

COMMISSIONER BOARD MINUTES

May 12, 2026

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 Timothy Heffernan
Dorothy "Dottie" Tawney, Chief Clerk
Laura O'Neil, Admin. Assistant
Rich Winkler, Solicitor
Diona Brick, Fiscal
Laura Anna, Elections
Justin Wolfe, HR
Isaac Hastings, Court Supervision

Joshua Sterling, Planning
Amie Wood-Wessell, HS
Kara Kauffman, Park
Michael Anderson, Fiscal
Helen Fielding, The Derrick
Kelsi Boyles, Remake Learning Days
Delea Motter, Remake Learning Days
Christie, Remake Learning Days
Randy Stachelrodt, Remake Learning Days

Commissioner Sam 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 4:38 p.m.
2. Commissioner Bryan made a motion to amend the agenda for May 12, 2026, to add *item 14. f. Proclamation for Remake Learning Days and amend the language of the Note in Attachment F*, seconded by Commissioner Heffernan, aye all.
3. Commissioner Bryan made a motion to approve the minutes from the April 14, 2026 meeting, seconded by Commissioner Heffernan, aye all.
4. There was no public comment on the Commissioner Board Agenda.
5. **Court Administration:**
 - a. Ratification of Contract with GovAI Software Solutions, formerly CDI-BTM (Court Supervision)
 - Commissioner Heffernan made a motion to approve the above, seconded by Commissioner Bryan, aye all.
6. **Row Offices:** No business to be presented.
7. **Prison:**
 - a. Approval of Contract with Johnson Controls lease to purchase
 - Commissioner Bryan made a motion to approve the above, pending solicitor changes, seconded by Commissioner Heffernan, aye all.
 - b. Approval of Contract with Guard 1 to track rounds done at the Prison
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Heffernan, aye all.
8. **Community Services Administration:**
 - a. Ratification of Contract with 1200.aero, Inc. for tracking flight traffic (Airport)
 - Commissioner Heffernan made a motion to approve the above, pending solicitor changes, seconded by Commissioner Bryan, aye all.
 - b. Ratification of Contract with Plunketts Pest Control for spraying at the 911 Center
 - Commissioner Bryan made a motion to approve the above, pending solicitor changes, seconded by Commissioner Heffernan, aye all.

9. Human Services:

a. Human Services Agenda for approval, Attachment C:

Attachment C – Human Service Contracts **2025-2026 Contract**

Item 1: Whitling Counseling and Consulting

MHDS

Synopsis: Request Commissioners' approval for the renewal of Whitling Counseling and Consulting.

Contract for the period of July 1, 2026 thru June 30, 2027.

Purpose of Contract: To provide training for Refuel groups as specifically authorized by County Human Services at the rate of \$50/hour.

Item 2: The Pointe

CSS

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 provide the Ride Program at the reimbursement rate of \$1.50 per mile and a 5% administrative fee.

Item 3: Regional Counseling Center

MHDS

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

Purpose of Contract: Provider agrees to provide Rep Payee services at \$57/client/month Max \$23,940, Mobile Med Program at \$23.31/15 min unit - Max \$6,247.08; Mobile Psychiatric Rehab - \$21.17/15-min Max - \$68,256.30; Child & Adolescent Acute Partial \$41.00/hr Max \$22,140.00; Intensive Outpatient \$47.03/hour/person Max \$22,575.00; Transitions Program \$39.00/15 min Max \$8,112; Outpatient Program - Max Contract \$235,882; Transitions Housing Program - Max Contract \$53,600

Item 4: Ascend Clinical Services/Teen Challenge

SUD

Synopsis: Request Commissioners' approval for the renewal of Ascend Clinical Services/Teen Challenge. Contract for the period of January 1, 2026 thru June 30, 2026.

Purpose of Contract: New provider to provide the following SUD services: 3.7WM (Facility#062579) - \$354.00/day 3.5 (Facility#707087) - \$220.00/day; 3.5 (Facility#062579) - \$205.00/day; 2.1 (Facility #067093) - \$10.87/15 min unit; 2.1 (Facility#707087) \$10.87/15 min unit ; 1.0 (Facility#067093) - \$10.87/15 min unit; 1.0 (Facility #707087) - \$10.87/15-min unit; all MAT at actual pharmacy cost

Item 5: A Bridge to Independence

ID

Synopsis: Request Commissioners' approval for the renewal of A Bridge to Independence. Contract for the period of July 1, 2026 thru June 30, 2027.

Purpose of Contract: To provide Supports Coordination (W7210) in ID at \$27.21/15-minute unit.

Item 6: LifeStation, Inc.

AAA

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

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

In-Home Landline w or w/o fall detection	\$18.50 per client per month
In-Home Cellular w or w/o fall detection	\$22.00 per client per month
Mobile GPS PERS w or w/o fall detection	\$22.00 per client per month
Smartwatch	\$25.00 per client per month
Installation	\$0.00 per client per month

Item 7: B&C Rentals

MHDS

Synopsis: Request Commissioners' approval for the new of B&C Rentals. Contract for the period of May 1, 2026 thru April 30, 2028, in the amount of \$16,104.

Purpose of Contract: Residential Lease Agreement between B & C Rentals and the County of Venango. Residence Address is 413 13th Street, Unit 3, Franklin, PA 16323

Item 8: Stairways Behavioral Health – Gage House Program**SUD**

Synopsis: Request Commissioners' approval for the renewal of Stairways Behavioral Health – Gage House Program. Contract for the period of January 1, 2026 thru June 30, 2026.

Purpose of Contract: To Provide Non-Hospital Residential services at a rate of \$362.00/day

Item 9: Clearbrook Treatment Centers, LLC dba Huntington Creek Recovery Center**SUD**

Synopsis: Request Commissioners' approval for the renewal of Clearbrook Treatment Centers, LLC dba Huntington Creek Recovery Center. Contract for the period of January 1, 2026 thru June 30, 2026.

Purpose of Contract: To 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 at actual pharmacy costs

Item 10: Active Aging, Inc.**AAA**

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

Purpose of Contract: To provide Ombudsman services and peer programs on behalf of Venango County Older Adult Services as outlined in the agreement for a flat fee of \$16,233, which includes all travel time.

Item 11: Everyfit dba Qmedic**AAA**

Synopsis: Request Commissioners' approval for the renewal of Everyfit dba Qmedic. 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:

In-Home PERS	\$30.00 per client per month
Mobile GPS PERS	\$30.00 per client per month
Mobile GPS PERS+	\$30.00 per client per month
Mobile GPS PERSX	\$30.00 per client per month
Mobile GPS PERS (Wristband)	\$30.00 per client per month

Item 12: Family Services and Children's Aid Society**AAA**

Synopsis: Request Commissioners' approval for the renewal of Family Services and Children's Aid Society. 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:

Home & Community Services, Non-Guardian - \$15.80 per 15-minute unit, projected units = 1,091.

Agreement maximum is \$17,237.80.

Guardian - \$11.40 per 15-minute unit, projected units = 96. Agreement maximum is \$1094.40

Item 13: Tracy Jo's Adult Day Center**ID**

Synopsis: Request Commissioners' approval for the renewal of Tracy Jo's Adult Day Center. 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: CPS Community 1:1 at \$13.83 per 15-minute unit; Day Program 1:2 to 1:1 at \$7.39 per 15-minute unit.

ID rates are set by the PA Department of Human Services, Offices of Developmental Programs.

Memorandum of Understanding:**Item1: The Lynch Law Group**

Synopsis: Request Commissioners' approval for a Memorandum of Understanding with The Lynch Law Group for the period of July 1, 2026 thru June 30, 2027.

Purpose of Contract: To provide legal services to guardian clients of Venango County Older Adults as needed and requested by Venango County Older Adult Services. Services include counsel, advice and representation in a case.

Amendments: None

Addendums:**Item 1: Community Services of Venango County****MHDS**

Request Commissioners approval to add an addendum to the existing contract with Community Services of Venango County for the period of April 13, 2026 through June 30, 2026.

This authorizes the provider to purchase a vehicle for use in the MH Supported Housing Program. County policy must be adhered to in the purchase of the vehicle

Contract Maximum: \$30,000.00

Item 2: Adelphi Village, Inc**CYFS**

Request Commissioners approval to add an addendum to the existing contract with Adelphi Village, Inc for the period of July 1, 2025 through June 30, 2026.

The purpose of this addendum is to provide secure detention placement services at a rate of \$779.50 per day.

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

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

Item 2: Senior Farmers' Market Nutrition Program Agreement**AAA**

Synopsis: Request Commissioners' approval for a grant agreement with Senior Farmers' Market Nutrition Program ("SFMNP"), for the period of May 1, 2026 thru September 30, 2026.

Purpose of Grant: To distribute coupons to low-income seniors that can be exchanged for eligible food at farmers' markets, roadside stands and community supported agriculture("CSA") programs, at the rate of \$1.00 per signature for eligible senior.

Grant awards up to \$1,000.00

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

10. FINANCE ADMINISTRATION:

Director of Finance, Management and Fiscal Services, Diona Brick, welcomed her replacement, Michael Anderson, and said we are excited to have him.

a. Warrants – Attachment D:

Attachment D – Fiscal Warrants

SP040926	\$2,260.00	Non-Human Services Warrant
041726	\$406,111.82	Non-Human Services Warrant
HS041726	\$193,087.56	Human Services Warrant
HS041626	\$130,354.54	Human Services Warrant
042426	\$2,947,294.35	Non-Human Services Warrant
HS042426	\$565,780.15	Human Services Warrant
HS042326	\$14,077.08	Human Services Warrant
SP042426	\$1,570.72	Non-Human Services Warrant
050126	\$395,341.80	Non-Human Services Warrant
HS050126	\$291,158.68	Human Services Warrant
050826	\$870,325.22	Non-Human Services Warrant
HS050826	\$176,525.89	Human Services Warrant
TOTAL	\$5,993,887.81	

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

No business to be presented

No business to be presented.

a. Human Resource Agenda Items for Approval – Attachment E:

Probationary New Hire:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Michael Anderson	135 – Fiscal	Director of Finance, Management, and Fiscal Svc.	PF	80	EXEM	6	05/04/26
2	Jeff Bailey	305 – Prison	Corrections Officer	PF	80	AFSCME	11	05/03/26
3	Caleb Kelly-Coxson	305 – Prison	Corrections Officer	PF	80	AFSCME	11	04/07/26
4	Nathan Snyder	405 – Airport	Maintenance Worker III	PF	80	SEIU	10	05/04/26
5	Ashley Taylor	520 – Children & Youth Svc.	Service Coordination Trainee	PF	80	NEHR	5	04/27/26
6	Britni Wike	520 – Children & Youth Svc.	Family Case Consultant I	PF	80	HSNEHR	4	04/13/26
7	Joseph Dengel	605 – Park	Park Maintenance Manager	PF	80	EXEM	2	04/13/26
8	Glenn Speer	605 – Park	Maintenance Worker IV	PF	48	SEIU	12	03/29/26

Re-Hire:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Jennifer Johnson	570 – Housing	Housing Supports Coordinator I	PF	80	HSNEHR	1	05/27/26

Temporary Hire:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Jordan Downor	605 – Park	Maintenance Worker Intern	TP	48	NEHR	1	05/18/26

Rate Adjustment:

[illegible]

3	Nicole Stover	From:	520 – Children & Youth Svc.	CPS/GPS Investigation Supervisor	FT	80	HSEXEM	2	
		To:	520 – Children & Youth Svc.	CPS/GPS Investigation Supervisor	FT	80	HSEXEM	2	04/14/26
<i>Note: Completion of Step Program step-up requirements</i>									

Lateral Transfer:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Stephen Ondulich	From:	405 – Airport	Maintenance Worker III	FT	80	SEIU	10	
		To:	160 – Maintenance	Maintenance Worker III	FT	80	SEIU	10	05/05/26

Promotion:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Anthony Messina	From:	305 – Prison	Corrections Officer	FT	80	AFSCME	11	
		To:	305 – Prison	Field Training Officer	FT	80	AFSCME	11	04/12/26
2	Ethan Proper	From:	305 – Prison	Corrections Officer	FT	80	AFSCME	11	
		To:	305 – Prison	Field Training Officer	FT	80	AFSCME	11	03/01/26
3	Ethan Proper	From:	305 – Prison	Field Training Officer	FT	80	AFSCME	11	
		To:	305 – Prison	Correctional Sergeant	FT	80	AFSCME	11	04/12/26
4	Richard Soto	From:	305 – Prison	Corrections Officer	PF	80	AFSCME	11	
		To:	305 – Prison	Field Training Officer	PF	80	AFSCME	11	04/12/26
5	Noah Stump	From:	305 – Prison	Corrections Officer	PF	80	AFSCME	11	
		To:	305 – Prison	Field Training Officer	PF	80	AFSCME	11	04/12/26
6	Richard Tenney	From:	305 – Prison	Corrections Officer	PF	80	AFSCME	11	
		To:	305 – Prison	Field Training Officer	PF	80	AFSCME	11	04/12/26
7	Tyara Johnson	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	04/28/26
<i>Note: Completion of Step Program step-up requirements</i>									

Demotion:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Keith Johnston	From:	305 – Prison	Field Training Officer	FT	80	AFSCME	11	
		To:	305 – Prison	Corrections Officer	FT	80	AFSCME	11	04/12/26

End of Probation:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Brittany Cook	305 – Prison	Captain	FT	80	NEHR	9	05/05/26
2	Keith Johnston	305 – Prison	Corrections Officer	FT	80	AFSCME	11	12/15/25
3	Ronald Buterbaugh	509 – HS Fiscal	Accounting Assistant	FT	80	SEIU	12	04/24/26
4	Victoria Best	530 – PIC Unit	Crisis Investigation Specialist I	FT	80	HSNEHR	5	12/23/25

Separation of Employment – Retirement:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Diona Brick	135 – Fiscal	Director of Fiscal, Management, and Financial Svc.	FT	80	EXEM	6	06/26/26
2	Mark Seigworth	325 – 911 Center	Public Safety Director	FT	80	EXEM	4	06/20/26
3	Karen Hall	507 – Veterans' Affairs	Veterans' Service Officer	FT	80	SEIU	12	10/23/26

Separation of Employment:

1	David Bailey	305 – Prison	Corrections Officer	PF	80	AFSCME	11	04/17/26
2	Brendan Domres	305 – Prison	Corrections Officer	PF	80	AFSCME	11	04/17/26
3	Terry Looney-Stevens	305 – Prison	Correctional Sergeant	PF	80	AFSCME	11	04/13/26
4	Rekina Smith	305 – Prison	Corrections Officer	FT	80	AFSCME	11	05/01/26
5	Ronald Buterbaugh	509 – HS Fiscal	Accounting Assistant	FT	80	SEIU	12	04/29/26
6	Jennifer Drda	520 – Children & Youth Svc.	Family Case Consultant I	PF	80	HSNEHR	4	04/15/26
7	Drew Mears	520 – Children & Youth Svc.	CPS/GPS Investigator I	FT	80	HSNEHR	4	05/01/26
8	Nicole Stover	520 – Children & Youth Svc.	CPS/GPS Supervisor	FT	80	HSEXEM	2	05/15/26
9	Britni Wike	520 – Children & Youth Svc.	Family Case Consultant I	PF	80	HSNEHR	4	04/24/26
10	Victoria Best	530 – PIC Unit	Crisis Investigation Specialist I	FT	80	HSNEHR	5	05/09/26
11	James Smith	535 – Substance Use	D&A Case Management Specialist II	FT	80	HSNEHR	2	05/01/26

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

- b. Human Resources Items for Informational Purposes – Attachment F:
HR Director, Justin Wolfe, drew attention to the amended language in the note of Attachment F, which was changed to read: "Note: President Judge, Matthew Kirtland, administered the oath as required by County Code to serve the remainder of Lana Linden's term."

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	Riley Bakker	310 – Court Supervision	Adult Probation Officer – Specialized	PF	80	NEHR	6	04/13/26

Re-Hire:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Brandon Deeter	270 – Sheriff's Office	Deputy Sheriff	PF	80	NEHR	6	05/04/26

Change in Employment Status:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Maryann Smith	From:	265 – Prothonotary	1 st Deputy Prothonotary	FT	80	NEHR	6	
		To:	265 – Prothonotary	Prothonotary	FT	80	ELEC		04/14/26
<i>Note: President Judge, Matthew Kirtland, administered the oath as required by County code to serve the remainder of Lana Linden's term</i>									

Job Title Change:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Jillian Kutchravay	From:	310 – Court Supervision	Intake Juvenile Probation Officer	FT	80	NEHR	6	
		To:	310 – Court Supervision	Community Based Juvenile Probation Officer	FT	80	NEHR	6	04/13/26

Voluntary Demotion/Transfer:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Shawn Murray	From:	520 – Children & Youth Svc.	Department Clerk III	PF	80	SEIU	8	
		To:	265 – Prothonotary	Department Clerk II	PF	80	NEHR	2	04/27/26

12. Planning Commission:

- a. Approval of Mortgage Satisfaction Piece
 - Commissioner Heffernan made a motion to approve the above, seconded by Commissioner Bryan, aye all.

13. Two Mile Run County Park:

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

- a. The campground is fully open, and the beach will open June 6
- b. The Master Gardeners will renovate several gardens at the park this year
- c. The park has several events coming up, including workshops, archery and boat races

14. County Administration:

- a. Approval of Resolution 2026-14 for signatory authority with PennDOT
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Heffernan, aye all.
- b. Approval of Resolution 2026-15 for Planning FFY 2025 Community Development Block Grant Fund Activities
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Heffernan, aye all.
- c. Approval of Resolution to set fees for review of proposed land developments and subdivisions for Planning
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Heffernan, aye from Commissioner Bryan and Commissioner Heffernan, no from Commissioner Breene.
- d. Approval of Contract with Acri Muller consulting, LLC for expert testimony/review of evidence (Public Defender)
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Heffernan, aye all.
- e. Approval of Proclamation for Motorcycle Awareness Month
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Heffernan, aye all.

f. Approval of Proclamation for Remake Learning Days

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

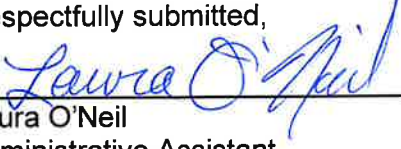
15. Other business: None

16. Public Comment: Kelsi Boyles, Delea Motter and Randy Stachelrodt spoke about Remake Learning Days in Venango County

17. The meeting adjourned at 5:12 p.m. upon a motion by Commissioner Breene, seconded by Commissioner Heffernan, aye all.

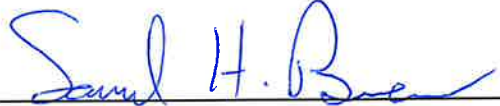
NEXT MEETING DATE: The next public meeting will be held at 4:30 p.m. June 9, 2026, in Room 100 of the Courthouse Annex to conduct county business.

Respectfully submitted,



Laura O'Neil
Administrative Assistant

Reviewed by:



Samuel H. Breene



Kenneth J. Bryan



Timothy M. Heffernan