

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

JULY 7, 2016

**CALL TO ORDER** Commissioner Morley called the meeting to order at 11:04 a.m.

**MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE**

**ROLL CALL** Commissioner Susan Kefover, Commissioner Paul Heimel, Commissioner Doug Morley, Chief Clerk Kathleen Majot, and Recording Secretary Dawn Wooster; all present.

**PUBLIC COMMENT** None

**MINUTES** – June 23, 2016 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**NEW BUSINESS**

Reappointments of Dr. Victor Brown, C. Robert Wicker, and LeAnne Brodhun to the Potter County Human Services Advisory Board, three-year term ending July 31, 2019. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Approval of the updates to the GIS/Mapping Price List to reflect the addition of laminating services at \$4.00 per foot per long edge and web hosting services at \$50 per day. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

**CONTRACTS AND AGREEMENTS**

Lease renewal with Seneca Highlands Intermediate Unit Nine for the use of classroom Suites 216, 218 and 220 in the Gunzburger Building, effective August 24, 2016 to August 23, 2017. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Renewal of contract with Alcohol & Drug Abuse Services Inc. for consultation hours for DUI/Drug Court, effective July 1, 2016 through June 30, 2017. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Lock-in Utility Contracts with UGI Energy Services LLC for electricity at \$0.05984 per kwh, January 2017 to January 2018 for Potter County Commissioners and Potter County Human Services. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

**PCHS CONTRACTS AND AGREEMENTS**

	<u>15/16</u>	<u>16/17</u>
<b>▪ AGING (all 7/1/16 to 6/30/17)</b>		
<i>Betty Tomak</i>		
Substitute Senior Center Operator	N/A	\$10.37
<i>Judy Haas</i>		
Substitute Senior Center Operator	N/A	\$ 7.25
<i>Guardian Home Care Specialties</i>		
In-home Services per hour	\$16.00	No Change
<b>▪ CHILDREN AND YOUTH (all 7/1/16 to 6/30/17)</b>		
<i>Mary Freeman</i>		
Parent Education Coordinator	\$20.00/hr.	No Change
Mileage	\$0.54	No Change
<i>Leon Kaple</i>		
IL Program for Youth Ages 14-21	\$31,000	No Change
Mileage	\$0.54	No Change
Lodging costs/meals		
<i>Boys &amp; Girls Club of Potter County</i>		
PA Promising Practices After-School Program		
Last year of CYS Grant Funding	\$40,000	\$50,000
Program funding through Block Grant	\$ 5,000	\$ 5,000

▪ **COORDINATED SERVICES**

*Heart Response (Christmas House)*

Supportive Services per family unit \$47.00 No Change

*ATA*

Transportation to provide shared ride for individuals 65+ Reimbursed by MATP

▪ **DRUG AND ALCOHOL**

*Clear Brook*

Facility #401889 Inpatient Non-Hospital Treatment

(Short Term) Adults/day \$210.00 \$226.00

Non-Hospital Detox/day \$226.00 \$245.00

7/1/16 to 7/30/17

*Darlene Manning*

Cleaning Service Agreement/month \$145.00 No Change

7/1/16 to 6/30/18

*Alcohol & Drug Abuse Services*

Recovery Support Services up to: \$22,000 \$25,000

7/1/16 to 6/30/17

*Alcohol & Drug Abuse Services*

Inpatient Non-Hospital Treatment \$170.00/day No Change

Assessments \$80.00/unit No Change

Outpatient Counseling \$95.00/hour No Change

Group Counseling \$47.50/hour No Change

Intensive OP Counseling \$135.00/day No Change

Prevention Services \$78.00/hour No Change

Case Coordination per 15 min. \$20.00 No Change

Intervention/Student Assistance \$78.00/hour No Change

7/1/16 to 6/30/17

*Davis Archway*

Halfway House N/A \$110/day

7/1/16 to 6/30/17

*Esper Center*

Daily Dose of Methadone/Counseling \$92.00/week No Change

Annual Physical \$100.00 No Change

Annual Blood Work \$50.00 No Change

7/1/16 to 6/30/17

▪ **INTELLECTUAL DISABILITIES (7/1/16 to 6/30/17)**

*Susquehanna Software*

Intellectual Disabilities Software \$175.00 \$175.00/month

Early Intervention Software \$175.00 \$175.00/month

Technical Support as needed \$95.00/hour

Mileage as needed \$0.51/mile

▪ **MENTAL HEALTH (7/1/16 to 6/30/17)**

*The Meadows Psychiatric Center*

Short-term inpatient hospital stay Authorized/Approved Medical Assistance Rate

*Beacon Light Behavioral Health*

MH Medication Management

Services – Face to Face \$25.00 per ¼ hr. No Change

Maximum up to: \$30,000 No Change

Emergency Shelter Services \$187.42/day No Change

Not to exceed 24 days/month unless extension is approved

Family Based MH Services per unit \$12.97 No Change

Enhanced Respite Services day \$83.68 \$83.15

Not to exceed 24 days/month unless extension is approved

*Dickinson Center Inc.*

Drop In Center Services (max)	\$60,122	\$61,423
Family Based Services (max)	\$35,000	No Change
Peer Specialist Support Services (max)	\$15.00/15 min. \$7,500	No Change No Change
Psychiatric Rehabilitation (max)	\$5.50/15 min. \$30,000	No Change \$35,200
Psychiatric Outpatient (max)	\$50,000	\$47,665
Intensive Outpatient (max)	\$6,000	\$5,000
Crisis/Emergency Services (max)	\$27,854	\$23,191
Student Assistance Program (max)	\$107,032	\$111,269

~Action~ Comm. Heimel moved to approve the list of contracts. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

**TRAINING REQUESTS**

--Darren Crosby – Potter County Jail – Basic Training for Corrections Officers, Elizabethtown, Pa. Mileage.

--Joshua Knauer – Potter County Jail – Basic Training for Corrections Officers, Elizabethtown, Pa. Mileage.

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

**PERSONNEL**

Resignation of Steven Alcock, part-time Corrections Officer, Jail, effective June 30, 2016. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Warden Glenn Drake has hired Kyle Babcock as part-time Corrections Officer, Jail, effective July 5, 2016. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Termination of Loretta Landon as County Caseworker 2, PCHS Coordinated Services, due to end of limited part-time appointment. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**CHIEF CLERK REPORT**

**ANY OTHER BUSINESS TO COME BEFORE THE BOARD**

**COMMISSIONERS' REPORTS**

Commissioner Heimel will be speaking at the National Association of Counties (NACo) conference later this month on Potter County's activities to memorialize all eight of its Vietnam War casualties. Potter County's initiative is being held up as a model for other counties across the nation, incorporating bridge dedications in honor/memory of the fallen and personalized recognition of the eight soldiers, with photographs and biographical information, at the Vietnam Veterans Memorial Fund (VVMF) Education Center at the Wall in Washington, D.C.

Commissioner Morley reported that the expanded services at the Potter County Veterans Center (Mapleview) are being planned by the Bath (N.Y.) VA Medical Center, which operates a clinic at the center. Details will be forthcoming, as this is dependent on federal government funding.

**BILLS**

**Potter County Human Services Fiscal Summary**

PAYROLL CHECKS - Check #454-455	2,397.39
PAYROLL AUTOMATIC DEPOSITS	49,454.58
PAYROLL CHRISTMAS CLUB DEPOSITS	1,343.00
PAYROLL TAX TRANSFERS (EFTPS)	19,550.25
STATE TAX WITHHOLDINGS (ETIDES)	2,432.69
ACCOUNTS PAYABLE CHECKS – Check #54319	1,072.42
Check#54320-54407 7/07	101,287.48
Check#54408 7/08	50,926.10
<b>Total Checks Written</b>	<b>228,463.91</b>

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

**Potter County Courthouse Special Run – 06/29/2016**

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
62	CDBG Fund	118922			20,054.80

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

**Potter County Courthouse Fiscal Summary – 7/08/2016**

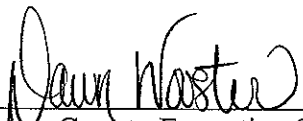
<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	Payroll-Checks	83951-83961			3,976.57
10	Payroll-Direct Deposit	9020108-9020204			89,094.51
10	General Fund - Accounts Payable	118923-118999			151,846.94
10	General Fund – A/P Manual Checks	907081666-907081670			123,282.76
11	LEPC	2265-2267			320.74
16	911 Wireless	2407-2410			8,976.50
34	V.O.J.O.	119000			610.05
35	Victim Services	119001			727.89
59	P.C. Victim Impact Panel	119002			150.00
62	CDBG	119003			9,155.00
64	Gas Well Impact – Capital Reserve	119004			5,000.00

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

**NEXT MEETING:** July 21, 2016

**ADJOURNMENT**

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



Potter County Executive Secretary

Prepared by Dawn Wooster

July 21, 2016

Approval Date