

~ Minutes ~  
**POTTER COUNTY COMMISSIONERS MEETING**  
**June 15, 2023**  
 (Meeting recordings are destroyed after meeting minutes approval)

**CALL TO ORDER** Commissioner Paul Heimel called the meeting to order at 11:00 a.m.

**MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE**

**ROLL CALL:** Commissioner Barry Hayman, Comm. Paul Heimel, Chief Clerk Jessica Giebel and Recording Secretary Danielle Gietler, all present. Comm. Nancy Grupp, absent.

**PUBLIC COMMENT ON AGENDA ITEMS**

None

**MINUTES** – June 1, 2023 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes.

**GUESTS**

Jim Chorney, executive director of Northcentral Pa. Regional Planning and Development Commission, shared information on that agency’s grant-writing assistance program, revisions in its business loan administration and investigation into acquiring electric vehicle charging stations on it six-county region.

**CONTRACTS AND AGREEMENTS**

Service proposal from Priority One Consulting (formerly MPS Consulting) for 911 planning, training and certification as required by the Pa. Emergency Management Agency and other agencies. Costs of \$42,300 will be paid by the state. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes.

Master service agreement with All State Fire & Security for twice-yearly safety inspection at Potter County Jail; cost of \$538 annually. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes.

Agreement with Paytime/Kronos for in-touch biometric terminals at the jail. This technology facilities thumbprint scanning for corrections officer timekeeping purposes; cost of \$140 per month. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes.

**PCHS CONTRACTS AND AGREEMENTS**

	<u>22/23</u>	<u>23/24</u>
<b>■ Aging (05/18/2023 – 06/30/2023)</b>		
<i>Senior Center Operator</i> – Monica Fourness	N/A	\$13/hr.
~ <b>Action</b> ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes.		
<b>■ Children &amp; Youth (05/11/2023 – 06/30/2023)</b>		
<i>Trailblazer Supervisor</i> – Kayden Miller	N/A	\$5,000.00
~ <b>Action</b> ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes.		
<b>■ Coordinated Services (07/01/2023 – 06/30/2024)</b>		
<i>Transportation</i> – Sweden Valley Manor	\$2.15/ld. Mi.	\$2.15/ld. Mi.
<i>Various Client Services</i> – Client Srv. Heart Resp.	\$45./family	\$45./family
<b>■ Intellectual Disability (07/01/2023 – 06/30/2024)</b>		
<i>Evaluation</i> – Daniel Kysor	\$300.00	\$300.00
<i>Goodwill Industries</i> – Employment Services		
Small Grp. Employ. (L3)	\$13.15/unit	\$13.15/unit
Small Grp. Employ. (L2)	\$6.96/unit	\$6.96/unit
Supported Employ. (JS 1:2)	\$10.72/unit	\$10.72/unit
Supported Employ. (JS 1:1)	\$17.91/unit	\$17.91/unit
<b>■ Children &amp; Youth (07/01/2023 – 06/30/2024)</b>		
<i>Pentz Run Youth Services, Inc.</i>		
Group/Shelter	\$204.16/diem	\$244.99/diem
Transitional Living	\$156.47/diem	\$164.29/diem

Out-of-Area Transportation	\$0.55/mi.	\$0.65/mi.
Fee for Service/event	\$102.08	\$122.50
After Care/Mobile Case Management Program		
At Pentz Run Youth Services	\$70./hr.	\$75./hr.
In Home	\$85./hr.	No Change

*Leon Kaple – Independent Living*

IL Coordinator/Contracted	\$25./hr.	No Change
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*Mickele Bay – CAC of McKean County*

Forensic Interview	\$300.00	\$300.00
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**Perseus House**

Description	Prior Cost- Per Diem	Current Cost- Per Diem
Shelter Services/Males & Females	\$272.88	\$275.35
Intensive Treatment Unit Females	\$313.69	\$327.49
<b>Rates approved by Medical Assistance</b>		
Perseus House Enhanced Male RTF (CCBH-Erie County)	\$564.56 (No Change) \$600.00	\$564.56 (No Change) \$600.00
Perseus House Male RTF (CCBH-Erie County)	\$237.02(No Change) \$400.00	\$237.02(No Change) \$400.00
Andromeda House Female RTF (CCBH-Erie County)	\$217.70(No Change) \$400.00	\$217.70(No Change) \$400.00
Brighter Horizons (CCBH-Erie County)	\$327.51(No Change) \$400.00	\$327.51(No Change) \$400.00
Perseus House Enhanced Female RTF (CCBH-Erie County)	\$543.38(No Change) \$600.00	\$543.38(No Change) \$600.00
Boys Intensive RTF 7 <sup>th</sup> Street (CCBH-Erie County)	\$384.99(No Change) \$400.00	\$384.99(No Change) \$400.00

**Diakon Child, Family & Community Ministries**

Description	Prior Cost	Current Cost
<b>FOSTER CARE SERVICES</b>		
Traditional Foster Care Level I (foster care, kinship, foster/adoption)	\$62.62 per diem	\$63.27 per diem
Specialized Foster Care Level II (foster care, kinship, foster/adoption)	\$78.27 per diem	\$79.11 per diem
Treatment Foster Care Level III (foster care, kinship, foster/adoption)	\$93.56 per diem	\$94.63 per diem
Medically Fragile Foster Care Level I (foster care, kinship, foster/adoption)	\$78.91 per diem	No Change
Medically Fragile Foster Care Level II (foster care, kinship, foster/adoption)	\$72.34 per diem	No Change
Medically Fragile Foster Care Level III (foster care, kinship, foster/adoption)	\$57.15 per diem	No Change
Medically Fragile Foster Care Level IV (foster care, kinship, foster/adoption)	\$46.00 per diem	No Change
Steps to Independence – Teen Care	\$100.56 per diem	N/A
Supervised Visitation – as county-approved and specified	\$38.11 per hour	\$40.02 per hour
Transportation – as county-approved and specified	\$30.90 per hour	\$32.45 per hour
Mileage – as county-approved and specified	Prevailing Federal Rate	Prevailing Federal Rate
Casework Counseling – as county-approved and specified	\$52.00 per hour	\$54.60 per hour
Family Finding – as county-approved and specified	\$1,000/2 months	\$1,050/2 months
Berks Placement Prevention/Re-entry Program – as county-approved and specified	\$100/hour + Transportation \$30/hour plus current mileage rate	No Change
<b>ADOPTION/SWAN SERVICES</b>		
Child Profile	\$2,100 per unit	No Change
Child Specific Recruitment	\$2,800 per unit	No Change
Family Profile	\$2,700 per unit	\$2,950 per unit
Child Preparation	\$2,900 per unit	No Change
Placement	\$1,950 per unit	\$2,300.00 per unit
Finalization	\$2,250 per unit	\$2,400.00 per unit

**Keystone Adolescent Center**

Description	Prior Cost – Per Diem	Current Cost – Per Diem
<b>Keystone Adolescent Center</b>	\$275.00	\$296.00
<b>Intensive Residential Male Shelter</b>	\$375.00 \$205.00	\$388.00 \$225.00
<b>Keystone Female Services</b>	\$275.00	\$277.00
<b>Intensive Residential Female</b>	\$375.00	\$390.00

<b>Shelter</b>	\$205.00	\$218.00
<b>Transitional Living – Males Apt. #1</b>	\$180.00	\$190.00
<b>Apt. #2</b>	\$180.00	\$190.00
<b>Apt. #3</b>	\$180.00	\$190.00
<b>Apt. #4</b>	\$180.00	\$190.00
<b>Apt. #5</b>	\$180.00	\$190.00
<b>Transitional Living - Females</b>	\$180.00	\$190.00
<b>Foster Care Program</b>		
<b>←Previous year limited care</b>		
<b>Children birth to 11 years of age</b>	\$78.00(No Change)	\$78.00(No Change)
<b>Youth ages 12 and older</b>	\$83.00(No Change)	\$83.00(No Change)
<b>Mother / Baby Care (any age)</b>	\$118.00(No Change)	\$118.00(No Change)
<b>Supported Placement Level I &amp; II</b>	\$91.00(No Change)	\$91.00(No Change)
<b>Supported Placement Level III &amp; IV</b>	\$106.00(No Change)	\$106.00(No Change)
<b>Medically Dependent</b>	\$91.00(No Change)	\$91.00(No Change)
<b>**Please see attached Rate Sheet for other services**</b>		

**George Junior Republic**

	<b>Prior Cost</b>	<b>Current Cost</b>
<b>Program</b>	<b>Rate</b>	<b>Rate</b>
Regular Residential	\$280.30	\$293.10
Special Needs	\$326.00	\$366.88
Drug & Alcohol	\$255.00	\$302.64
Diagnostic	\$295.00	\$314.60
Intensive Supervision Unit	\$430.65	\$468.92
GJR Secure	N/A	\$751.05
Special Needs M.A.	\$128.64	\$177.70
Drug & Alcohol M.A.	\$82.94	No Change

**Hoffman Homes**

<b>Description</b>	<b>Prior Cost-Per Diem</b>	<b>Current Cost- Per Diem</b>
PRTF (Psychiatric Residential Treatment Program) Non-MA	N/A	\$435.00
PRTF (Psychiatric Residential Treatment Program)	N/A	\$435.00
Shelter (BA)	N/A	\$425.00
Transitional Living Program (JU)	N/A	\$888.99
Transitional Living Program (HO)	N/A	\$888.99
County CYS Clothing and Personal Incidentals	N/A	\$5.00

**Aging**

**Andrea Skaggs**

Local Ombudsman Services – Required by the Older Americans’ Act. Contractor will visit local nursing and personal care facilities, advocate for residents’ rights, and assists residents to resolve any issues within the facility, aimed at empowering residents to self-resolve issues as well. Prior Cost: \$25/hour plus expenses; new cost, \$30/hour plus expenses, ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes.

**TRAINING REQUESTS**

Louise Sztendrowicz, PT Secretary at the Galeton District Judge Office, to Advanced Criminal & Advanced Traffic/Non-Traffic Training; July 18-20, 2023, Mechanicsburg, Pa. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes.

Nicola Wood & Jamie Wood, PCHS CYS, Permanency Conference; June 21-23, 2023, Pocono, Pa. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes.

**PERSONNEL**

Hiring of Darlene Johnson as a part-time van driver for Potter County Human Services, effective June 13, 2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heibel seconded. Hayman yes; Heibel yes.

Hiring of Patrick Harris, currently contracted re-entry services provider, as a full-time mental health specialist I for Potter County Human Services, effective June 19, 2023. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Hayman seconded. Heibel yes; Hayman yes.

Keiya Rupert, full-time caseworker I with Domestic Relations Department, resignation effective June 9, 2023. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Heibel seconded. Hayman yes; Heibel yes.

Judge Stephen Minor has hired Keiya Rupert as assistant director in Domestic Relations Department effective June 12, 2023. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Heibel seconded. Hayman yes; Heibel yes.

Warden Angela Milford is requesting the hiring of Edward Jungclaus as a part-time corrections officer at the Potter County Jail, effective June 14, 2023. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Hayman seconded. Heibel yes; Hayman yes.

Christopher Renn, part-time courthouse security guard with Sheriff’s Department, has submitted his resignation effective July 7, 2023. ~ **Action** ~ Comm. Heibel moved to acknowledge. Comm. Hayman seconded. Heibel yes; Hayman yes.

Kiara Perkins, County Caseworker II with Potter County Human Services, has submitted her resignation effective June 23, 2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heibel seconded. Hayman yes; Heibel yes.

County Treasurer Krista Miller is hiring Maddison Gietler to assist office staff with processing of license sales, effective June 19, 2023 to July 28, 2023. ~ **Action** ~ Comm. Heibel moved to acknowledge. Comm. Hayman seconded. Heibel yes; Hayman yes.

**LIQUID FUELS TAX APPLICATIONS**

Application received for 2023 Liquid Fuel Tax funds from Hebron Township, \$2,682.58. **Action** ~ Comm. Hayman moved to approve. Comm. Heibel seconded. Heibel yes; Hayman yes.

**COMMISSIONERS’ REPORTS**

Commissioner Hayman provided an update on the community garden and the recent meeting of the Water Quality Work Group. He noted declining participation in the work group meetings and encouraged those with an interest in the organization to attend. Next meeting is at 8:30 am on Sept. 11, tentatively at Mitchell Park in Coudersport. One of the group’s members, Genesee Headwaters Watershed Assn., is holding a community picnic open to the public at 5 pm on July 19 at the Genesee Park.

Commissioner Heibel reported on the commissioners’ meeting with managers and field staff of Penn State Extension. Some of the positive trends shared with the board include a larger number of new and beginning farmers, increased participation in the 4-H youth development program and expanded assistance offered by Penn State’s rural development specialists. He noted that the commissioners are engaging with Penn State on issues such as broadband expansion and elements of the county’s Operational Improvement Initiative No. 6 – Strategic Economic & Community Development.

**BILLS**

**Potter County Fiscal Summary –06/02/2023**

<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	7691-7786			\$100,707.47
10	General Funds – Accounts Payable	142085-142339			\$496,055.29

10	General Funds – A/P Manual Checks	104			\$142,647.64
11	LEPC – Local Emergency Planning	3012-3014			\$1,452.73
14	Liquid Fuels	1774-1777			\$5,110.44
16	911 Fund	3546-3554			\$80,122.48
34	V.O.J.O	142260			\$180.00
35	Victim Services/RASA	142260			\$1,080.00
64	Gas Well Impact- Capital Reserve	142277; 142285; 142300			\$20,090.00

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

Potter County Tax Claim Bureau Fiscal Summary (06/08/2023)

ACCOUNTS PAYABLE CHECKS – Check #17182-17218	\$220,883.97
<b>Total Checks Written</b>	\$220,883.97

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

Potter County Human Services Fiscal Summary (06/15/2023)

PAYROLL AUTOMATIC DEPOSITS	\$44,876.44
PAYROLL TAX TRANSFERS (EFTPS)	\$13,073.26
STATE TAX WITHHOLDINGS (ETIDES)	\$1,937.27
PAUC	\$44.34
Local W/H	\$631.07
Paytime P/R Charge	\$168.14
ACCOUNTS PAYABLE CHECKS – Check #75825-75914	\$191,365.36
ACCOUNTS PAYABLE CHECKS – Check #75824	\$150.00
<b>Total Checks Written</b>	\$252,245.88

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

**PUBLIC COMMENT:**

none

**NEXT MEETING:** Thursday, June 29, 2023 @ 11 a.m.

**ADJOURNMENT:** ~ **Action** ~ Comm. Hayman moved to adjourn. Comm. Heimel seconded. Hayman yes; Heimel yes.

  
Potter County Executive Secretary

  
Approval Date