

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

JUNE 21, 2018

CALL TO ORDER Commissioner Morley called the meeting to order at 11:03 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL Commissioner Susan Kefover, Commissioner Paul Heimel, Commissioner Doug Morley, Chief Clerk Kathleen Majot, Recording Secretary Danielle Gietler, all present.

PUBLIC COMMENT - None

MINUTES – June 7, 2018 ~Action~ Commissioner Kefover moved to approve. Commissioner Morley seconded. Kefover yes; Morley yes. Commissioner Heimel abstained.

NEW BUSINESS

Request from North Central Greenways Committee to contribute \$1,000 annually toward the Greenways Mini-Grant Program to help cover administrative costs. Due to the lack of funds, North Central is no longer able to cover the cost. Commissioners noted the many ways the Greenways Mini-Grant Program has benefitted Potter County. ~Action~ Commissioner Kefover moved to approve. Commissioner Heimel seconded. Kefover yes; Heimel yes; Morley yes.

CONTRACTS AND AGREEMENTS

PCHS CONTRACTS AND AGREEMENTS

17/18

18/19

■ Children and Youth – 07/01/18 to 06/30/2019

The Academy

Residential Treatment for Dependent Delinquent Youth

Female Residential	\$214.20/diem	\$217.98/diem
Drug & Alcohol Female	\$270.30	\$275.80
Shelter Program	\$273.00	\$278.46

The Summit Academy

Residential Treatment for Dependent Delinquent Youth

Summit Residential Program	\$154.65/diem	\$157.75/diem
Drug & Alcohol	\$214.20	\$219.58
Shelter	\$273.00	\$278.46

Avanco International, Inc.

Information System for CYS

\$6,364.60/quarter	\$6,445.52/quarter
Total: \$25,458.40	

Consulting Fee:

Research Analyst	\$54.50/hour
Jr. Programmer	\$65.40/hour
Jr. Programmer Analyst	\$73.00/hour
Programmer Analyst	\$76.20/hour
Sr. Programmer Analyst	\$78.70/hour
Developer	\$92.50/hour
Sr. Developer	\$111.20/hour
Project Director	\$125.00/hour

Kids Peace - Residential Treatment for Dependents

Delinquent Youth

Rates set by Medical Assistance

Residential Treatment Facility (RTF)	\$339.74/diem	No Change
Diagnostic	\$339.74/diem	No Change
Clinical Shelter	\$339.74/diem	No Change

Bethesda Children's Home

Residential Treatment for Dependent Delinquent Youth

Group Home	\$161.44/diem	\$131.23/diem
IUS	N/A	\$197.90/diem
Shelter	\$181.15	No Change
Transitional Living	\$137.46	No Change

■ **Early Intervention – 07/01/18 to 06/30/2019**

Elizabeth Costello

Speak Pathology	\$31.76/15 min.	No Change
Evaluation Speech Pathology	\$229.90/evaluation	No Change

Mary Buzard

Evaluation Nursing/Health Services	\$27.99/15 min.	No Change
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■ **Intellectual Disability – 07/01/18 to 06/30/2019**

Susquehanna Software, Inc.

EI Billing Software, Tech Support, Mileage		
EI-Tech Support/Maintenance Contract	\$200/month	\$650/quarter
Technical Support (as needed)	\$95/hour	No Change
Mileage (as needed)	\$0.51/mile	No Change

■ **Coordinated Services – 07/01/18 to 06/30/2019**

Transportation (HSDF)	\$2.15/mi.	\$2.15/mi.
Transportation (MATP)		
Transportation (Homeless Asst.)	\$2.15/loaded mi.	\$2.15/loaded mi.
Transportation (EFSP)	\$2.15/loaded mi.	\$2.15/loaded mi.

State Food Purchase Program (SFPP)

Purchase Equipment for local Food Banks

■ **Mental Health – 07/01/18 to 06/30/2019**

Penn Highlands DuBois

Short-term inpatient hospital stays Authorized/Approved Med. Assistance Rate

Dickinson Center, Inc.

PEER Specialist Support Services	\$15/15 mins. to a max. of \$12,500.	\$15/15 mins. to a max. of \$10,500
Family Based Mental Health Services	\$35,000 max. amt.	\$24,910 max. amt.
Mental Health Drop-In Center Services	\$67,233 max. amt.	\$71,955 max. amt.
Mental Health Crisis/ER Service	\$19,711 max. amt.	\$13,440 max. amt.
Mental Health Student Assistance Program Services	\$109,182 max. amt.	\$118,889 max. amt.
Mental Health Psychiatric Rehabilitation Services	\$35,200 max. amt.	\$33,000 max. amt.
Mental Health Intensive Outpatient Programming	\$6,000 max. amt.	No Change
Mental Health Psychiatric Outpatient Services	\$30,269 max. amt.	\$34,640 max. amt.

Section 302; Act 143 - Delegate Agreement

~**Action**~ Comm. Kefover moved to approve contracts as listed. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

TRAINING REQUESTS

Jake Ostrom – Tax Assessment – Recertification hours for CPE License, Red Rock, Pa. Requests mileage. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Jennifer Rossman – Community Development – New Staff CDBG Training, Harrisburg, Pa. Request lodging, mileage, meals and parking. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Crystal Thomas – PCHS – Recertification for Addiction Counselor, Gambling Competency and Case Manager, Harrisburg, Pa. Request registration fee. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Bonnie Miller, Keegan Abbott & Chesney Mulaski – PCHS – Enhancing Trauma Awareness Training, Gunzburger Building, Coudersport, Pa. Request mileage. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Patricia Allen Young & Lisa Harris – PCHS Enhancing Trauma Awareness Training, Gunzburger Building, Coudersport, Pa. Request mileage. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Colleen Wilber – PACDAA, Toftrees, State College, Pa. Request registration, lodging, meal and mileage. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PERSONNEL

Resignation received from Susan Newton, Security Guard for the Potter County Courthouse, effective July 12, 2018. ~Action~ Comm. Heimel moved to acknowledge. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Resignation received from Charlene Brander, Clerk II for the Potter County Divorce Prothonotary’s Office, effective June 12, 2018. ~Action~ Comm. Kefover moved to acknowledge. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Resignation from Ralph H. Caldwell, Part-Time Van Driver for Potter County Human Services, effective June 30, 2018. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Resignation from Sarah Yates, full-time Secretary/Clerk II for the Potter County Probation Department, effective June 15, 2018. ~Action~ Comm. Heimel moved to acknowledge. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Judge Stephen Minor has hired Sarah Yates as the Assistant Probation Administrator for the Potter County Probation Department, effective June 18, 2018. ~Action~ Comm. Kefover moved to acknowledge. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Glenn Drake has hired Samuel Kysor as a part-time Corrections Officer at the Potter County Jail, effective June 18, 2018. ~Action~ Comm. Heimel moved to acknowledge. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Glenn Drake has hired Gerald Mitchell as a part-time Corrections Officer at the Potter County Jail, effective June 25, 2018. ~Action~ Comm. Heimel moved to acknowledge. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Glenn Drake has hired Matthew Kline as a part-time Corrections Officer at the Potter County Jail, effective July 2, 2018. ~Action~ Comm. Heimel moved to acknowledge. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Kathy Schroeder has hired Judith Meyers as full-time Secretary/Clerk II at the Potter County Prothonotary Office. effective June 19, 2018. ~Action~ Comm. Kefover moved to acknowledge. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

CHIEF CLERK REPORT - None

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

COMMISSIONERS' REPORTS

Comm. Kefover reported that she attended a Senior Corps Experience Works luncheon and appreciates the efforts that all of them do to support community essential programs and organizations. Comm. Kefover also reported on a CCAP Community and Economic Development Committee Conference call. Currently a concern is that anyone that is laid off cannot participate in a class or seminar to start their own business while receiving unemployment compensation.

Comm. Heibel reported on legislation being considered by the Pa. General Assembly to allow local governments to eliminate the real estate tax. He said that option would increase the tax burden of county residents, since absentee property owners would have their local taxes eliminated.

Comm. Heibel introduced Potter County Criminal Justice Resource Coordinator Jessica Giebel, who will be collecting data related to criminal justice expenses; advising the commissioners on expenses and outcomes; and serving as a liaison with the court system for the commissioners, who are responsible for the funding, facilities and most of the personnel engaged in the criminal justice system. Ms. Giebel said her first priorities are to familiarize herself with the county's system, establish contact with statewide and national peers in the field, and assist the county to implement the national Data-Driven Justice Initiative, which is a priority adopted by the Potter County Criminal Justice Advisory Board. Comm. Morley added that the new position fills a gap that has existed for some time and will provide the commissioners with the data and tools to more effectively manage the county's limited resources.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS – Check# 1226	\$1,855.54
PAYROLL AUTOMATIC DEPOSITS	\$51,786.37
PAYROLL TAX TRANSFERS (EFTPS)	\$18,059.83
STATE TAX WITHHOLDINGS (ETIDES)	\$2,414.22
ACCOUNTS PAYABLE CHECKS – Check #62100-62194	\$139,035.46
Total Checks Written	\$213,151.42

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

Potter County Courthouse Fiscal Summary – Special Run 06/13/2018

<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	126984			\$101,700.00

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

Potter County Fiscal Summary –

<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	85073-85078			\$3,509.71
10	Payroll-Direct Deposit	9025521-9025646			\$99,619.20

10	General Fund - Accounts Payable	126985-127081		\$92,871.35
10	General Fund – A/P Manual Checks	906221861-906221865		\$143,737.19
11	LEPC	2554-2557		\$2,929.54
15	North Fork Dam	127082		\$22.34
16	911 Fund	2706-2712		\$52,177.35
17	Saulter Preserve	127083		\$28.10
18	Automation Fund (Civil)	127084		\$996.50
27	Substance Abuse (Act 198)	127085		\$8,500.00
34	V.O.J.O.	127086		\$610.05
35	Victim Services	127087		\$610.05
59	P.C. Victim Impact Panel	127088		\$125.00

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


Potter County Fiscal Summary – First of the Month 07/02/2018

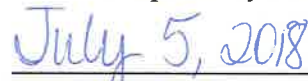
<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	General Fund - Accounts Payable	127089-127100			\$114,841.92
10	General Fund – A/P Manual Checks	999121			\$35.00
11	LEPC	2558			\$309.12
16	911 Fund	2713-2714			\$792.00

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

NEXT MEETING: July 5, 2018

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


Potter County Executive Secretary

Prepared by Danielle Gietler

Approval Date