

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

MAY 26, 2016

CALL TO ORDER Commissioner Morley called the meeting to order at 11:06 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL Commissioner Susan Kefover, Commissioner Doug Morley, Chief Clerk Kathleen Majot and Recording Secretary Dawn Wooster; all present. Commissioner Paul Heimel was absent due to a business in Harrisburg.

PUBLIC COMMENT - None

MINUTES – May 12, 2016 ~Action~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

NEW BUSINESS

Jim Kockler, Potter County Human Services Administrator, provided information on the delivery of the county’s 2016-2017 PCHS Block Grant which he presented at a public hearing on May 19. The state funding provided covers six categories (Mental Health, Intellectual Disabilities, Children & Youth, Drug & Alcohol, Homeless Assistance and Human Services Development Fund).

Appointments of Emilee Andress, Manny Senna, Bill Krog, and Bryonna Swede to the Alcohol, Tobacco and Other Drugs Advisory Board each for a term of June 2016 – June 2019. ~Action~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

Resignation of Kara Johnston from the Alcohol, Tobacco and Other Drugs Advisory Board due to serving the maximum allowable terms. ~Action~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

CONTRACTS AND AGREEMENTS

Agreement with S. Wilson Enterprise, LLC for the lease of a vehicle for the Trailblazer program on an as-needed basis at \$0.62 per mile, June 6, 2016 through August 5, 2016. ~Action~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

Contract renewal with Stenograph LLC for access/business hour support for Case CATalyst software for the Potter County Courts, June 15, 2016 to June 14, 2017. ~Action~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

Agreement Renewal with Esri, Inc. for GIS software maintenance, term of August 21, 2016 to August 20, 2017 at an annual cost of \$25,000. ~Action~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS

| | <u>14/15</u> | <u>15/16</u> |
|--|--------------|---------------------|
| <i>Dawn Bacon</i> | | |
| CPR/First Aid Instructor | N/A | \$45/per student |
| Mileage | N/A | \$.54/mile |
| 5/1/16 to 6/30/16 | | |
| ▪ AGING | | |
| <i>Pauline Goochee, RN</i> | | |
| Community Health Nurse | \$25.00/hr. | \$27.00/hr. |
| 7/1/16 to 6/30/17 | | |
| <i>Blair Senior Services Inc.</i> | | |
| Supervisory Review of Level of Care Determinations and other Assessments | | |
| On an as needed basis. | N/A | \$31.13-\$38.66/hr. |

Substitute Senior Center Operators

| | | |
|-----------------|------------|-----------|
| Marie Miles | \$7.25/hr. | No Change |
| Cora Roth | \$7.25/hr. | No Change |
| Betty Nolan | \$7.25/hr. | No Change |
| Virginia Studer | \$7.25/hr. | No Change |

7/1/16 to 6/30/17

▪ **CHILDREN AND YOUTH**

Avanco International 7/1/16 to 6/30/17

CYS Informational System required

By DHS (Renewal) CAPS System

Some funding through IT Grant

\$6,364.60/quarter

George Jr. Republic

Residential Treatment for Del. /Dep. Youth

Group Home

\$136.65 \$137.00 \$69.15

Crisis Intervention Unit

\$186.64 \$190.40

Diagnostic

\$212.70 \$217.00

Drug & Alcohol

\$159.67 \$160.00 \$72.30

Intensive Supervision Unit

\$292.90 \$298.75

Regular Residential

\$156.05 \$159.20

Shelter Care

\$153.00 \$156.05

Special Needs Unit

\$240.87 \$248.10 \$112.15

7/1/16 to 6/30/17

▪ **MENTAL HEALTH**

Warren General Hospital, Bradford Regional Medical Center,

Clarion Psychiatric Center, Penn Highlands DuBois

Short-term inpatient hospital stay

Authorized/Approved MA Rate

7/1/16 to 6/30/17

Act 143 Designee Agreement

Ashlee Foil-Yen, Carla Milliron, Steve Symans

Laura Sypien, Katie Taylor

Part of Provider's fee

7/1/16 to 6/30/17

Act 143 Designee Agreement – Independent Contractor

Erin Andrews, Dawn Dovensky, Melissa Gee, Richard Kunselman

Monday through Thursday

\$50.00 \$70.00

Friday

\$75.00 \$100.00

Saturday & Sunday

\$100.00 \$140.00

Holiday

\$100.00 \$140.00

7/1/16 to 6/30/17

~**Action**~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

TRAINING REQUESTS

--Susanne Boucher & Nila Gerner – PCHS – Knowledge Sharing Session for SAMS Administrators, Gettysburg, Pa. Registration and lodging.

--Bryonna Swede -- PCHS – Youth and Families on the M.O.V.E., State College, Pa. Lodging.

--Sherry Hoffman – PCHS – P4A/PDA Quarterly Meetings, State College, Pa. Registration and lodging.

--Rick Kunselman – PCHS – DCORT Annual Meeting & Training, State College, Pa. Lodging.

--Glenn Dunn/Dean Predmore – DES – HAZMAT Training/IAFC Conference, Baltimore, Md.

Registration, lodging, mileage and meals. Costs to be reimbursed by Regional Task Force.

~**Action**~ Comm. Kefover moved to approve the list of requests. Comm. Morley seconded. Kefover yes; Morley yes.

PERSONNEL

Resignation from Richard Barrett, part-time Corrections Officer, Potter County Jail effective May 13, 2016. ~**Action**~ Comm. Kefover moved to accept. Comm. Morley seconded. Kefover yes; Morley yes.

Warden Glenn Drake terminated the employment of Christian Worytko, Potter County Jail cook, effective May 17, 2016. ~**Action**~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

Caso & Harris EPN11130

Resignation received from Calvin Furman, part-time Corrections Officer, Potter County Jail effective June 3, 2016. ~Action~ Comm. Kefover moved to accept. Comm. Morley seconded. Kefover yes; Morley yes.

Retirement notice received from Ronda Delfs, PCHS Administrative Officer 2, October 7, 2016 after 34 years of service. ~Action~ Comm. Kefover moved to accept. Comm. Morley seconded. Kefover yes; Morley yes.

Resignation from William Vosburg, part-time Van Driver for PCHS Coordinated Services, effective May 23, 2016. ~Action~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

Maintenance Supervisor Joe Kurtz requested the temporary on-call hire of Mark Amidon to assist with seasonal work, June 1, 2016 through August 31, 2016. ~Action~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

CHIEF CLERK REPORT

Received an application for 2016 Liquid Fuels Tax funds from Austin Borough, \$1,467.08. ~Action~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

COMMISSIONERS' REPORTS

Commissioner Kefover commented on the extensive documentation needed for E.O. Austin Historical Museum to obtain a military cannon for display. The organization hopes to have the cannon on display by the end of this year.

A discussion was held on the importance of educating the public on the drug epidemic in the region. Sweden Valley Police Chief Bryan Phelps shared his observations on the increase in the use of heroin and other opioids and said many people are unaware of the severity of the problem.

BILLS

Potter County Human Services Fiscal Summary

| | |
|---|-------------------|
| PAYROLL CHECKS - Check #450 | 1,697.74 |
| PAYROLL AUTOMATIC DEPOSITS | 49,744.95 |
| PAYROLL CHRISTMAS CLUB DEPOSITS | 1,343.00 |
| PAYROLL TAX TRANSFERS (EFTPS) | 19,347.02 |
| STATE TAX WITHHOLDINGS (ETIDES) | 2,409.82 |
| ACCOUNTS PAYABLE CHECKS – Check #53970-54100 5/26 | 167,609.47 |
| Check#54101 5/27 | 214.00 |
| Total Checks Written | 242,366.00 |

~Action~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

Potter County Courthouse Special Run – 05/20/2016

| <i>Fund #</i> | <i>Fund Description</i> | <i>Check #'s</i> | <i>Voided Check #'s</i> | <i>Voided Check Amt</i> | <i>Total</i> |
|---------------|-------------------------|------------------|-------------------------|-------------------------|--------------|
| 10 | General Fund | 118583 | | | 1,528.72 |

~Action~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

Potter County Courthouse Fiscal Summary – 5/27/2016

| <i>Fund #</i> | <i>Fund Description</i> | <i>Check #'s</i> | <i>Voided Check #'s</i> | <i>Voided Check Amt</i> | <i>Total</i> |
|---------------|-------------------------|------------------|-------------------------|-------------------------|--------------|
| 10 | Payroll-Checks | 83925-83932 | | | 3,455.01 |

| | | | | | |
|----|----------------------------------|---------------------|--|--|------------|
| 10 | Payroll-Direct Deposit | 9019783-9019896 | | | 94,551.13 |
| 10 | General Fund - Accounts Payable | 118584-118667 | | | 79,505.74 |
| 10 | General Fund - A/P Manual Checks | 905271651-905271655 | | | 139,917.22 |
| 11 | LEPC | 2256 | | | 73.57 |
| 14 | Liquid Fuels | 1340 | | | 4,834.21 |
| 15 | North Fork Dam | 118668 | | | 22.00 |
| 16 | 911 Wireless | 2384-2389 | | | 11,960.18 |
| 17 | Saulter Preserve | 118669 | | | 23.57 |
| 28 | Domestic Relations IV-D | 727 | | | 315.00 |
| 32 | Specialty Courts | 118670 | | | 1,450.55 |
| 34 | V.O.J.O. | 118671 | | | 610.05 |
| 35 | Victim Services | 118672-118674 | | | 1,097.27 |

~Action~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

Potter County Courthouse First of the Month - 06/01/2016

| Fund # | Fund Description | Check #'s | Voided Check #'s | Voided Check Amt | Total |
|--------|----------------------------------|---------------|------------------|------------------|------------|
| 10 | General Fund | 118675-118690 | | | 112,866.96 |
| 10 | General Fund - A/P Manual Checks | 999095 | | | 40.00 |
| 11 | LEPC | 2257 | | | 309.12 |
| 16 | 911 Wireless | 2390-2391 | | | 792.00 |

~Action~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

NEXT MEETING: June 9, 2016

ADJOURNMENT Commissioner Kefover moved to adjourn. Commissioner Morley seconded. Kefover yes; Morley yes.

Prepared by Dawn Wooster


 Potter County Executive Secretary

June 9, 2016
 Approval Date