

THE MINUTES OF THE BRADFORD COUNTY COMMISSIONERS

THURSDAY DECEMBER 3, 2009

PRESENT: Mark W. Smith, John M. Sullivan, and Doug McLinko

PLEDGE OF ALLEGIANCE TO THE FLAG

A meeting of the Bradford County Commissioners was called to order at 10:00 a.m. by Chairman, Mark W. Smith.

VISITOR REMARKS CONCERNING AGENDA

UNFINISHED BUSINESS

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted "aye" to approve the Minutes of November 19, 2009.

This being the time and place for the opening of bids for the long distance telephone system the following bids were received:

Frontier .04 per minute

A motion was made by Mr. McLinko, seconded by Mr. Sullivan, all voted "aye" to take under advisement and take action at the next meeting.

NEW BUSINESS

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted "aye" to approving the addition of Karen Saylor as Primary Physician to the Manor Professional Staff, effective December 3, 2009.

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted "aye" to accepting a proposal for Tax Collectors' bonds through CCAP of Harrisburg and Thrush Insurance of Towanda for a four year blanket premium rate of \$0.53 per thousand at a four year prepaid amount of \$27,429.

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted "aye" to authorize the Chief Clerk to legally advertise the adoption of an amendment to Ordinance 2002-1," the Room Rental Excise Tax Ordinance," which changes the definition of a "Permanent Resident" **from** "A person who has occupied or has the right to occupancy of a room or rooms in a hotel as patron or otherwise for a period exceeding **sixty** consecutive days" **to** "A person who has occupied or has the right to occupancy of a room or rooms in a hotel as patron or otherwise for a period exceeding **thirty** consecutive days."

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted "aye" to approving an agreement with Larson, Kellett & Associates of Montoursville to audit the statement of financial position of Northern Tier Counseling, Inc. as of June 30, 2009, at a fee of \$15,100 and \$625 for preparing and forwarding Federal and State forms, plus travel and out-of pocket costs.

THE MINUTES OF THE BRADFORD COUNTY COMMISSIONERS
A CONTINUATION OF THURSDAY DECEMBER 3, 2009

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted "aye" to approving a three (3) year agreement to provide professional consulting services with Maximus of Harrisburg to develop Bradford County's annual cost allocation plan at an annual cost of \$6,200 and authorize the Chairman to sign.

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted "aye" to approving a Human Services Development Fund Agreement and Business Associate Language (HIPAA) agreement between the Bradford County Human Services with Partners in Family & Community Development to assist in Nurse Family Partnership services for the period July 1, 2009 through June 30, 2010, not to exceed \$26,840.

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted "aye" to approving a Unit of Service Funding Contract and Business Associate Language (HIPAA) Compliance between Bradford County Human Services and Allied Services for the period January 1, 2010 through June 30, 2010. Service: Psychiatric Rehabilitation Services Rate: \$5.50 per 15 minutes unit.

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted "aye" to approving a Unit of Service funding Contract and Business Associate Language (HIPAA) Compliance between Bradford County Human Services and Concern for the period January 1, 2010 to June 30, 2010. Service: Outpatient Services Maximum contract rate: \$10,000.

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted "aye" to approving a Unit of Service Funding Contract and Business Associate Language (HIPAA) Compliance between Bradford County and Human Services and Mental Health Associates for the period January 1, 2010 to June 30, 2010. Service: Outpatient Services Rate: Maximum Contract: \$10,000.

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted "aye" to approving a Program Funded Agreement and Business Associate Language (HIPAA) Compliance between Bradford County Human Services and Concern for the Period January 1, 2010 and June 30, 2010. Service: Telephone Crisis Intervention Service: Maximum Contract rate: \$19,700.

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted "aye" to approving a Program Funded Agreement and Business Associate Language (HIPAA) Compliance between Bradford County Human Services and Northwestern Human Services for the period January 1, 2010 and June 30, 2010. Service: Student Assistance Program Maximum Amount \$59,000.

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted "aye" to approving a Unit of Service Funding Contract and Business Associate Language (HIPAA) Compliance between Bradford County Human Services and Northern Tier Counseling for the period January 1, 2010 to June 30, 2010. Appendix "A" – Service: Outpatient Services Rate: Maximum Contract \$10,000; and Appendix "A-1" Service: Psychiatric Rehabilitation Services Rate: \$5.50 per 15 Minute Unit.

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted "aye" to the following:

Approve the transfer of Tamara Roupp from part time casual (per diem) GPN to part time casual (per diem) LPN, as per recommendation of James Shadduck, Manor Administrator, effective November 17, 2009.

Approve the transfer of Aimee Bennett from part time casual (per diem) LPN to full time LPN, as per recommendation of James Shadduck, Manor Administrator, effective December 6, 2009.

THE MINUTES OF THE BRADFORD COUNTY COMMISSIONERS
A CONTINUATION OF THURSDAY DECEMBER 3, 2009

Approve the hire of Kimberly Krise as part time casual (per diem) C N A as per recommendation of James Shadduck, Manor Administrator, effective December 6, 2009.

Approve the hire of Wanda Hart as part time casual (per diem) Dietary Attendant, as per recommendation of James Shadduck, Manor Administrator, effective January 6, 2010.

Approve the hire of Sandra Hart as part time casual (per diem) C N A as per recommendation of James Shadduck, Manor Administrator, effective December 9, 2009.

Approve the transfer of the following individuals from part time casual nurse aides to part time casual C N A's as per recommendation of James Shadduck, Manor Administrator, effective November 24, 2009:

Leah Burrous
Alysson Golder
Amber Luckman
Alishia Pierson

Approve the transfer of Walter Brown III from part time casual Valet to part time casual C N A as per recommendation of James Shadduck, Manor Administrator, effective November 24, 2009.

Approve the transfer of the following individuals from part time casual Nurse Aide trainee to part time casual Nurse Aide, as per recommendation of James Shadduck, Manor Administrator, effective November 25, 2009:

Anna Allen
Latisha Dunbar-Crawford
Khristie Dunn
Rochelle Friends
Tori Liddington
Caylin Williams

Approve the hire of Lacey Benson as part time casual Valet, as per recommendation of James Shadduck, Manor Administrator, effective December 16, 2009.

Approve the hire of Cheri Cranmer as part time casual RN Supervisor, as per recommendation of James Shadduck, Manor Administrator, effective December 16, 2009.

Approve the hire of Jenell Swingle as part time casual Housekeeping Attendant, as per recommendation of James Shadduck, Manor Administrator, effective December 16, 2009.

Approve the transfer of Alicia Turner from CYS Caseworker 1 to CYS Caseworker 2 as per recommendation of Bill Blevins, Human Services Director, effective November 3, 2009.

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted "aye" to the following:

Authorize Chairman to sign a SCSC 100 and performance evaluation for Katrina L Sharrow, CYS Caseworker 2 Early Intervention, as per recommendation of Bill Blevins, Human Services Director, effective September 22, 2009.

THE MINUTES OF THE BRADFORD COUNTY COMMISSIONERS
A CONTINUATION OF THURSDAY DECEMBER 3, 2009

Authorize the Chairman to sign a SCSC 100 and performance evaluation for Amy G Oldroyd, MR Caseworker 2, as per recommendation of Bill Blevins, Human Services Director, effective December 1, 2009.

OTHER

The following individual has been hired in response to a Court Order from the Court of Common Pleas to the position of Probation Officer Trainee, as per recommendation of Tom Schuster, Chief Probation Officer, effective November 23, 2009:

Justin M Popovich

2010 Budget is on the counter for review.

Bradford County Commissioners

SALARY BOARD

THURSDAY, DECEMBER 3, 2009

PRESENT: Mark W. Smith, John M. Sullivan, Doug McLinko, and Becky Clark

UNFINISHED BUSINESS

NEW BUSINESS

A motion was made by Ms Clark, seconded by Mr. McLinko, all voted “aye” to set the following salaries:

Tamara Roupp, part time casual LPN Effective November 17, 2009	Grade 20, Step A \$14.02 per hour
Aimee Bennett, full time LPN Effective December 6, 2009	Grade 20, Step A \$14.02 per hour/ 40 hr p wk
Kimberly Krise, part time casual C N A Effective December 6, 2009	Grade 11, Step A \$9.04 per hour
Wanda Hart, part time casual Dietary Attendant Effective January 6, 2010	Grade 9, Step A \$8.20 per hour

Sandra Hart, part time casual C NA
Effective December 9, 2009

Grade 11, Step A
\$9.04 per hour

THE MINUTES OF THE BRADFORD COUNTY COMMISSIONERS
A CONTINUATION OF THURSDAY DECEMBER 3, 2009

Leah Burrous, part time casual C N A
Effective November 24, 2009

Grade 11, Step A
\$9.04 per hour

Alysson Golder, part time casual C N A
Effective November 24, 2009

Grade 11, Step A
\$9.04 per hour

Amber Luckman, part time casual C N A
Effective November 24, 2009

Grade 11, Step A
\$9.04 per hour

Alishia Pierson, part time casual C N A
Effective November 24, 2009

Grade 11, Step A
\$9.04 per hour

Walter Brown III, part time casual C N A
Effective November 24, 2009

Grade 11, Step A
\$9.04 per hour

Anna Allen, part time casual Nurse Aide
Effective November 25, 2009

Grade 9, Step A
\$8.20 per hour

Latisha Dunbar-Crawford, part time casual Nurse Aide
Effective November 25, 2009

Grade 9, Step A
\$8.20 per hour

Khristie Dunn, part time casual Nurse Aide
Effective November 25, 2009

Grade 9, Step A
\$8.20 per hour

Rochelle Friends, part time casual Nurse Aide
Effective November 25, 2009

Grade 9, Step A
\$8.20 per hour

Tori Liddington, part time casual Nurse Aide
Effective November 25, 2009

Grade 9, Step A
\$8.20 per hour

Caylin Williams, part time casual Nurse Aide
Effective November 25, 2009

Grade 9, Step A
\$8.20 per hour

Lacey Benson, part time casual Valet
Effective December 16, 2009

Grade 7, Step A
\$7.44 per hour

Cheri Cranmer, part time casual RN Supervisor
Effective December 16, 2009

Grade 27, Step I
\$24.52 per hour

Jenell Swingle, part time casual Housekeeping Attendant
Effective December 16, 2009

Grade 9, Step A
\$8.20 per hour

Alicia Q Turner, CYS Caseworker 2
Effective November 3, 2009

Grade 20, Step A
\$14.30 per hour/ 37.5 hr p wk

Katrina L Sharrow, MR Caseworker 2
Effective September 22, 2009

Grade 20, Step B
\$14.67/ 37.5 per hr p wk

Amy G Oldroyd, MR Caseworker 2
Effective December 1, 2009

Grade 20, Step F
\$16.19 per hour/ 37.5 hr p wk

Justin M Popovich, Probation Officer Trainee
Effective November 23, 2009

Grade 18, Step A
\$12.97 per hour/40 hr p wk

THE MINUTES OF THE BRADFORD COUNTY COMMISSIONERS
A CONTINUATION OF THURSDAY DECEMBER 3, 2009

Bradford County Treasurer

Bradford County Commissioners

RETIREMENT BOARD

THURSDAY, NOVEMBER 5, 2009

PRESENT: Mark W. Smith, John M. Sullivan, Doug McLinko, and Becky Clark

UNFINISHED BUSINESS

NONE

NEW BUSINESS

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted “aye” to set the rate of interest to be credited to the employees’ contribution at 4%.

Bradford County Treasurer

Bradford County Commissioners
Acting as Board of Elections

VISITORS REMARKS

Joe Doherty of Ridgebury read a letter that he had composed regarding the Veterans Memorial located at the corner of Charles and Elizabeth Streets in Towanda and the bad condition that it is in. He feels that something needs to be done with it.

A motion was made by Mr. McLinko, seconded by Mr. Sullivan, all voted “aye” to adjourn the meeting at 10:30 a.m.