

COMMISSIONER'S SPECIAL MEETING MINUTES, NOVEMBER 29, 2018

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Present for the meeting were Commissioners Robert J. Snyder, Jr., Basil D. Huffman and Norman J. Wimer. Also present was Treasurer Stacey Barnes.

- I. Call to Order: Commissioner Snyder called the meeting to order at 10:00 a.m. after leading the group in the Pledge of Allegiance.
- II. Approval of the November 15, 2018 minutes: Commissioner Wimer made a motion to approve the minutes of the November 15<sup>th</sup> meeting. Commissioner Huffman seconded the motion. The motion carried unanimously.
- III. Approval of the following bills: Commissioner Huffman made a motion to pay the following bills. Commissioner Wimer seconded the motion. The motion carried unanimously.

General Fund Payroll	\$46,733.44
General Fund Bills	\$62,900.67
Transportation Payroll	\$13,069.03
Transportation Bills	\$22,908.27
Children & Youth Payroll	\$14,479.56
Children & Youth Bills	\$2,139.80

- IV. Department Requests: Commissioner Wimer made a motion to approve the following request. Commissioner Huffman seconded the motion. The motion carried unanimously.
  - 1. The District Court Office is requesting approval to order 2 boxes of window envelopes at a cost of \$71.12.
- V. Old Business: No old business
- VI. New Business:
  - 1. Commissioner Wimer made a motion to advertise the 2019 Proposed Budget to be available for public inspection for the next 20 days and final adoption will be made on December 27, 2018. No increase in taxes is expected at this time. Commissioner Huffman seconded the motion. The motion carried unanimously.
  - 2. Commissioner Huffman made a motion for the County Treasurer to make the following checks out of the Title III Account:

Penelec	\$164.33	Account #100083350106
Tionesta Business Park	\$865.29	December rent
Forest County Extension	\$2,745.13	December personnel expenses
Cheryl Millin	\$112.85	October and November cleaning services

Commissioner Wimer seconded the motion. The motion carried unanimously.
  - 3. Commissioner Wimer made a motion for the County Treasurer to make the following checks out of the Visitor Center Account:

Armstrong	\$69.95	Account #0487032-01
Penelec	\$78.54	Account #100111996839
Tionesta Borough	\$98.81	Account #2161-0
Evelyn Porta	\$42.00	November cleaning services
Evelyn & John Porta	\$500.00	Christmas Volunteer Bonus

Commissioner Huffman seconded the motion. The motion carried unanimously.
  - 4. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Emergency Food and Shelter Account in the amount of \$98.58 payable to Second Harvest Food Bank for the July,

August and September payments received on November 23, 2018. Commissioner Wimer seconded the motion. The motion carried unanimously.

5. Commissioner Wimer made a motion to approve the Purchase of Service Agreement between Pathways Adolescent Center located at 370 Seneca Street, Oil City, PA 16301 and Forest County Children and Youth Services for the provision of child welfare services for children and youth, effective July 1, 2018 through June 30, 2019. Commissioner Huffman seconded the motion. The motion carried unanimously.
6. Commissioner Huffman made a motion to approve the Purchase of Service Agreement between The Bair Foundation located at 245 High Street, New Wilmington, PA 16142 and Forest County Children and Youth Services for the provision of child welfare services for children and youth, effective July 1, 2018 through June 30, 2019. Commissioner Wimer seconded the motion. The motion carried unanimously.
7. Commissioner Wimer made a motion to approve the Purchase of Service Agreement between Perseus House located at 1511 Peach Street, Erie, PA 16501 and Forest County Children & Youth Services for the provision of child welfare services for children and youth, effective July 1, 2018 through June 30, 2019. Commissioner Huffman seconded the motion. The motion carried unanimously.
8. Commissioner Huffman made a motion to approve the promotion of Kara Donato from County Caseworker II to County Caseworker III at a rate of \$15.80 per hour to be effective December 17, 2018. Commissioner Wimer seconded the motion. The motion carried unanimously.
9. Commissioner Huffman made a motion to adopt the following amendments to the current employee handbook:

Flexible Scheduling	11/29/18	4.62 Flex Time Policy	Commissioners
Travel Expenses	11/29/18	4.9 Added "no show" policy to travel expense policy	Commissioners
Mileage calculation	11/29/18	4.9 Added that mileage is to be calculated from the shortest distance to destination (from home or from normal office).	Commissioners
Complaint Procedure	11/29/18	5.10 Added time frames to policy steps 1-4	Commissioners
Holiday Pay	11/29/18	7.10 Holiday Pay computed based on hours in employee job description	Commissioners
PTO	11/29/18	7.11 PTO hours	Commissioners
Sick Leave	11/29/18	7.12 Sick pay hours to be determined by employee job description	Commissioners
Sick Leave	11/29/18	7.12 Sick leave not earned during unpaid leave	Commissioners
Family Sick Leave	11/29/18	7.12 Matched bereavement immediate family list to Immediate family list for 2 family sick days	Commissioners
Leaves of Absence	11/29/18	7.13 Paid leave required to be used during unpaid leave	Commissioners
Bereavement Leave	11/29/18	7.17 Added grandparent-in-law to immediate family, cousin to extended family, step-child, daughter-in-law and son-in-law to 5 day leave	Commissioners

Commissioner Wimer seconded the motion. The motion carried unanimously.

VII. Public Comment: No public comment

VIII. Adjournment: Commissioner Wimer made a motion to adjourn the meeting. Commissioner Huffman seconded the motion. The meeting adjourned at 10:15 a.m.

Respectfully submitted, Lynette Greathouse, Chief Clerk