

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

July 16, 2020

CALL TO ORDER Commissioner Grupp called the meeting to order at 11:38 am.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL Commissioner Barry Hayman, Commissioner Paul Heimel, Commissioner Nancy Grupp, Recording Secretary Danielle Gietler, Chief Clerk Jessica Giebel, all present.

PUBLIC COMMENT

MINUTES – July 2, 2020 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

GUEST SPEAKER

Potter County Planning/GIS Director Will Hunt discussed plans being developed by the Revitalize Potter County Work Group to create a semi-permanent, open-air retail center on the lot at the corner of Second Street and North East Street in Coudersport. A \$4,500 grant has been approved by the Pennsylvania Wilds Planning Team to retain the services of a landscape architect/engineer who will conduct a feasibility study and develop a conceptual design. Hunt emphasized the retail space could complement the Potter County Farmers Market with short-term occupants marketing agricultural products, prepared food, locally crafted items or other products. The work group envisions the lot becoming a gathering place where live music and other entertainment or educational programs could be presented. Hunt added that the work group is investigating similar open-air markets in Galeton, Ulysses, Roulette and other Potter County communities.

NEW BUSINESS

An updated Policy and Procedures Manual for Potter County Human Services was presented to the board for consideration. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Cooperative Agreement Between Tioga and Potter County ~ **Action**~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Agreement renewal with Seneca Highlands Intermediate Unit Nine for the rental of Suites 216, 218 and 220 in the Gunzburger Building for the use of classrooms Child/Adolescent Intensive Outpatient services; Aug. 24, 2020 to Aug. 23, 2021, cost of \$12,000. ~ **Action**~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Contract renewal with John Rotello for the maintenance of the 911 system/tower site generators, annual cost of \$7,800, July 1, 2020 to June 30, 2021. ~ **Action**~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Letter of contract termination from Jack Kiefer, network support specialist (IT Dept.), effective July 9, 2020. ~ **Action** ~ Comm. Heimel moved to accept. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

PCHS CONTRACTS AND AGREEMENTS

19/20

20/21

■ **Children & Youth** (07/01/20 to 06/30/2021)

Mikele Bay, CAC of McKean County

Child Advocacy Center for Forensic/Child Abuse Investigations

Interviews/Case Management/Time/Court Services

\$300/child

No Change

■ **Coordinated Services (07/01/20 to 06/30/2021)**

William Trimbur

Transportation	\$1.75/d mi.	No Change
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Goodwill Industries

Store credit for individuals in need of clothing

■ **Drug & Alcohol (07/01/20 to 06/30/2021)**

Crossroads Counseling Inc.

Outpatient Treatment/Group/Medication Assisted Treatment (MAT)

Outpatient Treatment	\$ 95.00/hr.	No Change
Group	\$ 66.00/hr.	No Change
Intensive OP	\$ 89.00/session	New Svcs.
Intensive OP Group	\$ 11.00/15 mins.	New Svcs.
Partial	\$ 16.00/hr.	New Svcs.
MAT Medical Eval.	\$250.00/visit	New Svcs.
Bup. Induction	\$286.00/visit	New Svcs.
Bup. Maintenance	\$106.50/visit	New Svcs.
Vivitrol Induction	\$286.00/visit	New Svcs.
Vivitrol Maintenance	\$106.50/visit	New Svcs.
MAT Nurse Visit	\$ 50.00/visit	New Svcs.

Katie Taylor

Prevention & SAP Services for 5 sch. dist. & comm.

\$38,000.00
(Cost reimbursement contract)

■ **Drug & Alcohol (Cont)**

Esper Center

	<u>19/20</u>	<u>20/21</u>
Daily Dose of Methadone/Counseling	\$ 92.00/wk.	No Change
Annual Physical	\$100.00	No Change
Annual blood Work	\$ 50.00	No Change

Pathway to Recovery

Facility #657038/Halfway House
3.5 medium adolescent

\$290.00/day No Change

■ **Intellectual Disability (07/01/20 to 06/30/2021)**

Dickinson Center, Inc.

Home & Comm. Based Services for individuals w/intellectual disabilities & autism spectrum disorder

CPS (Community)	\$ 5.36/unit	No Change
CPS (Facility)	\$ 4.01/unit	No Change
CPS (Community 1-1)	\$ 9.84/unit	No Change
CPS (Facility 1-1)	\$ 9.52/unit	No Change
Companion Services	\$ 6.33/unit	No Change
IHC	\$ 8.08/unit	No Change
Supported Employment	\$ 17.75/unit	No Change
Small Group	\$ 12.05/unit	No Change
Clinical Interview	\$450.00	No Change

The Arc of Crawford County

Home & Comm. Based Services for individuals w/intellectual disabilities & autism spectrum disorder

Administrative Fee	\$231.21/mo.	No Change
Base Services NOS	\$88.00-\$120.00/unit	No Change
IHC with benefits	\$5.74/unit	No Change
IHC without benefits	\$5.11/unit	No Change
CS with benefits	\$4.54/unit	No Change
CS without benefits	\$3.92/unit	No Change

The Arc of Indiana County

Satisfaction Survey by Independent Contractor

IM4Q Consumer Survey	\$537.00/survey	No Change
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Susquehanna Software, Inc.

Processing of Supports Coordination billing to MA

ID Quarterly Technical Support/Maint. Contract	\$ 650.00	\$ 700.00
Extended	\$2,600.00	\$2,800.00

Sue Sticklin/ODDP

Independent contractor to determine eligibility

QDDP/Level of Care Assessment	\$150.00	No Change
Mileage or current State rate	\$.58	No Change

Alliance for Nonprofit Resources, Inc.

ODP required - Certified investigator to conduct abuse investigations

New Contract	\$51.50/hour
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■ **Mental Health** (07/01/20 to 06/30/2021)

Patrick Harris

Forensic Re-entry Case Management

\$45,000.00	No Change
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Lindsey Johnston

Act 143 Designee Agreement

No additional reimbursement.
This function is already part of the provider's duties

Merakey

Respite Care

\$125.70/day	\$126.80/day
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■ **Aging** (07/01/20 to 06/30/2021)

19/20

20/21

Helpmates, Inc.

In-home Services

\$18.42/hour	No Change
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Purfood LLC dba Mom's Meals Nourish Care

Home delivered meals to rural areas

\$6.25/HDM	No Change
\$7.14/Pureed HDM	No Change

Pittsburgh Companies North/Nutrition Group

Home delivered meals & congregate meals
blizzard boxes provided to Senior Centers

\$6.09/meal	\$6.76/meal
\$4.30/ Bliz. bx.	\$6.76/Bliz.Bx.

Joseph Cama, M.D.

Physician Consultant for Protective Services Cases \$120.00/hr. No Change
~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

■ **Potter County Human Services** (07/01/20 to 06/30/2021)

Karpinski's Office Systems

Maintenance agreement for labor only
or fax machine, printers & typewriters

\$57.00 flat rate/mach.	No Change
parts & supplies	

Copiers not covered under maintenance plan

\$84.00/machine/	No Change
service plan parts & supplies	

Karpinski's Office Systems

Maintenance agreement for copiers

\$.07-.011 B&W copies	No Change
\$.07-.065 color copies	No Change

~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

PERSONNEL

Resignation of Sandra Hoffman as Secretary/Clerk II in the Probation Office effective July 21, 2020. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Potter County Employees Returned from Furlough:

Vicki Flewellyn (6/15); Robin Rogers (7/13); ~ **Action**~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL AUTOMATIC DEPOSITS	\$44,402.35
PAYROLL TAX TRANSFERS (EFTPS)	\$13,723.09
STATE TAX WITHHOLDINGS (ETIDES)	\$1,976.87
ACCOUNTS PAYABLE CHECKS – Check #67943-68028 (7/16/2020)	\$153,476.05
Total Checks Written	\$213,578.36

~ **Action**~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Potter County Fiscal Summary – 07/17/2020

<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	85277			\$619.25
10	Payroll-Direct Deposit	9031345-90314535			\$87,773.96
10	General Fund – Accounts Payable	133384-133473			\$216,969.23
10	General Funds – A/P Manual Checks	907172087-907172093			\$164,868.27
11	LEPC – Local Emergency Planning	2759-2762			\$1,345.16
14	Liquid Fuels	1560			\$2,388.68
16	911 Fund	3041-3046	3041	\$805.01	\$9,204.50
18	Automation Fund (Civil)	133474-133475			\$25,497.63
28	Domestic Relations IV-D	1025-1026			\$596.02
34	V.O.J.O.	133476-133477			\$265.76
35	Victim Services/RASA	133478-133479			\$1,594.39
64	Gas Well Impact-Capt. Reserve	133480			\$40,000.00

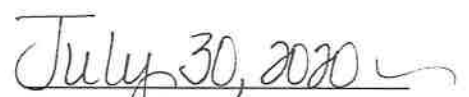
~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

NEXT MEETING: July 30, 2020

ADJOURNMENT Commissioner Heimel moved to adjourn. Commissioner Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Prepared by Danielle Gietler


Potter County Executive Secretary


Approval Date