Items for Information Purposes – Attachment F

12. Planning Commission: No business to be presented

13. Two Mile Run County Park:

- a. Park updates

14. County Administration:

- a. Approval of CYS Attorney Contracts
- b. Ratification of Proclamation for Venango Area Chamber of Commerce's Young Professional of the Year
- c. Ratification of Proclamation for Eagle Scout Karter Hoffman
- d. Approval of Proclamation for 170th anniversary of Silver Cornet Band
- e. Approval of Proclamation for PTSD Awareness Month

15. Other Business:

16. Public Comment:

17. Adjournment:

NEXT MEETING DATE: The next public meeting will be held at 4:30 p.m. July 14, 2026, in Room 100 of the Courthouse Annex to conduct county business.

RETIREMENT BOARD AGENDA

June 09, 2026

Time: _____

Attendance: _____

Approval of Minutes:

A motion was made by _____ and seconded by _____ to waive the reading of the minutes of the 5/15/26 meeting, make them available for public inspection and approve them as submitted; aye all. Motion carried and was approved.

Public Comments:

Retirement Board Items for Consideration:

A motion was made by _____ and seconded by _____ to approve the application for the following employees to enter the Retirement Fund System:

NAME	EFFECTIVE DATE	PERCENTAGE
Terry Looney-Stevens	2/02/2026	9%
Jeffrey D. Bailey	5/03/2026	19%
Michael Anderson	5/04/2026	9%
Brandon Deeter	5/04/2026	9%
Ashley Abbott	5/11/2026	9%
Deion Deas	5/11/2026	9%
Brian J. Martin	5/11/2026	10%
Erica Ondrusek	5/11/2026	9%
Cougar Vannucci	5/26/2026	9%
John Oakes	5/26/2026	9%

Aye all; Motion carried and was approved.

A motion was made by _____ and seconded by _____ to authorize the Treasurer of the Retirement Board to issue checks to the following persons who are withdrawing their contributions plus interest in accordance with the Plan and County pension law:

NAME	AMOUNT	DISBURSEMENT DATE
Drew Mears	\$ 4,424.10	06/30/2026
Alyssa Kapp	\$ 2,097.45	06/30/2026
Ronald Buterbaugh	\$ 913.79	06/30/2026
Rebecca Seigworth	\$ 417.37	06/30/2026
Erica Nesbitt	\$ 519.75	06/30/2026
Andrew Henderson	\$ 373.39	06/30/2026
Emily Crate	\$ 35.99	06/30/2026

Aye all; Motion carried and was approved.

RETIREMENT BOARD AGENDA

June 09, 2026

A motion was made by _____ and seconded by _____ to **approve the following retirements:** [Refunds; Normal (Superannuation) Retirements; Early Retirements; Death Benefits]

- 1.) Motion to approve the superannuation retirement of **Richard O. Goldsmith** effective **5/02/2026**. He has elected a "No Option" which entitles him to receive a monthly annuity of **\$1,856.70** payable throughout his lifetime. He is entitled to a pro rata benefit of **\$1,796.81** to be paid for 30 days in the month of May.
- 2.) Motion to approve the superannuation retirement of **Natalie G. Desko**, effective **2/07/2026**. She has elected "Option Four B" which entitles her to withdraw, in one payment, the total accumulated deductions of **\$16,454.31** credited to her member account at retirement in addition to receiving a monthly annuity of **\$247.47** payable throughout her lifetime. She is entitled to a pro rata benefit of \$194.44 to be paid for 22 days in February.

Aye all; motion carried and was approved.

Other Business: [Buy-backs; Administrative issues]

Notice to the Retirement Board of

- 1.) **Albert Abramovic** has chosen to vest his pension funds with the County effective **1/31/2026**.
- 2.) **Rebecca Seigworth** failed to execute or file pension withdrawal documents within the established time frame, her accumulated deductions are being withdrawn in accordance with Retirement Board policy.
- 3.) **Andrew Henderson** failed to execute or file pension withdrawal documents within the established time frame, his accumulated deductions are being withdrawn in accordance with Retirement Board policy.
- 4.) **Emily Crate** failed to execute or file pension withdrawal documents within the established time frame, her accumulated deductions are being withdrawn in accordance with Retirement Board policy.

A motion was made by _____ and seconded by _____ to adjourn the meeting at _____; aye all. Motion was approved.

VENANGO COUNTY RETIREMENT BOARD

Samuel H. Breene

Kenneth J. Bryan

Timothy M. Heffernan

Jeannie L. Ritchey

Dorothy L. Tawney

SALARY BOARD

June 9, 2026

ITEMS FOR CONSIDERATION

DEPARTMENT #135 FISCAL

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	CREATE	Director of Finance, Management, and Fiscal Svc.	FT	80	EXEM	6	5/4/2026

Note: Position to be used for training purposes and will be abolished upon retirement of current Fiscal Director, 6/26/26.

DEPARTMENT #145 ASSESSMENT

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	REALLOCATE	Data Collector	FT	80	NEHR	5	
	TO	Field Assessor	FT	80	NEHR	7	3/30/2026

DEPARTMENT #205 COURTS

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	CREATE	Legal Intern	TFT	80	NEHR	1	5/19/2026

Note: Position to last no longer than August 31st and will be abolished upon hire of new Law Clerk.

DEPARTMENT #270 SHERIFF'S OFFICE

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	REALLOCATE	Administrative Assistant I	FT	80	NEHR	4	
	TO	Administrative Assistant II	FT	80	NEHR	5	3/1/2026

DEPARTMENT #305 PRISON

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	REALLOCATE	Corrections Officer (2 positions)	FT	80	AFSCME	11	
	TO	Field Training Officer (2 positions)	FT	80	AFSCME	11	4/12/2026
1	RECLASSIFY	Field Training Officer (All positions)	FT	80	AFSCME	11	
	TO	Corporal	FT	80	AFSCME	11	6/1/2026
<i>Note: Reclassification only changes title. No change in rate of pay.</i>							
1	RECLASSIFY	Captain	FT	80	NEHR	9	
	TO	Major	FT	80	NEHR	9	6/1/2026
<i>Note: Reclassification only changes title. No change in rate of pay.</i>							

DEPARTMENT #509 HS FISCAL

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	REALLOCATE	Fiscal Operations Officer II	FT	80	NEHR	9	
	TO	Budget Analyst II	FT	80	NEHR	10	5/24/2026

DEPARTMENT #510 OLDER ADULT SERVICES

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	ABOLISH	Community Health Nurse	FT	80	HSNEHR	3	3/10/2026

DEPARTMENT #570 CSS/HOUSING

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	REALLOCATE	CSS/Housing Supervisor	FT	80	HSEXEM	1	
	TO	CSS Program Manager	FT	80	HSEXEM	2	3/1/2026

DEPARTMENT #605 PARK

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	CREATE	Maintenance Worker IV	PT	40	NEHR	4	3/30/2026
2	CREATE	Park Maintenance Manager	FT	80	EXEM	2	3/30/2026

SALARY BOARD
ITEMS FOR CONSIDERATION

June 9, 2026

Like many public and private employers across the region, the County is facing ongoing challenges attracting and retaining employees in critical roles. Maintaining a stable workforce helps reduce turnover, training costs, and disruptions of important services for our community. The changes above are meant to address these serious concerns. The County remains committed to balancing fiscal responsibility with the need to provide dependable services to our community.

Pay grades, detailed in attachments HSNEHR26.01 & HSEXEM26.01, have been updated to remove outdated classifications. This change will result in some employees being reclassified downward as they are moved out of obsolete position classifications. All remaining positions maintain their current classification and are detailed on the attachments noted above. All current employees will be placed into the new pay grades with consideration of their current placement within their current pay grade.

Effective 07/05/26, the HSNEHR and HSEXEM pay ranges have been updated, detailed in attachments HSNEHR26.02 and HSEXEM26.02.

Effective 01/01/27, the NEHR and EXEM pay ranges will be updated, detailed in attachments NEHR26.02 and EXEM26.02. The pay grades for each have been updated as well to remove a number of positions from the hourly grades that transitioned to exempt upon reaching the County designated exempt threshold. The updated pay grades are included as attachments NEHR26.01 and EXEM26.01.

Additionally, the “Step Program” that was previously part of the compensation plan for Human Services positions, will no longer be in effect, effective 07/05/26. Employees will no longer be eligible for “step” increases or promotions after this date.

Finally, the Administrative Rules have been updated and prepared for approval to remove mention of any recruitment and retention bonus programs for the Human Service Departments. Any employee that is currently entered into an agreement for an annual retention bonus shall receive their payments as detailed in the agreement; however, there will be no option to continue the agreement at the conclusion of the annual obligation.

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 06/09/2026
RE: Items for Commissioner Approval

2025-2026 CONTRACT

Item 1: Alpine Springs Rehabilitation & Recovery Center, LLC

SUD

Synopsis: Request Commissioners' approval for the renewal of Alpine Springs Rehabilitation & Recovery Center, LLC. Contract for the period of January 1, 2026 thru June 30, 2026.

Purpose of Contract:

Residential service 3.5 at Linesville - \$327, withdrawal mgmt (detox 3.7) - \$541.00

Residential service 3.5 at Greensville - \$327, withdrawal mgmt (detox 3.) - \$541.00

All MAT is at actual pharmacy costs

Item 2: The Pointe

MH

Synopsis: Request Commissioners' approval for the renewal of The Pointe. Contract for the period of July 1, 2026 thru June 30, 2027.

Purpose of Contract: To contract with the Provider to operate a Drop-in Center, Warm Line, and Center Town Café for individuals with a mental illness at their location in Oil City to a maximum of \$160,900. To operate a warming/cooling center. Contract max \$23,200.

Item 3: Greenfield Counseling

SUD

Synopsis: Request Commissioners' approval for the renewal of Greenfield Counseling. Contract for the period of January 1, 2026 thru June 30, 2026.

Purpose of Contract: To provide Outpatient Maintenance (Methadone) treatment at the rate of \$95.00/week.

Item 4: Nutrition, Inc.

OAS

Synopsis: Request Commissioners' approval for the renewal of Nutrition, Inc.. Contract for the period of July 1, 2026 thru June 30, 2027.

Purpose of Contract To provide the following services to older individuals as authorized by the County:

A. Hot, Delivered In-Home Meals	\$5.89 per meal
B. Frozen, Delivered In-Home Meals	\$6.04 per meal
C. Hot congregate meals delivered to the senior centers	\$6.07 per meal
D. Shelf stable meals	\$4.91 per meal

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 06/09/2026
RE: Items for Commissioner Approval

Item 5: Crawford County Mental Health Awareness Program (CHAPS)

MH

Synopsis: Request Commissioners' approval for the renewal of Crawford County Mental Health Awareness Program (CHAPS). Contract for the period of July 1, 2026 thru June 30, 2027.

Purpose of Contract To provide Certified Peer Support services for individuals authorized by the Human Services County Administrator or their designee at the rate of \$36.81 per 15-minute unit for services not covered or billable under Medical Assistance.

Item 6: Community Resources for Independence (CRI)

OAS

Synopsis: Request Commissioners' approval for the renewal of Community Resources for Independence(CRI). Contract for the period of July 1, 2026 thru June 30, 2027.

Purpose of Contract To provide Personal care to Older individuals at the rate of \$24.04 per hour as authorized by the County.

Item 7: City of Oil City Police Department

MH

Synopsis: Request Commissioners' approval for the renewal of the City of Oil City Police Department. Contract for the period of July 1, 2026 thru June 30, 2027.

Purpose of Contract: To provide emergency transport services of individuals originating within the Oil City limits to UPMC Northwest Medical Center located in Seneca PA, as authorized by the Humans Services County Administrator or their designee. The County agrees to reimburse the Provider for officer overtime costs at a rate of the 1.5 times the actual hourly pay plus any other statutory or contractual costs of any officer that must be engaged in an overtime capacity to provide the transport services agreed upon herein.

Item 8: The ARC of Clarion and Venango Counties

ID

Synopsis: Request Commissioners' approval for the renewal of The ARC of Clarion and Venango Counties. Contract for the period of July 1, 2026 thru June 30, 2027.

Purpose of Contract: To perform the following authorized services: Companion Services \$8.33/15 min unit; In Home and Community Supports Lv 2 at \$11.10/15 min unit, Respite care at \$8.59/15 min unit, Respite (Day) at \$343.22 per day.

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 06/09/2026
RE: Items for Commissioner Approval

Item 9: Hand in Hand Christian Counseling, LLC

MH

Synopsis: Request Commissioners' approval for the renewal of Hand in Hand Christian Counseling, LLC. Contract for the period of July 1, 2026 thru June 30, 2027.

Purpose of Contract: To contract with the Provider to perform the following services for individuals authorized by the County.

1) The operation of 3 Residential Homes for individuals with a serious mental illness identified by the County. The provider will be reimbursed for actual costs incurred to a maximum of \$239,132.03 for the West 3rd St home, \$78,291.21 for the Elm St home, and 76,760.94 for the Prospect Street home.

2) Challenge Center \$10.43/unit with \$26,000 max contract

3) Mobile Psych Rehab \$17.64/unit with \$5,027.40 max contract.

4) L.I.S.T.E.N. program \$27.61/unit and max contract of \$17,227.04

Item 10: Center for Community Resources

ID

Synopsis: Request Commissioners' approval for the renewal of Center for Community Resources. Contract for the period of July 1, 2026 thru June 30, 2027.

Purpose of Contract: The Provider will provide ID Supports Coordination at the rate of \$27.21 per 15-minute unit. The rates are set by the PA Dept of Human Services, Office of Development Programs. Max Contract is set at \$54,420.

Item 11: Community Services of Venango County

OAS

Synopsis: Request Commissioners' approval for the renewal of Community Services of Venango County. Contract for the period of July 1, 2026 thru June 30, 2027.

Purpose of Contract: Manage all aspects of Venango County Senior Centers for \$221820.00 and HDM (Hot Delivered Meals) for \$149750.00. Maximum total of \$371,570.00

Parker Place - County will reimburse provider for actual incurred expenses to a maximum of \$11,200

Item 12: Sugar Valley Lodge

SUD

Synopsis: Request Commissioners' approval for the renewal of Sugar Valley Lodge. Contract for the period of July 1, 2026 thru June 30, 2027.

Purpose of Contract: To provide temporary Emergency Housing at the rate of \$70/day.

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 06/09/2026
RE: Items for Commissioner Approval

Item 13: AVANCO International, Inc.

CYFS

Synopsis: Request Commissioners' approval for the renewal of AVANCO International, Inc. Contract for the period of July 1, 2026 thru June 30, 2027.

Purpose of Contract:

Venango County portion of CAPS Application Service at a quarterly fee of \$12,946.69.

Venango County portion of AFCARS Upgrade and Maintenance at a fixed price of \$6,521.53.

Venango County portion of CWIS is a fixed price of \$8,067.68.

Venango County Consulting Fees at hourly rates ranging from \$54.50 to \$125.00 per hour as needed and approved by County Authorities, not to exceed \$10,000.00.

Item 14: Community Services of Venango County

EHS

Synopsis: Request Commissioners' approval for the renewal of Community Services of Venango County. Contract for the period of July 1, 2026 thru June 30, 2027.

Purpose of Contract: To conduct the Early Head Start Program

Grant Max: \$1,158,874

Item 15: Services Access & Management

ID

Synopsis: Request Commissioners' approval for the renewal of Services Access & Management. Contract for the period of July 1, 2026 thru June 30, 2027.

Purpose of Contract: To contract with the Provider to perform the following services for individuals authorized by the County. ID rates are set by the PA Department of Human Services, Offices of Developmental Programs. This provider supplies Supports Coordination at \$27.21 per 15-minute unit.

Maximum Budget: \$5,442.00

Item 16: Community Services of Venango County

CYS

Synopsis: Request Commissioners' approval for the renewal of Community Services of Venango County. Contract for the period of July 1, 2026 thru June 30, 2027.

Purpose of Contract:

To provide the ASQ Program at a rate of \$170 per unit, not to exceed \$13,600

To provide the DOULA Program at a rate of \$45.35 per unit, not to exceed \$176,865

To provide the PAT Program at a rate of \$340 per unit, not to exceed \$142,800

To provide the PAT Enhanced Program at a rate of \$45.35 per unit, not to exceed \$145,120

To provide Women's Outreach at a rate of \$730 per group, not to exceed \$62,780

To provide the WEC Program at a rate of \$280.00 per basket, not to exceed \$67,200

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 06/09/2026
RE: Items for Commissioner Approval

Memorandum of Understanding

Item 1: 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, 2026 through June 30, 2027. 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 **St. Patrick Church Community Food Pantry** for the period of July 1, 2026 through June 30, 2027. 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 **St. Patrick Church Community Food Pantry** for the period of October 1, 2026 through September 30, 2027. 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 **Community Services of Venango County, Inc.** for the period of July 1, 2026 through June 30, 2027. 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 **Community Services of Venango County, Inc.** for the period of July 1, 2026 through June 30, 2027. 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).

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 06/09/2026
RE: Items for Commissioner Approval

Item 6: 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, 2026 through September 30, 2027. 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 **Clintonville Food Pantry/Community Pantry Project** for the period of July 1, 2026 through June 30, 2027. 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 **Clintonville Food Pantry/Community Pantry Project** for the period of July 1, 2026 through June 30, 2027. 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 **Clintonville Food Pantry/Community Pantry Project** for the period of October 1, 2026 through September 30, 2027. 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 **St. John Episcopal Church Food Pantry** for the period of July 1, 2026 through June 30, 2027. 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).

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 06/09/2026
RE: Items for Commissioner Approval

Item 11: 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, 2026 through June 30, 2027. 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 **St. John Episcopal Church Food Pantry** for the period of October 1, 2026 through September 30, 2027. 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 **Associated Charities of Titusville** for the period of July 1, 2026 through June 30, 2027. 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 **Associated Charities of Titusville** for the period of July 1, 2026 through June 30, 2027. 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 **Associated Charities of Titusville** for the period of October 1, 2026 through September 30, 2027. 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.

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 06/09/2026
RE: Items for Commissioner Approval

Item 16: 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, 2026 through June 30, 2027. 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 **St. Elizabeth Center** for the period of July 1, 2026 through June 30, 2027. 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 **St. Elizabeth Center** for the period of October 1, 2026 through September 30, 2027. 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.

Amendment's

None

Addendum's

Item 1: Family Services & Children's Aid Society

CYFS

Request Commissioners approval to add an addendum to the existing contract with Family Services & Children's Aid Society for the period of May 1, 2026 through June 30, 2026.

This authorizes the provider to purchase a vehicle for use in the CYS-Family Recovery Program (FRP). County policy must be adhered to in the purchase of the vehicle

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 06/09/2026
RE: Items for Commissioner Approval

Ratification's

Item 1: Cornell Abraxas Group, LLC

CYFS

Request Commissioners approval for ratification of agreement between Cornell Abraxas Group, LLC. and Venango County Human Services, Venango County Children, Youth and Family Services.

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.

Item 2: Venango County Older Adults Advisory Council

OAS

Request commissioner's approval to appoint Kathleen Stephens to a fifth 3-year term on the Venango County Older Adults Advisory Council.



Venango County

Courthouse Annex

1174 Elk Street, P O Box 831
Franklin, PA 16323
814/432-9643 FAX 814/432-9511

Commissioners

Samuel H. Breene
Kenneth J. Bryan
Timothy M. Heffernan

Solicitor

Richard Winkler

Chief Clerk

Dorothy "Dottie" Tawney

Administrator, Finance

Michael Anderson

TO: Board of Commissioners

FROM: Michael Anderson, Administrator, Finance & Management Services

DATE: June 4, 2026

The following warrants are submitted for your approval:

051526	303,232.80	Non-Human Service Warrant	
HS051526	432,201.55	Human Service Warrant	
HS051426	123,559.70	Human Service Warrant	
052226	687,180.83	Non-Human Service Warrant	
HS052226	329,939.65	Human Service Warrant	
052926	520,989.61	Non-Human Service Warrant	
HS052926	292,086.94	Human Service Warrant	
060526	157,670.07	Non-Human Service Warrant	
HS060526	159,519.92	Human Service Warrant	
TOTAL	3,006,381.07		

HUMAN RESOURCE AGENDA ITEMS

June 9, 2026

PERSONNEL ACTIONS FOR THE MONTH

PROBATIONARY NEW HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Deirdre Levine	305 Prison	Corrections Officer	PF	80	AFSCME	11	05/18/26
2	Cougar Vannucci	305 Prison	Corrections Officer	PF	80	AFSCME	11	05/26/26
3	Ashley Abbott	520 Children & Youth	Department Clerk III	PF	80	SEIU	8	05/11/26
4	Deion Deas	520 Children & Youth	Family Case Consultant I	PF	80	HSNEHR	4	05/11/26
5	Dylan Donine	520 Children & Youth	Family Case Consultant I	PF	80	HSNEHR	4	05/26/26
6	Erica Ondrusek	520 Children & Youth	CPS/GPS Investigator I	PF	80	HSNEHR	4	05/11/26
7	John Oakes	540 MH/DS	Service Coordinator I - MH/TCM	PF	80	HSNEHR	3	05/26/26

RE-HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Brian Martin	305 Prison	Corrections Officer	PF	80	AFSCME	11	05/11/26
2	Heather Campbell	540 MH/DS	Service Coordinator I - MH/TCM	PF	80	HSNEHR	3	05/26/26

TEMPORARY HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Kaden Kiselka	160 Maintenance	Bridge Crew	TP	80	NEHR	1	06/08/26
2	Brett Schmidt	605 Park	Maintenance Worker Intern	TP	80	NEHR	1	05/21/26

TEMPORARY RE-HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Jaden Wehrle	160 Maintenance	Bridge Crew	TP	80	NEHR	1	06/01/26
2	Amelia Heil	605 Park	Department Clerk Intern	TP	80	NEHR	1	05/18/26

CHANGE IN STATUS

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Gary Kiselka	From: 160 Maintenance	Maintenance Worker III	PT	40	SEIU	10	
		To: 160 Maintenance	Maintenance Worker III	FT	80	SEIU	10	06/01/26

POSITION REALLOCATION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Amy Stroup	From: 509 HS Fiscal	Fiscal Operations Officer II	FT	80	NEHR	9	
		To: 509 HS Fiscal	Budget Analyst II	FT	80	NEHR	10	05/24/26

RATE ADJUSTMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Debra Barker	From: 509 HS Fiscal	HS Fiscal Director	FT	80	EXEM	3	
		To: 509 HS Fiscal	HS Fiscal Director	FT	80	EXEM	3	05/24/26
2	Stephanie DeArment	From: 520 Children & Youth	Service Coordination Supervisor - Family Case	FT	80	HSEXEM	1	
		To: 520 Children & Youth	Service Coordination Supervisor - Family Case	FT	80	HSEXEM	1	05/26/26
Note: Completion of Step Program step-up requirements.								
3	Misty Palmer	From: 540 MH/DS	Program Manager - ID	FT	80	HSEXEM	2	
		To: 540 MH/DS	Program Manager - ID	FT	80	HSEXEM	2	05/26/26
Note: Completion of Step Program step-up requirements.								

RATE ADJUSTMENT / DECREASE IN HOURS / CHANGE IN STATUS

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Robert McCauley	From: 325 911 Center	Telecommunicator I	FT	80	NEHR	5	
		To: 325 911 Center	Telecommunicator I	PT	40	NEHR	5	06/08/26
Note: Completed Dispatcher Certification for rate increase eligibility. Moved to part-time due to accepting employment elsewhere.								

SEPARATION OF EMPLOYMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Layla Emig	305 Prison	Corrections Officer	FT	80	AFSCME	11	05/26/26
2	Collyn Sigler	305 Prison	Corrections Officer	PF	80	AFSCME	11	03/28/26
3	Amanda Snowden	305 Prison	Corrections Officer	PF	80	AFSCME	11	05/31/26
4	Shayna Lantz	520 Children & Youth	Service Coordination Intern	TP	80	NEHR	1	05/04/26
5	Madelyn McCoy	520 Children & Youth	Service Coordination Intern	TP	80	NEHR	1	05/07/26
6	Mollie McCullough	520 Children & Youth	Service Coordination Intern	TP	80	NEHR	1	04/29/26
7	Christopher Pollitt	520 Children & Youth	Family Case Consultant I	PF	80	HSNEHR	4	05/01/26
8	Nicole Snyder	520 Children & Youth	Intake Program Director	FT	80	HSEXEM	3	05/26/26
9	Kurt Nesbitt	530 PIC Unit	Crisis Investigation Specialist I	PF	80	HSNEHR	5	05/15/26

HUMAN RESOURCE AGENDA ITEMS

June 9, 2026

CORRECTION TO 5/12/26 COMMISSIONER BOARD AGENDA

SEPARATION OF EMPLOYMENT

<u>#</u>	<u>Name</u>	<u>Dept</u>	<u>Position</u>	<u>Status</u>	<u>Hr/Pay</u>	<u>Group</u>	<u>Grade</u>	<u>Effective</u>	
8	Nicole Stover	520	Children & Youth	CPS/GPS Supervisor	FT	80	HSEXEM	2	05/15/26

Note: Action is changed to a Change in Status. Employee accepted a Family Case Consultant position, TP FT, HSNEHR 5, effective 05/25/26.

CORRECTION TO 4/14/26 COMMISSIONER BOARD AGENDA

PROBATIONARY NEW HIRE

<u>#</u>	<u>Name</u>	<u>Dept</u>	<u>Position</u>	<u>Status</u>	<u>Hr/Pay</u>	<u>Group</u>	<u>Grade</u>	<u>Effective</u>	
10	Rawn Kerr	520	Children & Youth	Family Case Consultant I	PF	80	HSNEHR	4	04/13/26

Note: Individual did not begin employment.

ROW OFFICE AGENDA ITEMS

June 9, 2026

PERSONNEL ACTIONS AS A RESULT OF EXISTING VACANCIES

PROBATIONARY NEW HIRE

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Elijah Conley	240	MDJ 3-4	Legal Secretary II	PF	75	NEHR	3	05/28/26
2	Paige England	240	MDJ 3-4	Legal Secretary II	PF	75	NEHR	3	05/28/26

TEMPORARY NEW HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Alexus Feroz	205	Courts	Legal Intern	TP	80	NEHR	1	05/19/26

PROMOTION

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Tahara Bish	From: 210	Domestic Relations	Conference Officer	FT	80	NEHR	6	
		To: 210	Domestic Relations	Director, Domestic Relations	FT	80	EXEM	2	05/17/26
2	Rashell DeLucia	From: 210	Domestic Relations	Intake Officer	FT	80	NEHR	5	
		To: 210	Domestic Relations	Conference Officer	FT	80	NEHR	6	05/24/26
3	Amy McCracken	From: 210	Domestic Relations	Enforcement Officer II	FT	80	NEHR	5	
		To: 210	Domestic Relations	Deputy Director, Domestic Relations	FT	80	NEHR	8	05/17/26

PROMOTION / TRANSFER / INCREASE IN HOURS

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Elizabeth Sisco	From: 240	MDJ 3-4	Legal Secretary II	FT	75	NEHR	3
		To: 205	Courts	Administrative Assistant II	FT	80	NEHR	5
								05/28/26

SEPARATION OF EMPLOYMENT - RETIREMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Elaine Dunlap	265	Prothonotary	Second Deputy Prothonotary	FT	80	NEHR	4	06/29/26

SEPARATION OF EMPLOYMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Joel Mackler	205	Courts	Law Clerk	PF	80	LEGL	2	05/06/26
2	Richard Goldsmith	270	Sheriff's Office	Deputy Sheriff	FT	80	NEHR	6	05/01/26
3	Britney VanWormer	310	Court Supervision	Collections Coordinator	FT	80	NEHR	4	04/24/26