

~Agenda~

POTTER COUNTY COMMISSIONERS MEETING

September 4, 2025

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT

MINUTES – August 21, 2025

GUESTS

Will Hunt – Director of Potter County GIS/Planning/Community Development

NEW BUSINESS

Service Proposal – Kyle Maxson to survey Potter County’s lot for the God’s County Village and Farmers Market at a price not to exceed \$2,000.00.

CONTRACTS AND AGREEMENTS

2025 Title IV-D Cooperative Agreement

Contract Quote - Databranch, for Microsoft Licensing renewal at an annual cost of \$38,014.00.

PCHS CONTRACTS AND AGREEMENTS	24/25	25/26
■ Children & Youth (08/01/2025 - 06/30/2027)		
Potter County Education Council		
Career Mentor Aide Program		
Description	Prior Cost	Current Cost
Career Mentor Aide Program	N/A	\$54,000.00/year
■ Drug and Alcohol (07/01/2025 - 12/31/2025)		
Eagleville Hospital Facility #461031		
Adult Drug and Alcohol Inpatient; Levels 3.5, 3.7, 3.7WM, 4.0WM, and 4.0		
Description	Prior Cost	Current Cost
Inpatient 3.5	\$454.00/Day	No change
Inpatient 3.5 Enh	\$469.00/Day	No change
Inpatient 3.7	\$524.00/Day	No change
Inpatient 3.7 Enh	\$540.00/Day	No change
Inpatient 3.7 Withdrawal Management	\$550.00/Day	No change
Inpatient 4.0 Withdrawal Management	\$525.81/Day	No change
Inpatient 4.0	\$525.81/Day	No change
Warren General Hospital Facility #627022		
Adult Drug and Alcohol Inpatient; Level 4.0WM		
Description	Prior Cost	Current Cost
Inpatient 4.0 Withdrawal Management	\$840.00/Day	No Change
■ Early Intervention (07/01/2025 - 16/30/2026)		
Beth Freer		
Provides special instruction for children eligible for EI services		
Description	Prior Cost	Current Cost
Special Instruction	\$30.58	No change
Julie Schlosser		
Provides special instruction for children eligible for EI services		
Description	Prior Cost	Current Cost
Special Instruction	\$30.58 per unit	No change
■ Intellectual Disability (07/01/2025 - 16/30/2026)		
The ARC of Crawford County		
Provides services for ID individuals		
Description	Prior Cost	Current Cost
Administrative Fee	\$331.61/month	No change
Base Service Not-Otherwise-Specified	\$40.00/unit-\$100.00/unit	No change
In-Home Community Supports W7060	\$8.15/unit	No change

In-Home Community Supports W7060-U4	\$7.33/unit	No change
Companion Services W1726	\$6.56/unit	No change
Companion Services W1726-U4	\$5.72/unit	No change
<u>Help at Home</u>		
Provides services for individuals with an intellectual disability.		
<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
In-Home and Community Support W7060	\$11.10/unit	No change
Transportation -Mile	\$0.67/mile	No change
■ Mental Health (09/01/2025 - 16/30/2026)		
<u>Dickinson Center, Inc.</u>		
Mental Health Psychiatric Rehabilitation Services, Mobile Psychiatric Rehabilitation, and PEER Specialist Support Services		
<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
PEER Support	\$15.00/15 minutes	\$22.49/15 minutes
	Maximum of \$7,5000.00	Maximum of \$7,500.00
Psychiatric Rehab	\$5.50/15 minutes	\$8.91/15 minutes
	Maximum \$30,000.00	Maximum \$30,000.00
Mobile Psychiatric Rehab	\$18.00/15 minutes	No Change
	Maximum \$30,000.00	No Change

PERSONNEL

Hire – Domestic Relations Director Kelly Harrison has hired Philip Hurban as a full-time Case Manager with Potter County Domestic Relations Office, effective September 8, 2025.

Appointment - The Potter County Board of Inspectors (Potter County Jail Board) has appointed Sheriff Kevin Siska as the interim Warden of the Potter County Jail; effective September 1, 2025.

Resignation – Shayleen Tucker, County Caseworker I with Potter County Human Services, has resigned her position effective September 8, 2025.

Voluntary Demotion – Nicole Cambell, Aging Care Management Supervisor I with Potter County Human Services, has voluntarily demoted herself to Aging Care Manager II effective September 20, 2025.

LIQUID FUELS TAX REQUESTS

COMMISSIONERS’ REPORTS

BILLS

Potter County Fiscal Summary (08/22/2025)

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	Payroll - Direct Deposit	V1052455;V1052155-V1052233			\$114,528.24
10	General Fund - Accounts Payable	148634-148708			\$135,394.87
10	General Fund - A/P Manual Checks	266			\$159,304.01
11	LEPC - Local Emergency Planning	3197-3198			\$212.28
15	North Fork Dam	148697			\$38.33
16	911 Fund	4019-4029			\$90,268.05
17	Saulter Preserve	148697			\$43.27
32	Specialty Courts	148639			\$15.00
34	V.O.J.O.	148654;148689			\$190.41

35	Victim Services/RASA	148654;148689			\$1,384.67
38	Divorce Fund	148678;148689			\$21,176.35
67	Vassell Trust Fund	148680			\$9,976.58

Potter County Fiscal Summary (08/29/2025)

10	Payroll - Direct Deposit	V1064978-V1065007			\$7,756.55
10	General Fund - A/P Manual Checks	269			\$10,045.12

Potter County Tax Claim Bureau Fiscal Summary (09/04/2025)

ACCOUNTS PAYABLE CHECKS – Check #18156 - 18195	\$151,154.09
Total Checks Written	\$151,154.09

Potter County Human Services Fiscal Summary (09/04/2025)

PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$37,333.81
PAYROLL TAX TRANSFERS (EFTPS)	\$10,913
STATE TAX WITHHOLDINGS (ETIDES)	\$1,565.51
PAUC	\$36.56
Local W/H	\$509.93
Paytime P/R Charge	\$428.18
ACCOUNTS PAYABLE CHECKS – 08/08/2025 Ck# 81126	\$755.50
ACCOUNTS PAYABLE CHECKS – 08/21/2025 Ck# 81127-81178	\$83,922.57
ACCOUNTS PAYABLE CHECKS – 08/22/2025 Ck# 81179	\$2,595.34
Total Checks Written	\$138,060.40

NEXT MEETING: September 18th, 2025

ADJOURNMENT

Prepared by Paige Barroqueiro