

~ Minutes~

POTTER COUNTY COMMISSIONERS MEETING

June 3, 2021

CALL TO ORDER Commissioner Grupp called the meeting to order at 11:00 am

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

Two representatives of the Potter County ATV/UTV Club, Brad Smith and Steve Kelly, discussed the club's mission of expanding riding opportunities while promoting safe and responsible operation of the recreational vehicles. They emphasized the economic benefit and expressed support for the Northcentral Pa. ATV Pilot Project. That involves establishment of "connector routes" between current riding trails using PennDOT, municipal and state forest roads.

Local resident Lee Trayer expressed her concern about the proposed injection well in Clara Township for oil and gas drilling wastewater, as well as the Maryland Air National Guard proposal to stage low-level military training flights over Potter County for up to 170 days per year.

MINUTES – May 20, 2021 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Comm. Hayman yes; Comm. Heimel yes; Grupp yes.

NEW BUSINESS

Proclamation recognizing the dedication of the staff at Potter County Children & Youth Services during Child Welfare Professionals Appreciation Week (June 7-11, 2021) ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm. Heimel yes; Comm. Hayman yes; Grupp yes.

One bid for providing meals at the Potter County Jail was received. Nutrition Group Inc. proposed a rate of \$4.91 per lunch and dinner. ~ **Action** ~ Comm. Heimel moved to accept the bid, subject to Warden Glenn Drake's review. Comm. Hayman seconded. Comm. Heimel yes; Comm. Hayman yes; Grupp yes.

Resignation of Derick Morey and Lee Trayer from the Potter County Human Services Alcohol, Tobacco and Other Drugs Advisory Board, each having served the maximum five years. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Comm. Hayman yes; Comm. Grupp yes; Heimel yes.

CONTRACTS AND AGREEMENTS

Agreement renewal with Alcohol & Drug Abuse Services Inc. for consultation supporting the Potter County DUI/Drug Court, July 1, 2021 to June 30, 2024. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm. Heimel yes; Comm. Hayman yes; Grupp yes.

Amended CHIRP Agreement C000075738 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Comm. Hayman yes; Comm. Grupp yes; Heimel yes.

Assumption of Liability with UC Trust to provide unemployment compensation coverage for all County Commissioner Association Members and County Related Entities – PCHS. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Comm. Hayman yes; Comm. Heimel yes; Grupp yes.

Agreement renewal with Linstar for software maintenance of the door-locking system at Gunzburger Building, \$750, July 1, 2021 to June 30, 2022. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Comm. Grupp yes; Comm. Hayman yes; Heibel yes.

Agreement with Paytime, Inc. for payroll management system in monthly amounts of \$1,005 for commissioners, \$445 for Human Services and \$172.50 for employee retirement account, effective May 21, 2021. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heibel seconded. Comm. Hayman yes; Comm. Heibel yes; Grupp yes.

PCHS CONTRACTS AND AGREEMENTS

19/20

20/21

■ **Aging (05/03/2021 – 06/30/2021)**

Charlotte Y. Schweigart and Monica Jane Thomas

Sr. Center Operator Substitutes

New Contract

\$7.25/hr.

■ **Aging (07/01/2021 – 06/30/2022)**

Charlotte Y. Schweigart and Monica Thomas

Sr. Center Operator Substitutes

\$7.25/hr.

No Change

Pauline Goochee, RN Community Health Nurse

Completion of Assessments & Programs

Community Health Nurse

\$27.00

No Change

Care Management

N/A

\$15.00

■ **Coordinated Services (07/01/2021 – 06/30/2022)**

Transportation:

\$2.25/ld. mi. No Change

Area Agency on Aging; Drug & Alcohol; EFSP; HAP; HSDF; Intellectual Disabilities; MATP; Mental Health

Kara Amidon & Sheryl Hoffman, Independent Contractor

Contact Escort Mental Health Transport

Round trip; portal to portal 0-4 hrs. \$70.00

No Change

Round trip; portal to portal 4-8 hrs. \$120.00

No Change

Round trip; portal to portal 8+ hrs. \$240.00

No Change

Helen D. Douglas & Charmaine Rover

Mental Health Transport Escort

Round trip; portal to portal 0-4 hrs. \$70.00

No Change

Round trip; portal to portal 4-8 hrs. \$120.00

No Change

Round trip; portal to portal 8+ hrs. \$240.00

No Change

Transportation – Children & Youth

\$2.25/ld. mi.

No Changes

■ **Mental Health (07/01/2021 – 06/30/2022)**

Northern Tier Children's Home Residential Services – CHIPPII Funds

Funds use: provide 24/7 supervision for qualifying individuals @ Northern Tier Children's Home Women's Center vs. institution of higher cost.

Act 143 Designee Agreements

No additional reimbursement is made – this function is already part of the provider's duties. Ashley Major, Ashlee Foil, Rebecca Keagle, Shelby Dietze, Erin Andrews, Lindsey Johnston and Rose Beaver.

CenClear – Mobile Psych Reha/Family-Based Mental Health

Max. \$20,000

Contingent on and subject to the availability of federal, state and local funds

Guidance Center – Mental Health Psychiatric Outpatient Services – Project RAPPORT

\$15.62/15 min. unit to maximum of \$25,000.00

No Change

Guidance Center – Family Based Mental Health Services

\$26.93/15 min. unit to maximum of \$20,000.00

No Change

PCHS CONTRACTS AND AGREEMENTS

19/20

20/21

■ **Commissioners (07/01/2021 - 06/30/2022)**

Gunzburger (Cubicles) office space

\$1.00/cubicle

No Change

■ **Intellectual Disabilities (07/01/2021 - 06/30/2022)**

Dickinson Center, Inc.

Community Participation Support (Comm)	\$5.36/unit	No Change
Community Participation Support (Facility)	\$4.01/unit	No Change
Community Participation Support (C 1-1)	\$9.84/unit	No Change
Community Participation Support (F 1-1)	\$9.52/unit	No Change
Companion Services (Level 2)	\$6.33/unit	No Change
In-Home Community Support (Level 2)	\$8.08/unit	No Change
Supported Employment – Job Support	\$17.75/unit	No Change
Small Group Employment (Level 3)	\$12.05/unit	No Change
Clinical Interview (Amanda Straub)	\$450.00/interview	No Change

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

TRAINING REQUESTS

Treasurer, Krista Miller attend PAPERS Forum, Virtual; registration fee.

Will Hunt & Charlie Tuttle, GIS attend ESRI GIS User Conference, Virtual.

Nicole Larsen, Register & Recorder of Deeds attend Register of Wills Annual Conference, Pittsburg, Pa. Registration, lodging, mileage, and meals.

Kiara Perkins, PCHS Mental Health, attend EHV Program Webinar: Pairing Services & EHV; virtual.

Susan Widnikiewicz, PCHS Aging attend HSOA – Senior Center Program Certification, virtual.

Kayla Wright and Kiara Perkins, PCHS Mental Health, attend Understanding Behavior, Burnout and Depression; virtual.

Katie Taylor, PCHS Drug & Alcohol attend CPA Conference, Virtual; registration.

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

PERSONNEL

David Verbooy resignation effective June 4, 2021, PCHS Aging Care Manager. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm. Heimel yes; Comm. Hayman yes; Grupp yes.

John Allen, PCHS Van Driver, resignation effective July 1, 2021. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Comm. Grupp yes; Comm. Hayman yes; Heimel yes.

Warden Glenn Drake has hired David Verbooy as a part-time Corrections Officer at Potter County Jail, effective June 7, 2021. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Comm. Hayman yes; Comm. Heimel yes; Grupp yes.

COMMISSIONERS' REPORTS

Commissioner Hayman responded to a question raised at a recent meeting on elected officials' hiring/termination rights under the Pa. County Code. His research verified that the commissioners' role is to acknowledge, rather than approve or deny, the action when taken by another elected official who has asserted his/her rights under Section 1620 of the County Code. In the instance of the County Sheriff, the position also includes service as Jail Warden. As an elected position, the Jail Warden retains the hiring/termination rights under Section 1620.

Commissioner Heimel reported the Potter County Re-Entry Council is resuming its meetings, focused on providing services at the county jail in an effort to reduce recidivism.

Commissioner Grupp reported that mobile COVID-19 coronavirus vaccination clinics are being held in Potter County communities and encouraged residents to take advantage of the opportunity. She also announced that the Board of Commissioners will be experimenting with holding occasional evening meetings for the convenience of members of the public who would like to participate or attend.

BILLS

Potter County Human Services Fiscal Summary (06/03/2021)

PAYROLL AUTOMATIC DEPOSITS	\$46,920.29
PAYROLL TAX TRANSFERS (EFTPS)	\$15,914.92
STATE TAX WITHHOLDINGS (ETIDES)	\$2,115.99
ACCOUNTS PAYABLE CHECKS – Check # 70103-70202	\$111,583.89
Total Checks Written	\$176,535.09

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

Potter County Fiscal Summary – 05/21/2021 (Updated)

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll-Direct Deposit	9033683-9033809			\$102,238.63
10	General Fund – Accounts Payable	135959-136041			\$240,872.59
10	General Funds – A/P Manual Checks	905212162-905212166			\$143,391.61
14	Liquid Fuels	1584-1585			\$2,271.75
15	North Fork Dam	136042			\$25.00
16	911 Fund	3196-3197			\$1,092.92
17	Saulter Preserve	136043			\$27.34
19	COVID Hospitality Grant	136044-136052; 136060			\$187,212.83
32	Specialty Courts	136053-136054			\$1,142.81
34	V.O.J.O	136055-136056			\$207.40
35	Victim Services/RASA	136057-136058			\$1,266.36
37	Triple Divide Water Monitoring	136059			\$156.38

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

Potter County Fiscal Summary – First of the Month - 06/01/2021

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	General Fund – Accounts Payable	136061-136073			\$125,125.36
10	General Fund – A/P Manual Checks	999155			\$35.00
16	911 Fund	3198-3199			\$421.15

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

Potter County Fiscal Summary – 06/04/2021

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll-Direct Deposit	9033810-9033906			\$97,248.00
10	General Fund – Accounts Payable	136074-136318; 136326			\$450,123.82
10	General Funds – A/P Manual Checks	906042167- 906042171			\$139,098.11
11	LEPC – Local Emergency Planning	2821-2824			\$262.55
16	911 Fund	3196-3197			\$1,092.92
34	V.O.J.O	136319-136320			\$235.41
35	Victim Services/RASA	136321-136323			\$2,723.26
38	Divorce Fund	136324			\$503.50
60	Hotel Excise Tax Fund	136325			\$40.61

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

NEXT MEETING: June 17, 2021

ADJOURNMENT Commissioner Heimel moved to adjourn. Hayman Grupp seconded. Heimel yes; Grupp yes; Hayman yes. (Next meeting June 3, 2021)

Prepared by Danielle Gietler


Potter County Executive Secretary


Approval Date



*Established
1804*

Nancy J. Grupp, Chair
Paul W. Heimel, Commissioner
Barry Hayman, Commissioner

County of Potter Board of Commissioners

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Jessica M. Giebel, Chief Clerk
Thomas R. Shaffer, Solicitor

PROCLAMATION

Recognizing the Staff of Potter County Children & Youth Services

June 2021

WHEREAS, the week of June 7-11, 2021 has been proclaimed as Child Welfare Professionals Appreciation Week by Governor Wolf, recognizing the efforts of child welfare professionals serving the children of Pennsylvania; and

WHEREAS, every day in Potter County, local children are at risk of child abuse and neglect or have been removed from their homes due to such abuse and neglect; and

WHEREAS, we, the Commissioners of Potter County recognize the risks and the need to protect the children in the Commonwealth; and

WHEREAS, the challenging task of investigating child abuse, providing services to families, assessing safety, and providing services to ensure that the children of Potter County are provided with nurturance, family connections, support as they transition into adulthood, and services that allow a child to remain safely in their home or return home as expeditiously as possible made more challenging by the global pandemic falls to the child welfare professionals of Potter County's child welfare system; and

WHEREAS, the work of child welfare professionals may require them to enter into situations in which their personal safety may be put at risk; and

WHEREAS, the work of child welfare professionals of Potter County require them to take on the role of frontline essential workers in the time of a global pandemic and provide services to the families of Potter County despite the risk to the professional's health and safety; and

WHEREAS, child welfare professionals work in difficult and emotional situations with children who have been victimized by physical abuse, sexual abuse, neglect, and other forms of maltreatment; and

WHEREAS, the professionals of Potter County Children & Youth Services must develop great skill in working with families who are in crisis situations, struggling with mental health challenges, suffering from drug and alcohol afflictions, poverty, and other difficult issues; and

WHEREAS, the professionals of Potter County Children & Youth Services must develop substantial knowledge and skills surrounding the rights of families, the laws surrounding child welfare, and the legal process governing the system; and

WHEREAS, the staff of Potter County Children & Youth Services selflessly undertake the endeavor to protect Pennsylvania's children, often with low pay, long hours, tremendous demands, little appreciation, great criticism, and with dramatic impacts to their personal life; and

WHEREAS, every year, child welfare professionals are injured or killed in their pursuit to protect children across the United States; and

WHEREAS, the Coronavirus epidemic has created substantial challenges in providing child welfare services to which the staff of child welfare rose most proficiently; and

WHEREAS, innumerable injuries and deaths of children in Potter County have been averted due to the efforts of Potter County Children & Youth Services; therefore, in special recognition of the efforts of Potter County Children & Youth Services serving the children of Potter County, We, the Commissioners of Potter County, do hereby issue this Resolution recognizing the staff of Potter County Children & Youth for their dedicated efforts in protection the children of Potter County.

Given under our hands this **3rd** day of **June, 2021**.



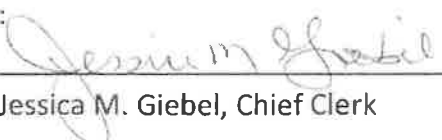
Nancy J. Grupp, Chair



Paul W. Heimel, Commissioner



Barry Hayman, Commissioner

ATTEST: 

Jessica M. Giebel, Chief Clerk