

The Crawford County Board of Commissioners met on Wednesday, January 23, 2019, for a regular meeting with the following present:

Francis F. Weiderspahn, Jr.	Chairman
John M. Amato	Commissioner
John Christopher Soff	Commissioner
Christine Krzysiak	Treasurer
Brigid Winsor	Deputy Chief Clerk
Keith Button	County Solicitor
Brian Connolly	Chief Financial Officer
Deb Curry	Register & Recorder
Joe Galbo	Chief Assessor
Scott Schell	Coroner
Chris Seeley	Auditor
Heidi Shiderly	Court Administrator
Brittany Johnston	Human Services Director
Sue Watkins	Human Services Associate Director
Tracey Crawford	Conservation District Manager
Mark Phelan	Assistant Maintenance Director
Sherry Barzak	Care Center Compliance Officer
Tim Kelley	ITS Director
Zach Norwood	Planning Director
Brian Noah	Project Manager
Ellie Donnell	Payroll Clerk
David Kennedy	Public
Eric Henry	Public
Linda Murdock	Public
Jason McMaster	Public
Kevin Tommaney	Armstrong
Seth Jones	Point Security
Keith Gushard	The Meadville Tribune

The meeting was opened at 9:33 am with the Pledge of Allegiance.

Mr. Amato made a motion to approve the minutes from the meeting on January 9, 2019. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the minutes from the work session on January 16, 2019. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the payment of bills in the amount of \$2,052,107.92 for the period ending the morning of January 23, 2019. Mr. Amato seconded and the motion carried.

Mr. Weiderspahn announced there were no executive sessions.

Public Comment:

Ms. Murdock spoke about the fairground alcohol sales, #item 7.A from the agenda.

Official Business:

Mr. Soff made a motion to amend the County's "No Alcohol Policy" on the fairgrounds to allow craft beer sales for one day during the concert scheduled for August 21, 2019. Sales would take place in a secured designated area an hour before the concert and close and the end on the concert with limited number of servings per person. Mr. Amato seconded and after discussion, the vote was 0 to 3, the motion was denied. Mr. Amato did not think it was a good idea, Mr. Weiderspahn received lots of comments and questions and Mr. Soff is not convinced it would help the Fair.

Mr. Soff made a motion to approve the request for certification of funds for the Ag Land Preservation Board in the amount of \$10,000.00; \$5,000.00 from the 2019 budget and \$5,000.00 from the 2018 Act 13 grant. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve the request for the payment of those funds and the administrative funds for the Ag Land Preservation Board in the amount of \$14,500.00. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve Assessment's estimate for WorldView support on the upgrade of the parcel database application to VISION 8 software, for land parcel management technology and services that enable efficient assessment, billing, collections, mapping, and permitting, not to exceed the amount of \$6,296.00. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve Assessment's estimate for Government Software Services (GSS) to integrate the GSS software packages with Vision 8 software, for tax billing, tax claim, tax collection, and public query, in the amount of \$8,000.00. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve Planning's Cooperation Agreement with the City of Meadville for administration of the City's Community Development Block Grant (CBDG) program through December 31, 2023. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the Care Center's contract with McKesson Patient Care Solution Product Supply Agreement to provide and bill Medicare Part B supplies for the qualified resident's health plan and related regulations. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve the Care Center's contract with R W Petruso for annual audiology care to include, but not limited to, examination of the ear canal, hearing evaluations, hearing aid sales and follow up services and preventative maintenance. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the travel for Care Center employee Debbie Price to attend the Resident Assessment Certified Training in Columbus, OH, the closest and earliest location with all training available, from 2/5/19 to 2/7/19 in the amount of \$1,483.99. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve the Care Center's contract with LW Consulting, Inc. to assist with Medicare and Medicaid cost report preparation services in the amount of \$4,275.00. Mr. Soff seconded and the motion carried.

Mr. Amato stated the Care Center has improved their ratings with three stars now.

Mr. Soff made a motion to approve Human Services' Administrative Entity Operating Agreement between the PA DHS, the Office of Developmental Programs and the Administrative Operating Entity, which outlines the responsibilities of all parties as it relates to Disabilities/Autism Spectrum Disorders, effective 3/1/19 and replaces current agreement effective July 1, 2017. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the following Human Services purchase revisions made by the schools for reimbursement to be paid by SOC grant funds:

- Conneaut School District (Boomerang Project WEB Training 2/25/19 – 2/27/19) for \$16,765.
- Crawford Central School District (Boomerang Project WEB Training 2/25/19 – 2/27/19). For \$16,765.

Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve Human Services FY 18/19 SOC contract with Coppola Enterprise, Inc. for the development of a Systems of Care strategic plan and consultation on direction of the Peace for Crawford Group (P4C) effective January 1, 2019 to September 29, 2019, in the amount of \$5,000.00; paid by SOC grant funds. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the following Human Services FY 18/19 grant contracts:

- Center for Family Services, Inc. (Case Management) – Amendment 1 – additional funding of \$1,747.00; \$93.27 county portion.
- Center for Family Services, Inc. (Rental Assistance) – Amendment 1 – additional funding of \$7,500.00; \$400.42 county portion.
- Crawford Area Transportation Authority for bus passes – additional funding of \$3,000.00; \$160.17 county portion.
- Crawford County Drug & Alcohol Executive Commission, Inc. – Amendment 1 – for additional funding of \$2,000.00; \$106.78 county portion.
- Titusville YMCA – Amendment 1 – for additional funding of \$1,428.00; \$76.24 county portion.
- YWCA Titusville (Rental Assistance) – Amendment 1 – for additional funding of \$2,500.00; \$133.47 county portion.

Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve Human Services FY 18/19 CYS contract with The Children's Home of Pittsburgh to provide foster care services at a slightly reduced rate from prior year. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve Human Services FY 18/19 MH/ID/EI contract with the Quality Living Center, Amendment C-2, to increase the total maximum for enhanced personal care services by \$110,185.02. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve Human Services FY 18/19 Professional Services contract with Rebecca McNulty for the delivery of constable services. Mr. Soff seconded and the motion carried.

ITS item #13. A was removed from the agenda per Tim Kelley to review additional information.

Mr. Soff made a motion to approve ITS purchase of 94 PCs in the amount of \$810.00 each for \$76,140.00 total, and 51 Laptops in the amount of \$975.00 for \$49,725.00 total; without productivity software, as required for the Windows 7 replacement. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve ITS purchase of Microsoft Office on all 201 machines, replacing software that is 10 years old, in the amount of \$62,738.13. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve ITS purchase of 41 PC's with monitors in the amount of \$810 each for \$33,210.00 total for the first two cycles of replacements out of five cycles, and 16 laptops in the amount of \$975.00 each for \$15,600.00 total; pricing from the Dell COSTARS contract. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve ITS purchase current Microsoft Office replacement with 2019 software for 40 obsolete licenses in the amount of \$12,485.20; pricing from CDWG COSTARS contract. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve ITS renewal of two Dell Server maintenance contracts from Dell in the amount of \$3,983.73; including the discount of \$1,507.28 for doing this before prior coverage ends. Coverage is Pro Support 24 x 7, four hours onsite. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve ITS payment for the Annual True-Up for the Microsoft EA 3<sup>rd</sup> agreement year in the amount of \$2,715.00; through the CCAP Microsoft Enterprise Agreement with CDWG. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the invoice for the Lot 1 Project in the amount of \$513.30 to Urban Engineers. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve the following invoice payments for Lot 2 & 3 Projects in the total amount of \$946.70:

- Urban Engineers ~ \$437.70
- Lloyds Rental ~ \$509.00

Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify the hiring of Stantec Architectural to perform pre design services related to the Personal Care Boarding Home Project in the amount of \$9,785.00, \$522.41 county portion; to be funded from last year's revenue funds from the block grant that were earmarked for the renovations or new construction of a personal care boarding home. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve payments for General Operations in the amount of \$193,654.08:

- Neopost for postage meter refill – Vernon DJ ~ \$6,000.00
- PA District Attorneys Association for expense assessment and membership dues for 2019 – District Attorney ~ \$4,170.18
- Active Aging, Inc. for 2019 annual budget allocation – Adult and Aging ~ \$8,000.00
- Vision Government Solutions, Inc. for software maintenance 1/1 thru 12/31/19 – Assessment ~ \$7,400.00
- Crawford County RSVP for 2019 annual budget allocation – Other contributions ~ \$500.00
- Corrections Development, Inc. for software maintenance 1/1 thru 12/31/19 – District Attorney ~ \$6,196.00
- Teleosoft, Inc. for software maintenance 1/1 thru 12/31/19 – Prothonotary ~ \$14,747.00
- City of Meadville for juror parking rent – Courts ~ \$2,000.00
- Quality Living Center for 2019 annual budget allocation – Multi Human Services ~ \$24,115.00
- Crawford County Regional Airport Authority for 2019 annual budget allocation – Airports ~ \$40,000.00
- Community Health Services for MATP trips reimbursement for Dec 2018 – MATP ~ \$66,476.00
- Mobilcom for 5 NX-5300K2 Kenwood portable radios (reimbursed by PCoRP Grant) – Sheriff ~ \$4,993.10
- Stenograph.com for edge for CATalyst support plan 4/1/19 – 4/1/20 – Courts ~ \$629.00
- Grainger for 2 water coolers – Courts ~ \$1,399.80
- City of Meadville for 2018 Livescan and CPIN maintenance fees ~ \$2,753.00
- City of Meadville for 2019 Livescan and CPIN maintenance fees ~ \$4,275.00

Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify payments for General Operations in the amount of \$7,172.34:

- Crown Benefits Administration for week ending 12/28/18 – Various ~ \$58.00
- Crown Benefits Administration for week ending 1/4/18 – Various ~ \$(1,055.66)
- Erie Bank for origination fee-tax and revenue anticipation note – Debt Service ~ \$1,000.00
- Eckert Seamans Cherin & Mellott, LLC for professional services and expenses-tax and revenue anticipation note – Debt Service ~ \$5,170.00
- US Postal Service for postage meter refill – Meadville DJ ~ \$2,000.00

Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve the Treasurer's payment to the City of Meadville for the County's share of the City Treasurer's Office Postage for mailing of 2<sup>nd</sup> notices and the cost of collections of current taxes for the period of 07/01/2018 to 12/31/2018 in the amount of \$1,187.93. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the Treasurer's payment to the City of Meadville for the County's share of City Treasurer's office wages for collection of current taxes for the period of 7/01/2018 to 12/31/2018 in the amount of \$16,101.06. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve the Treasurer's payment to the City of Meadville for the County's share of City Treasurer's office postage & mailing supplies for collection of Per Capita

taxes for the period of 7/1/2018 to 12/31/2018 in the amount of \$1,529.60. Mr. Soff seconded and the motion carried.

Mr. Amato made a motion to approve Human Resources' payment of the Campbell, Durrant & Beatty invoice #65111 for special labor counsel in the amount of \$5,010.21. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve an amendment to the parking agreement with Doug Ferguson which originally expired in April, 2019, now expires February 28, 2019, saving the County money. Mr. Amato seconded and the motion carried.

Mr. Soff thanked all for helping provide parking space for county employees and having patients during construction of parking garage and lots.

Mr. Amato made a motion to approve the appointment of Eric Henry to the Work Force Development Board (WFDB) as a representative from Crawford County beginning January 23, 2019 and expiring December 31, 2022. Mr. Soff seconded and the motion carried.

Mr. Amato made a motion to ratify the adjusted lease to include only the area at Woodcock Lake Park Campgrounds and the beach as the County's lease at the request of the Army Corps of Engineers. Mr. Soff seconded and the motion carried.

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 next Wednesday there will be no meeting, normal schedule continues in February and the Courthouse will be closed Monday, February 18, 2019 for Presidents Day.

Mr. Soff gave condolences for Jeff Cory, Armstrong Broadcast Programmer, who attended each meeting to film.

There being no further items to address, Mr. Amato made a motion to adjourn. Mr. Soff seconded and the meeting was adjourned at 10:20 AM.

  
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	<b>Administrative Entity Operating Agreement</b> Administrative Entity Operating Agreement		n/a	n/a	n/a	Effective 3/1/19
2	<b>Purchase Requisition</b> Conneaut School District (Boomerang Project WEB Training 2/25/19 – 2/27/19)	P.R.	\$16,765.00 total	n/a	\$0.00 total	18/19
3	<b>Purchase Requisition</b> Crawford Central School District (Boomerang Project WEB Training 2/25/19 – 2/27/19)	P.R.	\$16,765.00 total	n/a	\$0.00 total	18/19
<b>SOC CONTRACTS FY 18/19</b>						
4	<b>Coppola Enterprise, Inc.</b> Strategic Plan Implementation and Updating Consulting Services for SOC Initiative	Contract	\$5,000.00 max	n/a	\$0.00 max	1/1/19 - 9/29/19
<b>GRANT CONTRACTS FY 18/19</b>						
5	<b>Center for Family Services, Inc.</b> Case Management	HAP - Amendment 1	\$11,747.00 max	n/a	\$627.16 max	18/19
6	<b>Center for Family Services, Inc.</b> Rental Assistance	HAP Amendment 1	\$77,500.00 max	n/a	\$4,137.64 max	18/19
7	<b>Crawford Area Transportation Authority</b> Bus Passes	HSDF Contract	\$3,000.00 max	n/a	\$160.17 max	18/19
8	<b>Crawford County Drug &amp; Alcohol Executive Commission, Inc.</b> In-School Prevention Specialist	HSDF Amendment 1	\$18,500.00 max	n/a	\$987.69 max	18/19
9	<b>Titusville YMCA</b> Pre-K to Grade 5 Programs	HSDF Amendment 1	\$17,928.00 max	n/a	\$957.16 max	18/19
10	<b>YWCA Titusville</b> Rental Assistance	HAP Amendment 1	\$27,500.00 max	n/a	\$1,468.19 max	18/19
<b>CYS CONTRACTS FY 18/19</b>						
11	<b>The Children's Home of Pittsburgh</b> Foster Care Level CA: Age 2-21, Mild-Moderate Difficulties Foster Care Level CB: Age 2-21, Significant Difficulties	Contract	\$69.57/day \$71.57/day	\$63.21/day \$65.21/day	\$7.31/day \$7.50/day	18/19
<b>MH/ID/EI CONTRACTS FY 18/19</b>						
12	<b>Quality Living Center of Crawford County</b> Enhanced Personal Care Services – Nursing & Transportation (Limited to July-December) Enhanced Personal Care Services – Nursing, Transportation & Staffing (Limited to January-June)	Amendment C-2	\$38,749.98 max	n/a	\$2,068.82 max	18/19
			\$148,935.00 max	n/a	\$7,951.47 max	

Service Call	\$60.00/each	n/a	\$3.20/each
Portal to Portal	\$40.00/hour	n/a	\$2.14/hour
Mileage – Portal to Portal	GSA rate in effect on date of transport (currently \$0.58/mile)	n/a	\$0.03/mile

1/16/2019

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 FY



## Requests of New Hires and Employee Transfers

January 23<sup>rd</sup> 2019

### Human Services - CYS

The Transfer of David Keem, promoted to Full Time Caseworker II, who completed his probationary period, effective 01/28/2019.

### Care Center

The Emergency New Hire Mary Hall, Per Diem CNA, replacing Melonie Mazar, effective 02/04/2019.

The Emergency New Hire Christina Coe, Per Diem CNA, replacing Kayleigh Culver, effective 01/22/2019.

The Emergency New Hire Mariah Catalano, Per Diem CNA, replacing Caroline Delgado, effective 01/22/2019.

The Emergency New Hire Grace Jolley, Per Diem CNA, replacing Rachel Smith, effective 01/22/2019.

The Emergency New Hire Angelia Knapp, Per Diem CNA, replacing Megan Kimmy, effective 01/22/2019.

The Emergency New Hire Harley Boyer, Per Diem CNA, replacing Elizabeth Shade, effective 01/22/2019.

The New Hire Ronda Ercolino, Per Diem LPN, replacing Christina Denham, effective 02/01/2019.