

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

AUGUST 11, 2026

Invocation – Pastor Dan Murray, Living Streams Ministries, *(Participation is voluntary)*

Pledge of Allegiance

ELECTION BOARD

1. Call to Order
2. Approval of minutes from July 14, 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 July 14, 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

COMMISSIONER BOARD

1. Call to Order
2. Approve/Amend Commissioner Board Agenda
3. Approval of Minutes from July 14, 2026 Meeting
4. Public Comment on 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:** No business to be presented
9. **Human Services:**
 - a. Human Services Agenda for approval – Attachment C
10. **Finance Administration:**
 - a. Warrants – Attachment D
 - b. Sugar Valley Lodge Budget Amendment

Fiscal Agent for NWPARG (Northwest PA Emergency Response Group)
No business to be presented

Fiscal Agent for NWWDB (Northwest Workforce Development Board)
 - a. Approval of Cleaning Contract
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 County Animal Policy
- b. Agreement with the City of Oil City and Venango County for the Director of 911
- c. Approval of exoneration of real estate taxes for 123 Howard Street, Franklin
- d. Revocation of Resolution establishing Venango County Prison Board of Inspectors
- e. ScaryTree Acres

15. Other Business:

16. Public Comment:

17. Adjournment:

NEXT MEETING DATE: The next public meeting will be held at 2:30 p.m.

September 15, 2026, in Room 100 of the Courthouse Annex to conduct county business.

RETIREMENT BOARD AGENDA

August 11, 2026

Time: _____

Attendance:

Approval of Minutes:

A motion was made by _____ and seconded by _____ to waive the reading of the minutes of the 7/14/26 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
<u>Elijah Conley</u>	<u>5/28/2026</u>	<u>9%</u>
<u>Katrina Anthony</u>	<u>7/06/2026</u>	<u>9%</u>
<u>Evan Porter</u>	<u>7/13/2026</u>	<u>10%</u>
<u>Shannon Trousdale</u>	<u>7/13/2026</u>	<u>10%</u>
<u>Reagan Austin</u>	<u>7/20/2026</u>	<u>9%</u>
<u>Crystal Ewing</u>	<u>7/20/2026</u>	<u>9%</u>
<u>Kimberly Ziegler</u>	<u>7/20/2026</u>	<u>9%</u>

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
<u>Crystal Bell</u>	<u>\$ 1,725.30</u>	<u>08/31/2026</u>
<u>Brandon Deeter</u>	<u>\$ 663.31</u>	<u>08/31/2026</u>
<u>Kassidy Baker</u>	<u>\$ 10,865.08</u>	<u>08/31/2026</u>
<u>Andrew Long</u>	<u>\$ 4,801.23</u>	<u>08/31/2026</u>

Aye all; Motion carried and was approved.

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 Diona L. Brick effective 6/27/2026. She has elected an "Option One" which entitles her to receive a monthly annuity of \$2,871.70 payable throughout her lifetime. She is entitled to a pro rata benefit of \$382.89 to be paid for 4 days in the month of June.

RETIREMENT BOARD AGENDA

August 11, 2026

- 2.) Motion to approve the superannuation retirement of **Elaine Dunlap**, effective **6/30/2026**. She has elected "Option Four A" which entitles her to withdraw, in one payment, the total accumulated deductions of **\$18,859.19** credited to her member account at retirement in addition to receiving a monthly annuity of **\$288.03** payable throughout her lifetime. She is entitled to a pro rata benefit of \$9.60 to be paid for 1 day in June.

Aye all; motion carried and was approved.

Other Business: [Buy-backs; Administrative issues]

Notice to the Retirement Board of

- 1.) **Jessica Elder** has chosen to vest her pension funds with the County effective **7/10/2026**.

Correction to the July 14, 2026 Retirement Board Agenda: Mark T. Seigworth will receive a monthly annuity amount of \$2,995.81 payable throughout his lifetime. He also received a pro rata benefit of \$998.60 that was paid for 10 days in the month of June.

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 _____

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 08/11/2026
RE: Items for Commissioner Approval

2026 – 2027 CONTRACT

Item 1: Keystone Adolescent Center, Inc.

CYFS

Synopsis: Request Commissioners' approval for the renewal of the existing contract with Keystone Adolescent Center, Inc. Contract for the period of July 1, 2026 thru June 30, 2027.

Purpose of Contract: To provide FC and Group Home services at the range of \$209.00 to \$1,275.00 as determined necessary by the County in addition to providing additional services at the range of \$40.00 to \$2,450.00 as determined necessary by the County.

Item 2: Merakey Pennsylvania

CYFS

Synopsis: Request Commissioners' approval for the renewal of the existing contract with Merakey Pennsylvania. Contract for the period of July 1, 2026 thru June 30, 2027.

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 3: Crossroads Group Home & Services, Inc.

CYFS

Synopsis: Request Commissioners' approval for the renewal of the existing contract with Crossroads Group Home & Services, Inc. Contract for the period of July 1, 2026 thru June 30, 2027.

Purpose of Contract: Provide boys group home services at the rate of \$215.00 per day and provide girls group home services at the rate of \$240.00 per day.

Item 4: Cornell Abraxas Group, LLC.

CYFS

Synopsis: Request Commissioners' approval for the renewal of the existing contract with Cornell Abraxas Group, LLC. Contract for the period of July 1, 2026 thru June 30, 2027.

Purpose of Contract: Provide Group Home and Residential Placement Services in the range of \$485.23 to \$836.83 per day.

Item 5: Child to Family Connections

CYFS

Synopsis: Request Commissioners' approval for the renewal of the existing contract with Child to Family Connections. Contract for the period of July 1, 2026 thru June 30, 2027.

Purpose of Contract: Provide FGDM At a contract maximum of \$36,276

Family Team Meeting at a contract maximum of \$254,368

Family Finding at a contract maximum of \$20,000

CRR at a contract maximum of \$61,676

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 08/11/2026
RE: Items for Commissioner Approval

Item 6: Stacey Young

OAS

Synopsis: Request Commissioners' approval for the renewal of the existing contract with Stacey Young. Contract for the period of July 1, 2026 thru June 30, 2027.
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 dietitian monitoring of meals provided by Nutrition Inc. delivered to the senior centers in Venango County as authorized by the County bi-annually at 3 sites per year at a rate of \$250 per occurrence.

Item 7: Ashley Mahrs

EI

Synopsis: Request Commissioners' approval for the renewal of the existing contract with Ashley Mahrs. Contract for the period of July 1, 2026 thru June 30, 2027.
Purpose of Contract: As authorized to provide: Occupational Therapy, Evaluation and Teaming at \$37.13 per 15-min unit.

Item 8: Community Rising Therapy

EI

Synopsis: Request Commissioners' approval for the renewal of the existing contract with Community Rising Therapy. Contract for the period of July 1, 2026 thru June 30, 2027.
Purpose of Contract: As authorized to provide: As authorized to provide: Speech Therapy and Teaming at \$37.13 per 15 min unit

Item 9: Regional Counseling Center

MH

Synopsis: Request Commissioners' approval for the renewal of the existing contract with Regional Counseling Center. Contract for the period of July 1, 2026 thru June 30, 2027.
Purpose of Contract: This renewal includes the lease for our Grandview building for programming. Monthly rent shall be \$2,350.00.

Item 10: accessAbilities

EI

Synopsis: Request Commissioners' approval for the renewal of the existing contract with accessAbilities. Contract for the period of July 1, 2026 thru June 30, 2027.
Purpose of Contract: To provide Early Intervention services in Nutrition and Vision supports at the state recommended rate of \$32.72/15-unit.

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 08/11/2026
RE: Items for Commissioner Approval

Item 11: The Pointe

MH

Synopsis: Request Commissioners' approval for the renewal of the existing contract with The Pointe. Contract for the period of July 1, 2026 thru June 30, 2027.
Purpose of Contract: Lease for space for programming on Seneca Street in Oil City at \$1,000.00 per month.

Item 12: Alternative Living Solutions

CYFS

Synopsis: Request Commissioners' approval for the renewal of the existing contract with Alternative Living Solutions. Contract for the period of July 1, 2026 thru June 30, 2027.
Purpose of Contract: To provide transitional living and supervised independent living services at \$307.00 per day per child as determined necessary by the county.

Item 13: Clarion Area Agency on Aging, Inc.

OAS

Synopsis: Request Commissioners' approval for a new contract with Clarion Area Agency on Aging, 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:
Provider will provide consultant services to Venango County Older Adults Protective Services for complex Protective Service cases as needed and requested by Venango County Older Adults Services at a rate of \$32.92 per hour. Services include counsel and advice.

Item 14: AVANCO International, Inc.

CYFS

Synopsis: Request Commissioners' approval for the renewal of the existing contract with AVANCO International, Inc. Contract for the period of July 1, 2026 thru June 30, 2027.
Purpose of Contract: Venango County portion of CAPS Version 19 Upgrades - \$11,244.02
****This is in addition to original contract #HS1620 of \$76,375.97. Total contract is \$87,619.99****

Item 15: United way of Venango County and Titusville Region

CYFS

Synopsis: Request Commissioners' approval for the renewal of the existing contract with United way of Venango County and Titusville Region. Contract for the period of July 1, 2026 thru June 30, 2027.
Purpose of Contract: To provide Enrichment Program at \$392.88/child.

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 08/11/2026
RE: Items for Commissioner Approval

Amendment's

Item 1: Firetree, Ltd.

SUD

Request Commissioners approval to amend the existing Service Agreement with Firetree, Ltd, date effective July 1, 2026.

Purpose of Amendment: To provide the following service at facility #557054
Non-hospital residential treatment at \$240.64 per day and halfway house 3.1 @
\$175.10 at facility #327030 - halfway house for males @\$171.00 per day
MAT - at actual pharmacy costs (all facilities)

Item 2: Resolutions Recovery Center, LLC.

SUD

Request Commissioners approval to amend the existing Service Agreement with Resolutions Recovery Center, LLC., date effective July 1, 2026.

Purpose of Amendment: Provide non-hospital residential @ rate of \$424/day and inpatient detoxification 3.7wm at \$504.00/day
MAT to be provided at actual pharmacy costs

Item 3: Clearbrook Treatment Centers, LLC dba Huntington Creek Recovery Center

SUD

Request Commissioners approval to amend the existing Service Agreement with Clearbrook Treatment Centers, LLC dba Huntington Creek Recovery Center, date effective July 1, 2026.

Purpose of Amendment: Provide adolescent detox at \$579.00/day; adolescent non-hospital short term residential treatment at \$472.00/day; adult detox at \$441.00/day adult non-hospital short term residential treatment at \$425.00/day adult non-hospital residential - co-occurring at \$450.00/day; MAT to be provided at actual pharmacy costs

Item 4: White Deer Run/Cove Forge

SUD

Request Commissioners approval to amend the existing Service Agreement with White Deer Run/Cove Forge, date effective July 1, 2026.

Purpose of Amendment: Provide at facility # 601031 non hospital detox at \$371.00/day, non-hospital residential at \$325.00/day, non-hospital res. co-occurring at \$336.00/day - facility #077009 non hospital detox at \$363.00/day, non-hospital residential at \$303.00/day, non-hospital co-occurring at \$362.00/day, non-hospital detox 3.7 at \$345.00/day and non-hospital detox 3.7 enh at \$370.00/day; MAT at all facilities will be at actual pharmacy cost

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 08/11/2026
RE: Items for Commissioner Approval

Item 5: Family Services and Children's Aid Society

SUD

Request Commissioners approval to amend the existing Service Agreement with Family Services and Children's Aid Society, date effective July 1, 2026.

Purpose of Amendment: Provide outpatient services at a rate of \$40.00 per unit, intensive outpatient services at a rate of \$10.87 a unit, RPT services at a rate of \$134.32 for .75 hr individual sessions & \$38.56 for 1-hr group sessions, jail sessions at a rate of \$70.00 each, emergency housing at a rate of \$50.00/day.

Item 6: Community Services of Venango County

OAS

Request Commissioners approval to amend the existing Service Agreement with Community Services of Venango County, date effective July 1, 2025.

Purpose of Amendment: Due to the increase in the quantity of being delivered through Venango County Older Adults and the increase in salaries, benefits and gasoline. The County has agreed to amend the contract by \$13,427.16 for the additional costs incurred.

Item 7: Stairways Behavioral Health – Gage House Program

SUD

Request Commissioners approval to amend the existing Service Agreement Stairways Behavioral Health – Gage House Program, date effective July 1, 2026.

Purpose of Amendment: To provide non-hospital residential services at a rate of \$362.00/day, MAT at actual pharmacy costs

Item 8: Oil Region Recovery

SUD

Request Commissioners approval to amend the existing Service Agreement Stairways Oil Region Recovery, date effective July 1, 2026.

Purpose of Amendment: To provide non-hospital detoxification services at a rate of \$416 per day and provide non-hospital residential services at a rate of \$252.00 per day outpatient services \$35.75/15 min unit or group \$10.27/15 min unit; intensive outpatient services \$10.87/15 min unit; all MAT if needed - at actual pharmacy costs

Item 9: Community Services of Venango County

MH

Request Commissioners approval to amend the existing Service Agreement Community Services of Venango County, date effective July 1, 2025.

Purpose of Amendment: Increase the quantity of required IM4Q Surveys per ODP regulations County will reimburse provider for 38 IM4Q Surveys at \$706 each
Total contract amount: \$26,828.



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: August 11, 2026

The following warrants are submitted for your approval:

SP071026	\$5,600.00	Non-Human Service Warrant	
071726	\$1,180,864.75	Non-Human Service Warrant	
HS071626	\$123,678.70	Human Service Warrant	
HS071726	\$364,950.63	Human Service Warrant	
SP071426	\$19,222.44	Non-Human Service Warrant	
SP071626	\$10,000.00	Non-Human Service Warrant	
072426	\$1,506,142.54	Non-Human Service Warrant	
HS072426	\$463,242.18	Human Service Warrant	
SP072726	\$4,900.00	Non-Human Service Warrant	
073126	\$153,162.45	Non-Human Service Warrant	
HS073126	\$254,733.15	Human Service Warrant	
OP080326	\$3,516.83	Non-Human Service Warrant	
080726	\$231,440.55	Non-Human Service Warrant	
HS080726	\$127,140.16	Human Service Warrant	
TOTAL	\$4,448,594.38		

HUMAN RESOURCE AGENDA ITEMS

August 11, 2026

PERSONNEL ACTIONS FOR THE MONTH

PROBATIONARY NEW HIRE

PROBATIONARY NEW HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Anna Leeds	125	Public Defender's Office	Assistant Public Defender	PF	80	LEXEM	2	08/17/26
2	Crystal Ewing	305	Prison	Corrections Officer	PF	80	AFSCME	11	07/20/26
3	Evan Porter	305	Prison	Corrections Officer	PF	80	AFSCME	11	07/13/26
4	Sharon Trousdale	305	Prison	Corrections Officer	PF	80	AFSCME	11	07/13/26
5	Reagan Austin	540	MH/DS	Service Coordinator - Admin	PF	80	HSNEHR	3	07/20/26

REHIRE

RENIRE									
#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Kimberly Ziegler	305	Prison	Corrections Officer	PF	80	AFSCME	11	07/20/26

PROMOTION

#	Name	From: Dept	To: Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Joshua Kriston	305	305	Corrections Officer	PF	80	AFSCME	11	06/07/26
				Corporal	PF	80	AFSCME	11	06/07/26

LATERAL TRANSFER

#	Name	From: Dept	To: Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Audrey McLaughlin	125	260	Administrative Assistant II	FT	80	NEHR	5	07/20/26
				Administrative Assistant II	FT	80	NEHR	5	07/20/26

REALLOCATION

#	Name	From: Dept	To: Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Amanda Virgile	130	130	Assistant HR Director	FT	80	EXEM	2	07/19/26
				Assistant HR Director	FT	80	EXEM	3	07/19/26

END OF PROBATION

END OF PROBATION									
#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Justin Plemmons	305	Prison	Lieutenant	FT	80	NEHR	8	07/12/26

SEPARATION OF EMPLOYMENT - RETIREMENT

SEPARATION OF EMPLOYMENT									
#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Martha Shutka	510	Older Adult Services	Aging Care Manager	FT	80	HSNEHR	1	08/31/26

SEPARATION OF EMPLOYMENT

SEPARATION OF EMPLOYMENT									
#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Laura O'Neil	110	Commissioners' Office	Administrative Assistant III	FT	80	NEHR	6	07/17/26
1	Jeff Bailey	305	Prison	Corrections Officer	PF	80	AFSCME	11	07/10/26
2	Jason Batykefer	305	Prison	Warden	PF	80	EXEM	4	07/29/26
3	Elizabeth George	305	Prison	Corrections Officer	PF	80	AFSCME	11	07/01/26
4	Kyle Hagan	305	Prison	Corrections Officer	PF	80	AFSCME	11	07/20/26
5	Kyle Sanders	305	Prison	Correctional Sergeant	FT	80	AFSCME	11	06/26/26
6	Jessica Elder	520	Children & Youth Svc.	Sr. Program Specialist - Diversion	FT	80	HSEXEM	1	07/10/26
7	Austin Kupec	520	Children & Youth Svc.	CPS/GPS Investigator	PF	80	HSNEHR	4	07/24/26
8	Crystal Mohler	520	Children & Youth Svc.	CPS/GPS Investigator	FT	80	HSNEHR	4	08/06/26
9	Ben Coyer	605	Park	Snack Shack Attendant	TP	80	NEHR	1	07/13/26
10	Callista Judy	605	Park	Snack Shack Attendant	TP	80	NEHR	1	06/19/26
11	Laila Marvin	605	Park	Snack Shack Attendant	TP	80	NEHR	1	07/08/26

ROW OFFICE AGENDA ITEMS

August 11, 2026

PERSONNEL ACTIONS AS A RESULT OF EXISTING VACANCIES

PROBATIONARY NEW HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Amelia Scott	205	Courts Court Recording Monitor/Transcriptionist	PF	80	NEHR	4	07/14/26

PROMOTION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Tomann Rice	From: 265 To: 265	Prothonotary Prothonotary First Deputy Prothonotary	FT	80	NEHR	3	07/19/26
2	Doug Wester	From: 265 To: 265	Prothonotary Prothonotary Department Clerk II Second Deputy Prothonotary	FT	80	NEHR	2	07/19/26

PROMOTION / TRANSFER

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Karey Rowland	From: 205 To: 260	Courts Court Recording Monitor/Transcriptionist Administrative Assistant II	FT	80	NEHR	4	07/20/26

LATERAL TRANSFER

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Audrey McLaughlin	From: 125 To: 260	Public Defender's Office District Attorney's Office Administrative Assistant II	FT	80	NEHR	5	07/20/26

SEPARATION OF EMPLOYMENT - RETIREMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Kelly Holden	210	Domestic Relations Domestic Relations Director	FT	80	EXEM	2	07/31/26

SEPARATION OF EMPLOYMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Alexus Feroz	205	Courts Law Clerk Intern	TP	80	NEHR	1	07/31/26
2	Elijah Conley	240	MDJ 3-4 Legal Secretary II	PF	75	NEHR	3	07/09/26
3	Shawn Murray	265	Prothonotary Department Clerk II	FT	80	NEHR	2	07/20/26
4	Lori Braun	270	Sheriff's Office Administrative Assistant II	PF	80	NEHR	5	08/14/26