

The Crawford County Board of Commissioners met on Wednesday, October 10, 2018 for a regular meeting with the following present:

John M. Amato	Commissioner
John Christopher Soff	Commissioner
Christine Krzysiak	Treasurer
Keith Button	Solicitor
Brigid Winsor	Deputy Chief Clerk
Brian Connolly	Chief Financial Officer
Heidi Shiderly	Court Administrator
John Boeckman	Juvenile Probation Chief
MarJo Webster	Care Center Administrator
Sue Watkins	Human Services Associate Director
Zach Norwood	Planning Director
Mark Phelan	Assistant Maintenance Director
Kevin Nicholson	Public Safety Director
Brian Noah	Project Manager
Seth Jones	Point Security
Keith Gushard	The Meadville Tribune
Jeff Corey	Armstrong

The meeting was opened at 9:30 am with the Pledge of Allegiance.

Mr. Soff made a motion to approve the minutes from the meeting on September 26, 2018. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the minutes from the work session on October 3, 2018. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the payment of bills in the amount of \$2,951,472.02 for the period ending October 9, 2018. Mr. Amato seconded and the motion carried.

Mr. Amato announced there were no executive sessions.

Public Comment:

Mr. Amato announced there was no one from the public that requested to speak.

Official Business:

Mr. Soff made a motion to approve the Juvenile Probation 2019-2020 Victims of Juvenile Offenders Grant in the amount of \$40,990.00 to be received. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to ratify the Juvenile Probation repairs to the community service van in the amount of \$1,853.62, with a one-year warranty. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the Public Safety 2018 Emergency Performances Grant program in the amount of \$98,500.00 to be received. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the Public Safety renewal of the West Mead 3-year lease for tower space in the amount of \$360.00 per year. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the Public Safety travel for Allen Clark to attend training for Domestic Preparedness in Anniston, Alabama from 1/28/19 to 2/1/19; all transportation and housing paid by FEMA. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the Titusville MDJ purchase of filing system folders and labels for the 2019 year from AVAIL Business Systems in the amount of \$1,997.40. Mr. Amato seconded and the motion carried.

The District Attorney item (10.A) was not made into a motion this meeting.

Mr. Soff made a motion to approve the adoption of the County's 504 Resolution for the 2018 Community Block Grant program, that is required each year for the Planning Department. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to ratify the Care Center travel for two employees to attend the Point-Click-Care Summit in Nashville, Tennessee from 11/3/18 to 11/7/18 in the amount of \$2,368.94. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the Care Center registration of the Certified Dementia Care Manager training to offer "Train the Trainer Program" on dementia training to other area providers in the amount of \$3,095.00. This will allow the Care Center to charge up to, but not limited to, \$150.00 person for the required dementia training, and will increase the Care Center revenue. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the Care Center contract with Affinity Health Care Services for budget preparation and budget training to develop a work plan in the amount not to exceed \$5,057.90. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to ratify the Care Center travel of two employees to attend the Food & Nutrition Conference and Expo in Washington, DC, from 10/22/18 to 10/23/18 in the amount of \$2,370.07. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the National Fuel Mandatory Standby Agreement as required by the Department of Health for the Care Center. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve for the creation of two additional per diem RN Manager positions at the Care Center. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve for the elimination of one part time RN Manager position at the Care Center. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the Human Services amendment to the Housing Preservation Grant Agreement until 9/30/19; no cost to the County. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the Human Services purchase to have Blakeslee Maintenance install railings and remove steps at 281 Prospect St. in the amount of \$37.77; county portion. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the Human Services purchase to have Chartwells Dining Service provide lunch, snacks and beverages for the Edinboro Trauma Conference; paid by Systems of Care grant funds. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the Human Services purchase of four new Dell laptops in the amount of \$1,180.62; county portion. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the Human Services purchase to have Desiree L. Davis be a keynote speaker at the Edinboro Trauma Conference; paid by Systems of Care grant funds. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the Human Services purchase to have Joe Duda Jr. replace the sidewalk at 281 Prospect St in the amount of \$89.43; county portion. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the Human Services purchase to have trauma training for Creating Landscapes for Families with Parkside Psychological Associates; paid by Systems of Care grant funds. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the Human Services purchase to have Rev. Paul Abernathy be a keynote speaker at the Edinboro Trauma Conference; paid by Systems of Care grant funds. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the Human Services FY 18/19 CYS Contract with Family Pathways that provides various levels of foster care. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the Human Services FY 18/19 CYS Contract with Pressley Ridge for the delivery of residential services. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the Human Services FY 18/19 CYS Contract with The Children's Institute of Pittsburgh that provides several levels of foster care. Mr. Amato seconded and the motion carried.

Ms. Watkins elaborated on the Athletic Injuries and Addiction seminar on Saturday, October 6, 2018 for the Crawford County Overdose Prevention Coalition School.

Mr. Soff made a motion to approve the payments for General Operations in the amount of \$282,959.11 for the following:

- Maher Dussel for Final Billing-2017 Audit Services – Finance ~ \$7,400.00

- Trumbull Industries for boiler control board – CCCF ~ \$1,405.13
- Svetz Energy Services for energy procurement services-4<sup>th</sup> Qtr. 2018 – Building & Grounds ~ \$1,714.00
- Leonard's Auto Service & Towing for repairs to 2012 Chevrolet H1500 – Coroner ~ \$1,407.48
- Parkside Psychological Associates, Inc. for compliance monitoring and professional services – APO ~ \$7,901.50
- Quality Living Center for 2018 4<sup>th</sup> Qtr. Allocation net of resident meal deduction – Multi Human Services ~ \$11,764.00
- Care Center for QLC resident meals-June thru August 2018 payable by QLC ~ \$31,986.00
- Penn State Extension for 2018 4<sup>th</sup> Qtr. Budget allocation – Coop Extension ~ \$82,500.00
- Community Health Services for MATP Trips Reimbursement July 2018 – MATP ~ \$64,335.00
- Community Health Services for MATP Trips Reimbursement August 2018 – MATP ~ \$69,546.00
- Pitney Bowes for replenish postage meter – DJ Titusville ~ \$3,000.00

Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to ratify the payments for General Operations in the amount of \$671,495.02 for the following:

- Crown Benefits Administration for week ending 9/14/18 (runoff thru 12/31/18) – Various ~ \$2,734.92
- Crown Benefits Administration for week ending 9/21/18 (runoff thru 12/31/18) – Various ~ (\$75.98)
- PCHIP for premiums and estimated claims-Oct 2018 – Various ~ \$668,836.08

Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the payment of the September invoice from Perry Construction Group for the Lot 1 Project in the amount of \$237,940.00. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the payment of the September invoice from Perry Construction Group for the Lots 2 & 3 Projects in the amount of \$2,946.00. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the payment for work performed on the Jail Demolition Project to PCE the amount of \$71.25. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to ratify the payment for additional stormwater review escrow fees to the City of Meadville in the amount of \$693.75; to restore the \$1,000.00 balance in escrow. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the sale of county owned property in Sadsbury Township for the amount of \$651.00.

Ms. Winsor stated for information only, the Taxpayer Bill of Rights has been added to the website as required by the Commonwealth.

Mr. Soff made a motion to approve the New Hires/Transfers detailed in the attached packet from Human Resources/Payroll (list to be attached to the minutes). Mr. Amato seconded and the motion carried.


Mr. Amato stated there will not be a meeting on October 31, 2018 as it is the 5<sup>th</sup> Wednesday of the month.

There being no further items to address, Mr. Amato made a motion to adjourn. Mr. Soff seconded at 9:50 AM and the meeting was adjourned.

ABSENT

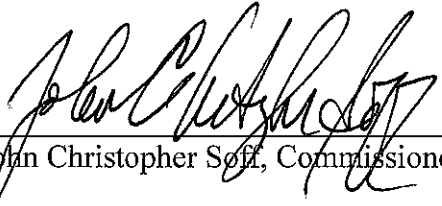
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Francis F. Weiderspahn, Jr., Chairman



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John M. Amato, Commissioner



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John Christopher Soff, Commissioner



## RESOLUTION

**RECITALS & BACKGROUND:**

A RESOLUTION ADOPTING THE 2018 CRAWFORD COUNTY TITLE II OF AMERICANS WITH DISABILITIES ACT OF 1990 AND SECTION 504 OF THE REHABILITATION ACT OF 1973 SELF-EVALUATION AND TRANSITION PLAN.

**WHEREAS**, as a recipient of federal and state funding the County of Crawford must comply with federal and state legislative regulations regarding matters of nondiscrimination on the basis of disability; namely the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, and

**WHEREAS**, the County of Crawford is committed to provide equal access to employment, programs, services and activities in a nondiscriminatory manner for all residents of Crawford County, and has appointed Victoria Kapopoulos, Assistant Planning Director for Community Development as the Section 504 Compliance Officer, and

**WHEREAS AND WITH CONSIDERATION**, the County has completed a Self-Evaluation as prescribed in the aforementioned legislation of all County Offices and has undergone an architectural barriers study of county owned and leased properties and has prepared a Transition Plan to address any barriers to equal access revealed through the evaluation process.

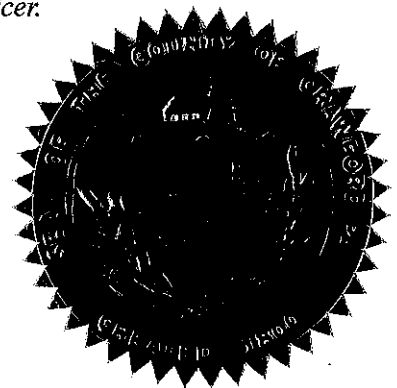
**THEREFORE, BE IT RESOLVED**, on this 10<sup>th</sup> day of October 2018, the Crawford County Board of Commissioners have hereby completed and approved the annual review of the Crawford County 2018 Title II of Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 Self-Evaluation and Transition Plan and appointment of the 504 Compliance Officer.

**CRAWFORD COUNTY BOARD OF COMMISSIONERS**

Francis Weiderspahn, *Chairman*

John M. Amato, *Vice-Chairman*

John Christopher Soff, *Secretary*



**A T T E S T:**

Gina Chatfield, *Chief Clerk*

Item #	Provider Name & Services	Contract or Amendment	Rate	IV-E Rate	Cost to County	Fiscal Year
1	<b>Housing Preservation Grant Agreement</b> Housing Preservation Grant	Amendment	\$22,653.47 max	n/a	\$0.00 max	18/19
2	<b>Purchase Requisition</b> Blakeslee Maintenance (Install Railing and Remove Steps at 281 Prospect Street)	P.R.	\$707.54 total	n/a	\$37.77 total	18/19
3	<b>Purchase Requisition</b> Chartwells Dining Services (Lunch/Snacks/Beverages for Edinboro Trauma Conference 9/24/18)	P.R.	\$4,625.00 total	n/a	\$0.00 total	18/19
4	<b>Purchase Requisition</b> Dell, Inc. (Laptop for A. Summerville)	P.R.	\$1,673.95 total	n/a	\$378.31 total	18/19
5	<b>Purchase Requisition</b> Dell, Inc. (Laptop and Monitor for B. Shoop)	P.R.	\$1,780.34 total	n/a	\$372.14 total	18/19
6	<b>Purchase Requisition</b> Dell, Inc. (Laptop for K. Harry)	P.R.	\$1,673.95 total	n/a	\$83.70 total	18/19
7	<b>Purchase Requisition</b> Dell, Inc. (Laptop for T. Bradford)	P.R.	\$1,673.95 total	n/a	\$346.47 total	18/19
8	<b>Purchase Requisition</b> Desiree L. Davis (Keynote Presenter at 9/24/18 Trauma Conference)	P.R.	\$650.00 total	n/a	\$0.00 total	18/19
9	<b>Purchase Requisition</b> Joe Duda Jr. (Sidewalk Replacement at 281 Prospect Street)	P.R.	\$1,675.00 total	n/a	\$89.43 total	18/19
10	<b>Purchase Requisition</b> Parkside Psychological Associates (Trauma Trainings for Creating Landscapes for Families)	P.R.	\$708.00 total	n/a	\$0.00 total	18/19
11	<b>Purchase Requisition</b> Paul Abernathy (Keynote Presenter at 9/24/18 Trauma Conference)	P.R.	\$1,120.99 total	n/a	\$0.00 total	18/19
<b>CYS CONTRACTS FY 18/19</b>						
12	<b>Family Pathways</b> Foster Care Level Z: Foster Care for Parenting Youth – One Child Foster Care Level AB: Foster Care for Parenting Youth – Two Children Foster Care Level AC: Foster Care Ages 0-21 Foster Care Level AD: Medical Foster Care – Level I Foster Care Level AE: Medical Foster Care – Level II Foster Care Level AF: Medical Foster Care – Level III Foster Care Level AG: Medical Foster Care – Level IV	Contract	\$74.91/day \$99.91/day \$49.89/day \$43.50/day \$49.87/day \$57.66/day \$57.66/day	\$73.48/day \$98.48/day \$48.46/day \$42.44/day \$48.43/day \$55.78/day \$55.78/day	\$7.30/day \$9.69/day \$4.91/day \$4.27/day \$4.91/day \$5.71/day \$5.71/day	18/19
13	<b>Pressley Ridge</b> Home Places Residential	Contract	\$387.65/day	\$370.33/day	\$38.83/day	18/19

Foster Care Level AA: Minimal Foster Care  
 Foster Care Level BB: Moderate Foster Care  
 Foster Care Level CC: Serious Foster Care  
 Foster Care Level DD: Severe Foster Care

\$67.43/day	\$64.93/day	\$6.70/day
\$84.88/day	\$81.45/day	\$8.46/day
\$76.00/day	\$73.35/day	\$7.53/day
\$106.15/day	\$101.86/day	\$10.59/day

10/3/2018

Legend:

Rate = Increased From Prior Fiscal Year

Rate = Same As Prior Fiscal Year

Rate = Decreased From Prior Fiscal Year

Rate = Adjusting to Actuals

Rate = New Program

{Provider Name} = Not Used During Prior Fiscal Year or Current F



## Requests of New Hires and Employee Transfers

### October 10<sup>th</sup> 2018

#### Human Services

The New Hire of Alex Loose Caseworker I (On-Going Substitute), replacing Jessie Brocklehurst, effective 10/15/2018.

The transfer of David Keem, Full Time Caseworker I (Permanent Ongoing), from Full Time Caseworker I, replacing April Mills, effective 10/15/2018.

#### Correctional Facility

The Transfer of Nathan Gorman, from Per Diem to Full Time Correctional Officer, effective 10/15/2018.

The New Hire of Kristy Fletcher, Per Diem Correctional Officer, effective 10/15/2018.

The New Hire of Jessica Schmeltz, Per Diem Correctional Officer, effective 10/15/2018.

The New Hire of Joshua Ebright, Per Diem Correctional Officer, effective 10/15/2018.

The New Hire of Kathleen Stark, Per Diem Correctional Officer, effective 10/15/2018.

#### Care Center

The Re-Hire of Rebecca Fry, Per Diem LPN, replacing Cindy Bump, effective 10/06/2018.

The New Hire of Constance Cooper, Per Diem Nutrition Aide, replacing Paige Webster, effective 10/15/2018.

The New Hire of Christen Williams, Per Diem CNA, replacing Samantha Vaughn, effective 10/15/2018.

The New Hire of Jane Sweet, Per Diem CNA, replacing Madeline Sherman, effective 10/15/2018.

The Transfer of Traci Andrews, Full Time Activity Aide, from Part Time Activity Aide, replacing Kara Rash, effective 10/15/2018.

The Transfer of Melissa French, Full Time Nutrition Aide, from Per Diem Nutrition Aide, replacing Sarah Petrick, effective 10/15/2018.

The transfer of Jessica Alabran, Part Time CNA from Per Diem CNA, replacing Melissa Rice, effective 10/15/2018.

The transfer of Lora Cavararetta, Full Time CNA, from Per Diem Laundry Worker, replacing Dana Henton, effective 10/15/2018.

The New Hire of Amy Garris, Per Diem RN Manager, a newly created position effective 10/15/2018.

The Re-Hire rate of Emma Smith, Per Diem RN Manager, a newly created position effective 10/15/2018.