

COMMISSIONER BOARD MINUTES

June 9, 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
Jeannie Ritchey, Treasurer
Laura Anna, Elections
Justin Wolfe, HR
Michael Anderson, Fiscal
Amie Wood-Wessell, Human Services

Kara Kauffman, Park
Kelly Holden, Domestic Relations
Tahara Bish, Domestic Relations
Amy McCracken, Domestic Relations
Jeremy Coyer, Pastor
Randy Bartley, Explore
Karter Hoffman, Guest
Brooke Hoffman, Guest
Shelly Walters, Guest
Vince Witherup, Election Board

Pastor Jeremy Coyer of Christ Covenant Church, Franklin, 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 Bryan made a motion to approve the agenda for June 9, 2026, seconded by Commissioner Heffernan, aye all.
3. Commissioner Heffernan made a motion to approve the minutes from the May 12, 2026 meeting, seconded by Commissioner Bryan, aye all.
4. There was no public comment on the Commissioner Board Agenda.
5. **Court Administration:**
 - a. Approval of contract with Attorney Bruce Getsinger to become Hearing Officer for Domestic Relations
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Heffernan, aye all.
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
 - Commissioner Bryan made a motion to approve the above, pending solicitor changes, seconded by Commissioner Heffernan, aye all.
 - b. Approval of Contract with Todd Schiffer for lease of Hangar 12-02
 - Commissioner Heffernan made a motion to approve the above, seconded by Commissioner Bryan, aye all.

9. Human Services:

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

Attachment C – Human Service Contracts
2025-2026 Contract

Item 1: 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

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.

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.

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

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).

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).

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.

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.

Amendments: None

Addendums:

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

Ratifications:

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.

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

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

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

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

Fiscal Agent for NWPAERG (Northwest PA Emergency Response Group)

No business to be presented

Fiscal Agent for NWWDB (Northwest Workforce Development Board)

- Approval of Contracts for EDSI for Title I and Operator
- Approval of Contracts for St. Benedict Education Center for EARN Services
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Breene. Commissioner Heffernan abstained from voting on this matter due to a potential conflict of interest. The Innovation Institute for Tomorrow, an educational nonprofit organization with which he is affiliated, currently participates in workforce development programming funded through EDSI and Northwest PA JobConnect. Out of an abundance of caution and to avoid any appearance of a conflict, Commissioner Heffernan chose not to participate in the vote.

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

Attachment E – Human Resource Agenda Items

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
<i>Note: Completion of Step Program step-up requirements.</i>								
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
<i>Note: Completion of Step Program step-up requirements.</i>								

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
<i>Note: Completed Dispatcher Certification for rate increase eligibility. Moved to part-time due to accepting employment elsewhere.</i>								

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	Mollee 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

CORRECTION TO 5/12/26 COMMISSIONER BOARD AGENDA**SEPARATION OF EMPLOYMENT**

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
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**

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

Note: Individual did not begin employment.

- 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:

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	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

12. Planning Commission: No business to be presented.

13. Two Mile Run County Park:

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

- a. The beach opened June 6
- b. The IBO Archery Competition will take place this weekend
- c. A Color Run will be held July 11 to raise money for the park, in Luke Kauffman's memory
- d. There will be free beach days June 29, July 16 and Aug. 13

14. County Administration:

- a. Approval of CYS Attorney Contracts
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Heffernan, aye all.
- b. Ratification of Proclamation for Venango Area Chamber of Commerce's Young Professional of the Year
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Heffernan, aye all.
- c. Approval of Proclamation for Eagle Scout Karter Hoffman
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Heffernan, aye all.
- d. Approval of Proclamation for 170th anniversary of Silver Cornet Band
 - Commissioner Heffernan made a motion to approve the above, seconded by Commissioner Bryan, aye all.
- e. Approval of Proclamation for PTSD Awareness Month
 - Commissioner Heffernan made a motion to approve the above, seconded by Commissioner Bryan, aye all.

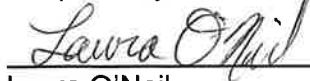
15. Other business: None

16. Public Comment: None

17. The meeting adjourned at 5:05 p.m. upon a motion by Commissioner Heffernan, seconded by Commissioner Bryan, aye all.

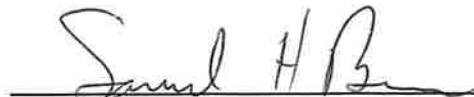
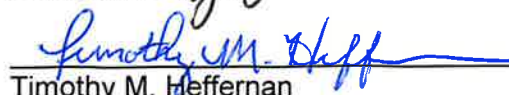
NEXT MEETING DATE: The next public meeting will be held at 4:30 p.m. July 14, 2026, in Room 100 of the Courthouse Annex to conduct county business.

Respectfully submitted,



Laura O'Neil
Administrative Assistant

Reviewed by:


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