

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

September 8, 2022

(Meetings recorded and destroyed after mtg. mins. approval)

CALL TO ORDER Commissioner Nancy Grupp called the meeting to order at 11:00 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL: Comm. Nancy Grupp, Comm. Barry Hayman, Comm. Heibel, Recording Secretary Danielle Gietler, all present. Chief Clerk Jessica Giebel, absent.

MINUTES – August 25, 2022 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heibel seconded. Hayman yes; Heibel yes; Grupp yes.

GUEST

Jim Chorney, executive director of Northcentral Pa. Regional Planning and Development Commission, provided an overview of the six-county agency's activities and an update on multiple programs. Among Northcentral's newer service offerings is technical assistance for county/local government agencies in pursuing grants.

NEW BUSINESS

Proclamation -- Overdose Awareness Day, August 31, 2022. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Hayman seconded. Heibel yes; Hayman yes; Grupp yes.

Resolution authorizing an application to the Pa. Municipal Assistance Program. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heibel yes.

Community Development Block Grant amendment to Roulette Food Pantry subrecipient agreement, extending the termination date. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heibel yes.

CDBG Amendment to Galeton 2018 Subrecipient Agreement to allocate the additional funding. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Hayman seconded. Heibel yes; Hayman yes; Grupp yes.

CDBG 2020 CV subrecipient agreement with Galeton. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heibel seconded. Hayman yes; Heibel yes; Grupp yes.

CDBG program income project selection (certification form may change dependent upon any information received from Redevelopment Authority by end of day 9/2). ~ **Action** ~ Comm. Heibel moved to approve. Comm. Hayman seconded. Heibel yes; Hayman yes; Grupp yes.

2023 employee holiday schedule. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heibel yes.

2023 public meeting schedule for Board of Commissioners. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heibel seconded. Hayman yes; Heibel yes; Grupp yes.

Ken Hoffman -- resignation from the Alcohol, Tobacco and Other Drugs Advisory Board, effective August 19, 2022. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heibel seconded. Grupp yes; Heibel yes; Hayman yes.

CONTRACTS AND AGREEMENTS

Amendment to current physician services contract with Potter County Jail; name change only from Charles Cole Memorial Hospital to UPMC Cole. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heibel yes.

PCHS CONTRACTS AND AGREEMENTS

21/22

22/23

■ Children & Youth (07/01/2022 – 06/30/2023)

Karpinski's Office Systems

Maintenance Agreement – Copier \$360.00 No Change

Perseus House

Dependent/Delinquent – Emergency Shelter,
Residential Placement Program and
Transitional Living Program

Shelter Services/Males & Females \$265.71/diem \$277.88/diem

Intensive Treatment Unit Females \$286.01/diem \$313.69/diem

Rates approved by Medical Assistance

Perseus House Enhanced Mate RTF \$564.56/diem No Change

(CCBH-Erie County) \$600.00/diem No Change

Perseus House Male RTF \$237.02/diem No Change

(CCBH-Erie County) \$315.00/diem \$400.00/diem

Andromeda House Female RTF \$217.70/diem No Change

■ Children & Youth (07/01/2022 – 06/30/2023)

(CCBH-Erie County) \$315.00/diem \$400.00/diem

Brighter Horizons \$327.51/diem No Change

(CCBH-Erie County) \$337.99/diem \$400.00/diem

Perseus House Enhanced Female RTF \$543.38/diem No Change

(CCBH-Erie County) \$570.70/diem \$600.00/diem

Boys Intensive RTF 7th Street \$384.99/diem No Change

(CCBH-Erie County) \$400.00/diem

Merakey

Foster Care

Therapeutic Foster Care – (TFC) R&B \$ 29.29 \$ 36.58

Therapeutic Foster Care (R & B + Treatment) \$161.15 No Change

Therapeutic Foster Care Mother with infant \$ 79.64 No Change

Respite Foster Care (Unit CC) \$ 99.67 \$104.20

Respite Foster Care (Unit CA) \$ 99.22 No Change

Emergency Respite (Unit HH) \$116.67 No Change

Emergency Respite (Unit HI) \$120.96 No Change

Foster Care Plus (Unit BB) \$ 94.75 \$ 95.37

Foster Care Plus (Unit BC) \$ 94.75 \$100.20

Foster Care Infant Only \$123.80 \$133.12

Enhanced Foster Care \$123.80 \$133.12

Foster Care Mother with infant (Unit TF) \$135.80 No Change

Foster Care Mother with infant (Unit TG) \$135.80 No Change

Foster care with two infants \$170.86 No Change

CRR ITP \$ 12.25 No Change

Diakon Child, Family & Community Ministries

Foster Care Services, Adoption/SWAN Services, Youth Services, Family Based
Programs, Family Life Services (specialized in-home services)

Foster Care Services:

Traditional Foster Care Level 1
(foster care, kinship, foster/adoption) \$59.28/diem \$62.62/diem

Specialized Foster Care Level 11
(foster care, kinship, foster/adoption) \$77.57/diem \$78.27/diem

Treatment Foster Care Level 111
(foster care, kinship, foster/adoption) \$93.25/diem \$93.56/diem

Medically Fragile Foster Care Level 1
(foster care, kinship, foster/adoption) \$76.64/diem \$78.91/diem

Medically Fragile Foster Care Level 11
(foster care, kinship, foster/adoption) \$71.60/diem \$72.34/diem

Medically Fragile Foster Care Level 111 (foster care, kinship, foster/adoption)	\$54.95/diem	\$57.15/diem
Medically Fragile Foster Care Level 1V (foster care, kinship, foster/adoption)	\$50.05/diem	\$46.00/diem
Steps to independence – Teen Care	\$99.65/diem	\$100.56/diem
Supervised Visitation – as county appr. & spec.	\$37.00/hr.	\$38.11/diem
Transportation – as county appr. & spec.	\$30.00/hr.	\$30.90/hr.
Mileage – as county appr. & specified	Prevailing Federal Rate	No Change
Casework Counseling – as county appr. & spec.	\$52.00/hr.	No Change
Family Finding – as county appr. & spec.	\$1,000/2 months	No Change

Diakon Child, Family & Community Ministries
Berks Placement Preventions/Re-entry Program
as county approved and specified

\$100.00/hr. + No Change
transportation \$30/hr.
plus current mileage rate

Adoption/SWAN Services

Child Profile	\$2,100/unit	No Change
Child Specific Recruitment	\$2,800/unit	No Change
Family Profile	\$2,700/unit	No Change
Child Preparation	\$2,900/unit	No Change
Placement	\$1,950/unit	\$2,300/unit
Finalization	\$2,250/unit	\$2,400/unit

■ **Drug & Alcohol (07/01/2022 – 06/30/2023)**

Eagleville Hospital

Inpatient 3.5	\$354.00/day	\$389.00/day
Inpatient 3.5 Enh	\$376.00/day	\$413.00/day
Inpatient 3.7	New addition	\$450.00/day
Inpatient 3.7 Enh	New addition	\$525.00/day
Inpatient 3.7 Withdrawal Management	\$380.00/day	\$418.00/day
Inpatient 4.0 Withdrawal Management	\$525.81/day	No Change

■ **Mental Health (07/01/2022 – 06/30/2023)**

Dawn Dovensky

provides Question Persuade Interview (QPR)
to anyone that requests training.
for identifying suicidal individuals.

\$500.00/session No Change

MHS Multi-Health Systems Inc. (08/29/2022 – 06/30/2023)

Juvenile Inventory for Functioning (JIFF) to be
purchased for a year.

This screening tool is utilized in the schools by
the Student Assistance Program

FAS Maintenance New Contract \$454.00

JIFF New Contract \$652.00

■ **Independent Living (07/01/2022 – 06/30/2023)**

Transitional Living Home

Cost Negotiable No Change

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

TRAINING REQUESTS

Will Hunt, GIS/Planning Director, to attend the Pa NENA Conference, State College, Pa. ~

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

Marian Butler, Deputy II, Register & Records Office to attend Pa Recorder of Deeds Assoc.
Fall Conference, State College, Pa. ~ **Action** ~ Comm. Hayman moved to approve. Comm.
Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Jacob Rothermel, County Detective to attend Basic Homicide Investigation Training, Hershey, Pa. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Crystal Thomas: PCHS Drug & Alcohol Director, to attend SCA Directors Fiscal Training, Harrisburg, Pa. & PACDAA Membership Meeting. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Sharon Prentice; PCHS Area Agency on Aging, to attend ServSafe, Coudersport, Pa. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Maureen Mahaley; PCHS Fiscal Admin., to attend 2022 PACDAA Admin & Fiscal Training, State College, Pa. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

PERSONNEL

Judge Stephen Minor has hired Rea Gobble as part-time Assistant Domestic Relations Office Director/Emergency, effective August 15, 2022. ~ **Action** ~ Comm. Heimel moved to acknowledge; Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

PCHS has requested to hire Niccola Wood as a full-time Children & Youth Caseworker; effective September 12, 2022. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

COMMISSIONERS' REPORTS

The Commissioners announced that they are pursuing three major Operational Improvement Initiatives:

--A contract with the Pa. Counties Risk Pool (PCoRP), approved in February 2022, for a comprehensive risk management review at the county jail. Work on this began in April. Its purpose is to examine operations, facilities, policies and procedures to pinpoint areas that could be improved or updated; and identify any issues which might increase the risk of litigation or other adverse outcomes at the jail.

--An assessment of personnel and human resources policies in all county offices and departments. As with the risk management review of the jail, this assessment is also provided to the county at no charge, as a benefit of its PCoRP membership.

--A Strategic Management Planning Program to create short- and long-term financial plans for the county government and to review current practices. State funding would cover much of the cost. Potter County last conducted a similar review in 2009. Much has changed over the ensuing 13 years. The board believes it would be of great value in budgeting, financial planning and other areas of county operations.

BILLS

Potter County Human Services Fiscal Summary (09/08/2022)

PAYROLL AUTOMATIC DEPOSITS	\$45,774.07
PAYROLL TAX TRANSFERS (EFTPS)	\$14,091.51
STATE TAX WITHHOLDINGS (ETIDES)	\$1,986.01
PAUC	\$38.88
Local W/H	\$646.89
Paytime P/R Charge	\$486.25
ACCOUNTS PAYABLE CHECKS – #73690-73791	\$101,893.93
Total Checks Written	\$164,917.54

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

Potter County Fiscal Summary – Special Run - 08/26/2022

<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 Entitlement	139993-139994			\$3,075.95

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

Potter County Fiscal Summary –08/26/2022

<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 – Direct Deposit	5400-5495			\$96,429.17
10	General Funds – Accounts Payable	139925-139992			\$91,400.26
10	General Funds – A/P Manual Checks	44			\$136,150.14
11	LEPC-Local Emergency Planning	2932-2933			\$2,912.06
15	North Fork Dam	139980			\$25.00
16	911 Fund	3395-3401			\$70,063.43
20	Supervision Fees (County) (CO)	139987; 139931			\$3,833.90
34	V.O.J.O.	139954; 139957			\$183.26
35	Victim Services/RASA	139954; 139957			\$1,127.05
37	Triple Divide Water Monitoring	139951			\$84.81
38	Divorce Fund	139928; 139954			\$1,916.99
55	Phare Grant	139961			\$18,750.00
56	COVID-19 County Relief Grant	139927			\$9,398.18
66	Statewide Interconnectivity Grant	139929			\$58,177.50

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

Potter County Fiscal Summary –Special Run - 08/29/2022

<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 – Direct Deposit	139995			\$194.66
34	V.O.J.O.	139995			\$47.46

35	Victim Services/RASA	139995			\$286.45
----	----------------------	--------	--	--	----------

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

Potter County Fiscal Summary – Special Run - 08/31/2022

<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 – Direct Deposit	5370-5399			\$7,820.52
10	General Funds – Accounts Payable	139996-139997			\$2,026.00
10	General Funds – A/P Manual Checks	47			\$10,026.17
62	CDBG Entitlement	140012			\$450.00

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

Potter County Fiscal Summary – First of the Month - 09/01/2022

<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	139998-140011			\$237,623.99
10	General Fund	48			\$35.00
16	911 Fund	3402-3403			\$4,421.15

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

NEXT MEETING: Thursday, September 22, 2022 @ 11 a.m.

ADJOURNMENT Commissioner Hayman moved to adjourn. Comm. Grupp seconded. Hayman yes; Grupp yes; Heibel yes.


 Potter County Executive Secretary


 Approval Date