

The Crawford County Board of Commissioners met on Wednesday, November 14, 2018 for a regular meeting with the following present:

Francis F. Weiderspahn Jr.	Chairman
John M. Amato	Commissioner
John Christopher Soff	Commissioner
Christine Krzysiak	Treasurer
Keith Button	Solicitor
Gina Chatfield	Chief Clerk
Brigid Winsor	Deputy Chief Clerk
Brian Connolly	Chief Financial Officer
Nick Hoke	Sheriff
Debbie Curry	Register & Recorder
Heidi Shiderly	Court Administrator
Zach Norwood	Planning Director
Gail Kelley	Human Services Director
Mark Phelan	Assistant Maintenance Director
Susan Lotarski	Deputy Human Resources Director
John Swick	Hospital Authority Solicitor
Brenda Schmidt	Solid Waste Authority Director
Seth Jones	Point Security
Keith Gushard	The Meadville Tribune
Jeff Corey	Armstrong

The meeting was opened at 9:35 am with the Pledge of Allegiance.

Mr. Amato made a motion to approve the minutes from the meeting on October 24, 2018. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the minutes from the work session on November 7, 2018. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve the payment of bills in the amount of \$3,498,121.83 for the period ending November 13, 2018. Mr. Soff seconded and the motion carried.

Mr. Weiderspahn announced there were no executive sessions.

Public Comment:

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

Official Business:

Mr. Soff made a motion to approve the reappointment of Wallace K. Irwin to the Crawford County Hospital Authority Board for a four-year term, beginning January 1, 2019 and expiring the first Monday of January 2023. Mr. Amato seconded and the motion carried.

The Crawford County Regional Airport Authority Board member reappointments were removed from the agenda and will be revisited by the end of the year.

Mr. Soff made a motion to ratify for Human Resources the Pittsburgh Business Group Health Pharmacy Care Management Program agreement for Rite RX Advantage in the amount of \$1.75 per member/month from January 1, 2019 to December 31, 2019. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve the creation of a temporary full-time Deputy Sheriff position. This will be filled by a current part time deputy. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the payment of invoices in the total amount of \$23,269.20 to Comucom for back scanning of images in the Register & Recorder's Office, currently in progress. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the payment to Infocon Corporation in the amount of \$4,279.79 for microfilming Recorder of Deeds images for 2017 and Register of Wills images for 1993 and 2016. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve Planning's final payment to M&B Services in the amount of \$25,718.36 for the Conneaut Lake Water Street project that is funded by a Transportation Alternatives Program (TAP) grant. Mr. Soff seconded and the motion carried.

Mr. Amato made a motion to approve the purchase of winter salt from DeSantis in the amount of \$2,107.00. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the Human Services EI I&E Report for FY 17/18. The total expenses for the year were \$715,818.22 with \$68,155.27 county portion. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve the Human Services Northwest Behavioral Health Partnership, Inc. Administrative Services Agreement – Amendment effective 7/1/18. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the Human Services purchase from Dell, Inc. for two laptops for employees A. Covert and B. Lunger in the amount of \$467.68; county portion. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve the Human Services purchase from Walmart for a television for CIC Room; paid with grant funds. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the Human Services travel for employees Krysta Simons & Heather Gerard to bring a child back to Crawford County by Court Order from Phoenix, AZ on 9/9/18 – 9/10/18 in the amount of \$503.22; county portion. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve the Human Services FY 18/19 CYS Contract with Adoption Connection, PA for foster care services. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the Human Services FY 18/19 CYS Contract with Blended Spirits Ranch to provide equine assisted psychotherapy to both children and adults. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the Human Services FY 18/19 CYS Contract with Meadville Medical Center Mind Body Wellness interview and testing services. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve the Human Services FY 18/19 CYS Contract with Perseus House, Inc. for intensive treatment and shelter services. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the Human Services FY 18/19 CYS Contract with Summit School, Inc. DBA Summit Academy for substance abuse or addiction problem services. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve the Human Services FY 18/19 CYS Contract with The Bair Foundation of Pennsylvania for foster care services. Mr. Soff seconded and the motion carried.

Mr. Amato made a motion to approve the Human Services FY 18/19 MH/ID/EI Contract with Meadville Medical Center DBA Conneaut Valley Health Center for mobile psychiatric nursing, and wellness visits. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the Human Services FY 18/19 MH/ID/EI Contract with Meadville Medical Center Mind Body Wellness for counseling services. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the Human Services FY 18/19 Professional Contract with Crawford Central School District to support the school-based prevention specialist with the amount of \$373.72 maximum; county portion. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve the Human Services FY 18/19 Professional Contract with Hand In Hand Christian Counseling, LLC for mental health and psychiatric rehab services. Mr. Soff seconded and the motion carried.

Mr. Amato made a motion to approve the appointment of Mary Spicer to the Crawford County Solid Waste Authority Board for a five-year term, beginning January 1, 2019 and expiring on December 31, 2023. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the appointment of Penny Monahan to the Crawford County Solid Waste Authority Board for a five-year term, beginning January 1, 2019 and expiring on December 31, 2023. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve the re-appointment of John Coulter to the Crawford County Solid Waste Authority Board for a four-year term, beginning January 1, 2019 and expiring on December 31, 2022. Mr. Soff seconded and the motion carried

Mr. Amato made a motion to approve two collection events by the Solid Waste Authority for Household Hazardous Waste and Electronics at the Crawford County Fair Grounds on May 4, 2019 and September 21, 2019. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve for the Solid Waste Authority to accept the 901B Grant from the Department of Environmental Protection on behalf of the Crawford County Solid Waste Authority in the amount of \$20,000.00 to be received. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the payments for General Operations in the amount of \$60,242.04 for the following:

- Crawford/Venango Fire School for 2018 budget allocation – Public Safety/Other ~ \$3,000.00
- Titusville Airport Authority for 2018 budget allocation – Airports ~ \$5,000.00
- CVEIDA for 2018 budget allocation ~ \$2,000.00 – Conservation of Natural Resources
- Lexis Nexis for PA Law – Law Library ~ \$1,225.36
- PA Unemployment Compensation Fund for 2019 solvency fee – Insurance ~ \$44,816.68
- Business Automation Services for 2019 annual software support & maintenance fees – Treasurer ~ \$4,200.00

Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to ratify the payments for General Operations in the amount of \$691,553.01 for the following:

- Crown Benefits Administration for week ending 10/19/18 (runoff thru 12/31/18) – Various ~ (\$1,398.87)
- Crown Benefits Administration for week ending 10/26/18 (runoff thru 12/31/18) – Various ~ \$1,666.17
- PCHIP for health premiums and estimated claims Nov. 2018 – Various ~ \$671,285.71
- Quality Living Center for advance on 2019 budget allocation – Other/Human Services ~ \$20,000.00

Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve a revision to the 2016 Uniform Parcel Identifier Ordinance to clarify the documents it applies to and clarify the roles in Register & Recorder and Assessment offices. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the payment of invoices for the Lot 1 project in the amount of \$108,377.34

- Perry Construction ~ \$107,070.00
- Powell's ~ \$75.00
- Lloyd's ~ \$561.00
- Urban Engineers ~ \$2,224.00
- Grainger ~ \$447.34

Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the payment of a FedEx invoice for the Courthouse Renovation project in the amount of \$12.12. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve the payment of the September invoice for the Parking Projects from Stantec in the amount of \$6,058.91. Mr. Soff seconded and the motion carried.

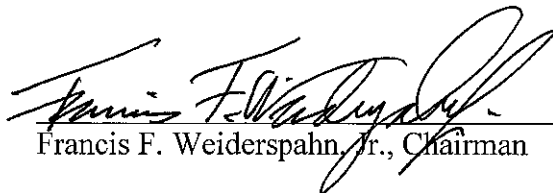
Mr. Soff made a motion to approve the payment of the October invoice for the Courthouse Renovation Project from PWWG in the amount of \$2,420.00. Mr. Amato seconded and the motion carried.

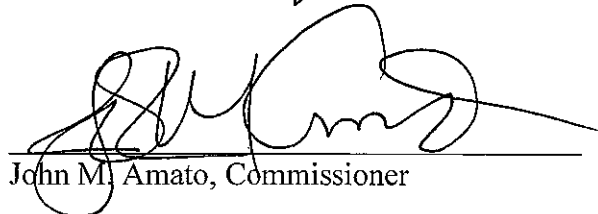
Mr. Amato read a Proclamation that discharged veterans of US Armed Services are entitled and encouraged to record their Discharge Certifications (DD214's) or any other certificate of discharge or release from duty issued by the US Government or any State Government in reference to those who served with the Military, Reserve Unity or National Guard Forces in the Crawford County Recorder Deeds office free of charge.

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. Weiderspahn stated the Courthouse will be closed November 22 and November 23, 2018 for Thanksgiving.

There being no further items to address, Mr. Soff made a motion to adjourn. Mr. Amato seconded at 10:00 AM and the meeting was adjourned.

  
Francis F. Weiderspahn, Jr., Chairman

  
John M. Amato, Commissioner

  
John Christopher Soff, Commissioner

Item #	Provider Name & Services	Contract or Amendment	Rate	IV-E Rate	Cost to County	Fiscal Year
<b>OTHER</b>						
1	El I&E Report for FY 17/18	Annual Report				17/18
	El I&E Report for FY 17/18		n/a	n/a	\$68,155.27 total	
2	Northwest Behavioral Health Partnership, Inc.	Amendment				Effective 7/1/18
	Administrative Services Agreement		n/a	n/a	n/a	
3	Purchase Requisition	P.R.				18/19
	Dell Inc. (Laptop for A. Covert)		\$1,673.95 total	n/a	\$89.37 total	
4	Purchase Requisition	P.R.				18/19
	Dell, Inc. (Laptop for B. Lunger)		\$1,673.95 total	n/a	\$378.31 total	
5	Purchase Requisition	P.R.				18/19
	Walmart (Television for CIC Room)		\$548.00 total	n/a	\$0.00 total	
6	Travel Expense Report					18/19
	Phoenix, AZ – Krysta Simons & Heather Gerard 9/9/18 – 9/10/18		\$2,226.64 total	n/a	\$503.22 total	
<b>CYS CONTRACTS FY 18/19</b>						
7	Adoption Connection, PA	Contract				18/19
	Foster Care Level 1/A		\$68.60/day	\$68.60/day	\$6.55/day	
8	Blended Spirits Ranch	Contract				18/19
	Individual Session (60 minutes)		\$70.00/session	n/a	\$14.00/session	
	Individual Session (90 minutes)		\$100.00/session	n/a	\$20.00/session	
	Family Session (2 hours)		\$80.00/hour	n/a	\$16.00/hour	
	Group Session (2 hours)		\$35.00/hour	n/a	\$7.00/hour	
	Group Sessions (only applicable to 16 hours for child M/R)		\$20.00/hour	n/a	\$4.00/hour	
9	Meadville Medical Center Mind Body Wellness	Contract				18/19
	90751 Initial Psych Interview		\$214.00/interview/n/a	\$42.80/interview		
	90834 Psych with Patient and/or Family (38-52 min)		\$273.00/session	n/a	\$54.60/session	
	96101 Psych Test - Psychologist		\$276.00/hour	n/a	\$55.20/hour	
	96103 Psych Test – Computer		\$99.00/test	n/a	\$19.80/test	
	96118 Neuropsych Test – Psychologist		\$350.00/hour	n/a	\$70.00/hour	
	96119 Neuropsych Test – Technician		\$294.00/hour	n/a	\$58.80/hour	
	96120 Neuropsych Test – Computer		\$129.00/test	n/a	\$25.80/test	
	Court Testimony		\$125.00/hour	n/a	\$25.00/hour	
10	Perseus House, Inc.	Contract				18/19
	Andromeda House (TU)		\$238.43/day	\$173.79/day	\$29.57/day	
	Intensive Treatment (Residential)		\$264.67/day	\$216.15/day	\$30.35/day	
	Share		\$196.52/day	\$180.97/day	\$10.20/day	
	Polygraph		\$275.00/each	n/a	\$55.00/each	
11	Summit School, Inc. DBA Summit Academy	Contract				18/19

12 The Bair Foundation of Pennsylvania Contract 18/19

Foster Care Level BA: Supported Care	\$74.31/day	\$73.59/day	\$7.17/day
Foster Care Level BB: Medically Needy Levels 1/2	\$62.02/day	\$61.37/day	\$5.99/day
Foster Care Level BC: Medically Needy Levels 3/4	\$66.97/day	\$66.24/day	\$6.47/day
Foster Care Level BD: Traditional Foster/Kinship Care	\$63.33/day	\$62.69/day	\$6.11/day
Foster Care Level BE: Parent/Non-Dependent Infant	\$89.77/day	\$89.03/day	\$8.65/day
Foster Care Level BF: Structured Intervention Foster Care	\$78.50/day	\$77.79/day	\$7.57/day
Foster Care Level BG: Community Residential Rehabilitation	\$34.67/day	\$34.64/day	\$3.31/day
Foster Care Level BX: Teen/Sibling Care	\$75.00/day	\$74.26/day	\$7.24/day
Best for Families	\$65.00/hour	n/a	\$13.00/hour

MH/ID/EI CONTRACTS FY 18/19

13 Meadville Medical Center DBA Conneaut Valley Health Center Contract 18/19			
Mobile Psychiatric Nursing (Base Clients)	\$27.50/15 min	n/a	\$1.47/15 min
Wellness Visits (All Clients)	\$50.00/visit	n/a	\$2.67/visit
Training/Office Time (Base Clients)	\$10.47/15 min	n/a	\$0.56/15 min

14 Meadville Medical Center Mind Body Wellness Contract 18/19			
Counseling	\$69.00/50 min	n/a	\$3.68/50 min

PROFESSIONAL CONTRACTS FY 18/19

15 Crawford Central School District Contract 18/19			
School Based Prevention Specialist	\$7,000.00 max	n/a	\$373.72 max

16 Hand In Hand Christian Counseling, LLC Contract 18/19			
Elm Street CHIPP House	\$64,194.00 max		\$3,477.24 max
The Challenge Center Psychiatric Rehabilitation Program	\$2,567/15 min		\$0.14/15 min
Elm Street CHIPP House Renovations	\$7,679.00 max		\$409.97 max

Legend:

Rate = Increased From Prior Fiscal Year

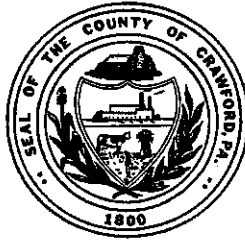
Rate = Same As Prior Fiscal Year

Rate = Decreased From Prior Fiscal Year

Rate = Added to Fee Schedule

Rate = New Program

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



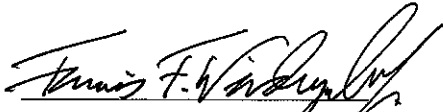
## PROCLAMATION

- Whereas,** discharged veterans of the United States of America Armed Forces are entitled and encouraged to record their Discharge Certifications (DD214's) or any other certificate of discharge or release from duty that was issued by the United States Government or any State Government in reference to those who served with Military, Reserve Unit or National Guard Forces at the Crawford Recorder of Deeds County office free of charge; and
- Whereas,** discharge records have restricted access are confidential and not Public Record and no disclosure thereof shall be made except as permitted by law. Therefore, a copy of a Military Discharge record may be made available only with the proper identification, to the subject named on the document, a surviving spouse, a member of the subjects immediate family or to that subjects agent or representative duly authorized in writing or when required by process of a court order, any department or agency of the Commonwealth of Pennsylvania, the United States Government or a county Director of Veterans Affairs; and
- Whereas,** discharge papers are proof of military service, and be used to establish eligibility for a variety of benefit purposes including employment, retirement, civil service, financial aid and property tax exemption programs; and
- Whereas,** original discharge records should be safeguarded by storing in a safety deposit box, vault or fire proof strongbox and never given out or distributed; and
- Whereas,** the process of recording discharge papers is done at the Crawford County Recorder of Deeds office in the Meadville, Pa. on any business day, and is fast, efficient, simple and free of charge; and
- Whereas,** the Crawford County Recorder of Deeds through Crawford County Government can provide veterans, their dependents, or others authorized, with certified copies discharge documents that will be of full force and effect as an original, free of charge at any time in the future.



**NOW, THEREFORE, BE IT RESOLVED** on this the 14th day of November 2018, the Crawford County Board of Commissioners does hereby proclaim the month of November, 2018 **"RECORD YOUR VETERAN'S DISCHARGE MONTH"** in Crawford County and urges all veterans who have not already done so to record their discharge documents at their convenience as soon as possible.

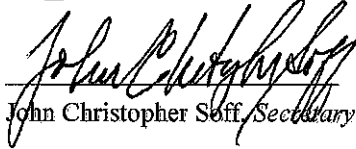
**CRAWFORD COUNTY BOARD OF COMMISSIONERS**



Francis Weiderspahn, *Chairman*



John M. Amato, *Vice-Chairman*



John Christopher Soff, *Secretary*



**A T T E S T:**



Gina Chatfield, *Chief Clerk*

## Requests of New Hires and Employee Transfers

November 14<sup>th</sup> 2018

### Sheriff

The Transfer of Victoria Zeigler, Full Time Deputy Sheriff (Temporary), filling in for Pamela Smith, effective 11/15/2018.

### Public Safety

The Transfer of Michael Betts, Full Time 911 Shift Leader, transferring from Full time 911 Dispatcher, Replacing Monica Shilling.

### Adult Probation

The New Hire of Julia N Peters, Full Time Probation/Parole Officer, replacing Joel Stewart, effective 11/26/2018.

### Human Services

The New Hire of Erika Valencic, Full time Clerk Typist II, replacing Cindy McWright, effective 11/19/2018.

### Care Center

The Emergency New Hire of Kaela Rummel, Full Time CNA, replacing Ashley Longstreth, effective 10/29/2018.

The Emergency New Hire of Christopher Gilbert, Per Diem Nutrition Aide, replacing Connie Cooper, effective 11/12/2018.

The Emergency New Hire of Morgan Cope, Full time CNA, replacing Kinsey Church, effective 11/13/2018.

The Emergency New Hire of Kristan Nielsen, Per Diem CNA, replacing Tricia Henderson, effective 11/13/2018.