

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

July 25, 2024

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER Commissioner Nancy Grupp called the meeting to order at 11:21 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL Commissioner Robert Rossman, Commissioner Paul Heimel, Commissioner Nancy Grupp, and Executive Assistant Paige Barroqueiro, all present. Chief Clerk Jessica Giebel, absent.

PUBLIC COMMENT None

MINUTES – July 11, 2024. ~ Action ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel abstain due to absence.

NEW BUSINESS

Acceptance of highest bid of \$828 for 2002 Dodge Ram pickup truck, submitted Municibid from Brad Gena. ~ Action ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Approval for Pa. Dept. of Transportation to advertise for a local bridge inspection consultant. ~ Action ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Adoption of the Potter County Human Services Safety Policy. ~ Action ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

Adoption of the Potter County Human Services Employee/Driver Vehicle Safety Policy. ~ Action ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Sale of repository property, parcel# 030-001-040, at 7 West 7th St. Coudersport, Pennsylvania 16915 in Austin Borough, to John Smith for \$100.00. ~ Action ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Rossman yes.

CONTRACTS AND AGREEMENTS

Amendment to technical services agreement with Zito Business. ~ Action ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

PCHS CONTRACTS AND AGREEMENTS

Children and Youth (07/01/2024 - 06/30/2025)

Alcohol and Drug Abuse Services, Inc. Strengthening Families Program

	23/24	24/25
	\$37,071.00 / Successful Series of Classes	No Change
	\$62,224.00 / Year Max	No Change

Triple-P (4) George Junior Republic Dependent / Delinquent - Residential Placement Program and Transitional Living Program

Program	Prior Cost	Current Cost
Regular Residential	\$293.10	\$313.62
Special Needs	\$366.88	\$392.56
Drug & Alcohol	\$302.64	\$323.82
Diagnostic	\$314.60	\$336.62
Intensive Supervision Unit	\$468.92	\$501.74
GJR Secure	\$751.05	\$730.99
Special Needs M.A.	\$177.70	\$190.14
Drug and Alcohol M.A.	No Change	\$82.94

Hoffman Homes

RTF, Shelter, Transitional Living

Description	Prior Cost-Per Diem	Current Cost-Per Diem
Psychiatric Residential Treatment Program Non - MA	\$435.00	\$506.21
Psychiatric Residential Treatment Program	\$435.00	\$506.21
Shelter (BA)	\$425.00	No Change
Transitional Living Program (JU)	\$888.99	No Change
Transitional Living Program (HO)	\$888.99	No Change
County CYS Clothing & Personal Incidents	\$5.00	No Change

Keystone Adolescent Center

Dependent / Delinquent - Emergency Shelter: Residential Placement Program and Transitional Living Program, Foster Care

<u>Description</u>	<u>Prior Cost-Per Diem</u>	<u>Current Cost-Per Diem</u>
Keystone Adolescent Center Intensive Residential Male Shelter	\$296.00	No Change
	\$388.00	No Change
	\$225.00	\$237.03
Keystone Female Services Intensive Residential Female Shelter	\$277.00	No Change
	\$390.00	No Change
	\$218.00	No Change
Transitional Living - Males Apt. #1	\$190.00	\$203.18
#2	\$190.00	\$203.18
#3	\$190.00	\$203.18
#4	\$190.00	\$203.18
#5	\$190.00	\$203.18
Transitional Living - Females	\$190.00	\$192.06
Foster Care Program Previous Year Limited Care		
Children Birth to 11 Years of Age	\$78.00	\$80.00
Youth Ages 12 and Older	\$83.00	\$85.00
Mother and Baby Care (Any Age)	\$118.00	\$120.00
Supported Placement I & II	\$91.00	\$90.44
Supported Placement III & IV	\$106.00	\$105.51
Medically Dependant	\$91.00	\$90.51

Please See Attached Rate Sheet for Other Services

Mariah Morse, Independent Living

Dependant / Delinquent Transitional Living Program IL Coordinator
Pentz Run Youth Services, Inc. N/A \$35,000.00 / Year

Delinquent / Dependant Placement Group Home; Emergency Shelter Care; Transitional Living Program

<u>Description</u>	<u>Prior Cost-Per Diem</u>	<u>Current Cost-Per Diem</u>
Group/Shelter	\$204.16 per diem	\$269.49 per diem
Transitional Living	\$156.47 per diem	\$172.50 per diem
Out-of-Area Transportation	\$0.55 per mile	\$0.655 per mile
Fee for Service – per event	\$102.08	\$134.75
After Care/Mobile Case Mgmt. Prog.		
At Pentz Run Youth Services	\$70.00 per hour	\$80.00 per hour
In Home	\$85.00 per hour	\$90.00 per hour

Perseus House

Dependent / Delinquent - Emergency Shelter: Residential Placement Program and Transitional Living Program

<u>Description</u>	<u>Prior Cost-Per Diem</u>	<u>Current Cost-Per Diem</u>
Shelter Services / Males & Females	\$275.35	\$307.60
Intensive Treatment Unit Females	\$327.49	\$359.06
Rates Approved by Medical Assistance		
Perseus House Enhanced Male RTF	\$564.56 (No Change)	
(CCBH - Erie County)	\$600.00	\$787.11
Perseus House Male RTF	\$237.02 (No Change)	
(CCBH - Erie County)	\$400.00	\$537.47
Andromeda House Female RTF	\$217.70 (No Change)	
(CCBH - Erie County)	\$400.00	\$537.47
Brighter Horizons	\$327.51 (No Change)	
(CCBH - Erie County)	\$400.00	\$591.22
Perseus House Enhanced Female RTF	\$543.38 (No Change)	
(CCBH - Erie County)	\$600.00	N/A
Boys Intensive RTF 7th Street	\$348.99 (No Change)	
(CCBH - Erie County)	\$400.00	N/A

■ **Coordinated Services (07/01/2024 - 06/30/2025)**

Heart Response

Assists PCHS Families with Various Needs \$47.00/Family Unit No Change

■ **Drug and Alcohol (07/01/2024 - 06/30/2025)**

Alcohol and Drug Abuse Services: Facility #427038, #537034, #427033, #427024, #127037

Drug and Alcohol Treatment, Inpatient, Intensive Outpatient, Outpatient, Screening & Assessment, And Case Coordination

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
#427038 Non-Hospital Inpatient	\$269.54 per day	No Change
#427033 Intensive Outpatient	\$135.00 per day	No Change
#537034, #427033, #427024, #127037 Outpatient	\$95.00 per hour	No Change
#427033 Screening & Assessment Case Coordination	\$80.00 per screening	No Change
	\$20.00 per 15 minutes	No Change

#427033 Intervention		
First Offenders Group	\$100.00 per group	No Change
Jail Group	\$120.00 per group	No Change
Youthful Offenders Group	\$75.00 per group	No Change
<u>Alcohol and Drug Abuse Services</u>		
Drug & Alcohol Recovery Support Services	\$40,000.00	No Change
<u>Cove Forge; Facility #077009</u>		
Drug & Alcohol Treatment-Inpatient Partial		
Description	Prior Cost	Current Cost
Level 3.7 WM	\$344.00 per day	\$363.00 per day
Level 3.5 Enh	\$338.00 per day	\$362.00 per day
Level 3.5 Enh	\$284.00 per day	\$303.00 per day
Level 2.5	\$139.00 per day	No Change
<u>DARS Manos House; Facility #361119</u>		
Drug & Alcohol Treatment - Inpatient; Adolescent Male		
#361119 DARS Manos House Level 3.5	\$191.00 per day	\$208.00 per day
<u>Gaudenzia Inc.; Facility #257046, #257048, #251086, #257087, #157039, #227036</u>		
Drug & Alcohol Treatment - Inpatient, Women & Children, Halfway House & Partial Hospitalization		
Description	Prior Cost	Current Cost
#257046 Gaudenzia Community House	\$215.00 per day	\$237.00 per day
#257048 Gaudenzia Dr. Daniel Snow	\$151.00 per day	\$166.00 per day
#251086 Gaudenzia Erie - Level 3.5	\$236.00 per day	\$260.00 per day
#251086 Gaudenzia Erie - Level 3.7	\$319.00 per day	\$351.00 per day
#257087 Gaudenzia House of Healing	\$469.00 per day	\$400.00 per day
#157039 Gaudenzia Kindred House	\$345.00 per day	\$399.00 per day
#227036 Gaudenzia Erie Partial Hospitalization	\$120.00 per day	No Change
<u>Huntington Creek Treatment Facility - Adult and Adolescent; Facility #407061</u>		
Drug & Alcohol Treatment - Inpatient		
Description	Prior Cost	Current Cost
Level 3.7 WM (Adolescent)	\$579.00 per day	No Change
Level 3.5 (Adolescent)	\$427.00 per day	No Change
Level 3.7 (Adult)	New Addition	\$441.00 per day
Level 3.5 (Adult)	New Addition	\$425.00 per day
Level 3.5 Enh (Adult)	New Addition	\$450.00 per day
<u>MRL Westgate Properties</u>		
Lease Agreement - Rent	\$717.00 per month	\$800.00 per month
<u>Millerton Acquisition Sub LLC; Bradford Recovery Center, Facility Number #087028</u>		
Drug & Alcohol Treatment - Inpatient/Partial Hospitalization: Level 3.7 WM, 3.5, 3.5 Enhanced, & 2.5		
Description	Prior Cost	Current Cost
Level 3.7 WM	\$402.00 per day	\$426.00 per day
Level 3.5	\$284.00 per day	\$299.00 per day
Level 3.5 Enh	\$317.00 per day	\$326.00 per day
Level 2.5	\$120.00 per day	No change
<u>Pathway to Recovery - Facility Number #657038</u>		
Drug & Alcohol Treatment - Inpatient; Adolescent Male		
#657038 Level 3.5	\$359.00 per day	No Change
<u>Pocono Mountain Recovery Center - Facility Number #457039</u>		
Drug & Alcohol Treatment - Inpatient/Partial Hospitalization/Intensive Outpatient		
Description	Prior Cost	Current Cost
Level 3.7 WM	New Contract	\$447.00 per day
Level 3.5	New Contract	\$408.00 per day
Level 3.5 Enh	New Contract	\$421.00 per day
Level 2.5	New Contract	\$10.42 per 15 min.
Level 2.1	New Contract	\$11.25 per 15 min.
<u>Pyramid Healthcare - Facility Numbers: #077019, #077014, #077018, #077026, #077026, #447027, #457040, #097055, #097101, #707235</u>		
Description	Prior Cost	Current Cost
Facility #077019		
Level 3.7	\$339.00 per day	\$367.00 per day
Level 3.7 Enh	\$360.00 per day	No Change
Level 3.7 Withdrawal Management	\$364.00 per day	\$435.00 per day
Level 3.5	\$319.00 per day	No Change
Level 3.5 Enh	\$329.00 per day	\$338.00 per day
Facility #077014		

Halfway House-Gratitude House Facility #077018	\$157.00 per day	\$170.00 per day
Halfway House-Tradition House Facility # 077026	\$143.00 per day	\$165.00 per day
Halfway House-Pine Manor Facility #447027	\$146.00 per day	\$170.00 per day
Belleville-Inpatient Male Only Facility #457040 Hillside	\$290.00 per day	\$303.62 per day
Level 3.7	\$344.00 per day	\$381.37 per day
Level 3.7 Withdrawal Management	\$416.00 per day	\$474.54 per day
Level 3.5	\$334.00 per day	\$365.37 per day
Level 3.5 Enh	\$349.00 per day	\$379.83 per day
Facility #097055 Quakertown		
Level 3.5	\$320.00 per day	\$350.00 per day
Facility #097101 Langhorne		
Level 3.7 Withdrawal Management	\$416.00 per day	\$503.00 per day
Level 3.5	\$351.00 per day	\$387.00 per day
Facility #707235 Ridgeview		
Level 3.5	\$312.30 per day	\$321.67 per day
<u>Sojourner House; Facility number #707160</u>		
Drug & Alcohol Treatment-Inpatient		
Level 3.5	\$379.00 per day	\$408.45 per day
<u>White Deer Run; Facility Numbers #601031, #387017, #367058, #397060, #677069, #677086</u>		
Drug & Alcohol Treatment – Inpatient		

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Treatment Facility #601031		
Level 3.7 WM	\$360.00 per day	\$371.00 per day
Level 3.5 Enh	\$323.00 per day	\$336.00 per day
Level 3.5	\$310.00 per day	\$325.00 per day
Treatment Facility #387017		
Level 3.7 WM	\$344.00 per day	\$379.00 per day
Level 3.5 Enh	\$283.00 per day	\$301.00 per day
Level 3.5	\$262.00 per day	\$272.00 per day
Treatment Facility #367058		
Level 3.7 Wm	\$355.00 per day	\$379.00 per day
Level 3.5 Enh	\$335.00 per day	\$361.00 per day
Level 3.5	\$323.00 per day	\$352.00 per day
Treatment Facility #397060		
Level 3.7 WM	\$364.00 per day	\$382.00 per day
Level 3.5 Enh	\$313.00 per day	\$325.00 per day
Level 3.5	\$280.00 per day	\$297.00 per day
Treatment Facility #677069		
Level 3.7 WM	\$425.00 per day	\$463.00 per day
Level 3.5 Enh	\$418.00 per day	\$439.00 per day
Level 3.5	\$343.00 per day	\$361.00 per day
Treatment Facility #677086		
Level 3.7 WM	\$315.00 per day	\$331.00 per day
Level 3.5 Enh	\$275.00 per day	\$299.00 per day
Level 3.5	\$244.00 per day	\$263.00 per day

■ **Early Intervention (07/01/2024 - 06/30/2025)**

Lisa Ham

Evaluations to Determine EI Eligibility NA \$30.58 per 15 minutes

■ **Mental Health (07/01/2024 - 06/30/2025)**

Crossroads Counseling, Inc.

Mental Health Psychiatric

Outpatient Services

Subject to availability of funds
Max of \$20,000.00 No Change

Northern Tier Children's Home Residential Services – CHIPP

Home Residential Services-Potter County Women's Recovery Center offers a lower level of mental health care for an individual.

The CHIPP dollars are spent to maintain this lower level of care.

Prior and Current Costs: PCHS provides CHIPP II funds to Northern Tier Children's Home for providing 24/7 supervision for an individual who qualifies for funding as opposed to an institution of higher cost.

Northern Tier Children's Home Residential Services - Homeless Assistance and Transitional Living

Homeless Assistance

\$50.00 per day No Change

Transitional Living

\$5.00 per meal (if needed)

\$80.00 per day \$85.00 per day

\$10.00 per day per child No Change

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

TRAINING REQUESTS None.

PERSONNEL

Karin Karr, real estate data entry technician/field lister, has resigned her position, effective Aug. 2, 2024. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.

Tax Claim Bureau Director Deanna Johnston has recommended the hire of Karin Karr to fill the deputy director vacancy, effective Aug. 5, 2024. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.

Veronica Knight, housekeeper with the Maintenance Department, has resigned her position, effective July 19, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heibel yes.

Potter County Human Services Administrator Thomas Patterson has recommended the hiring of Patsy Williams as Ulysses Senior Center Operator I, effective July 29, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heibel yes.

LIQUID FUELS TAX REQUESTS None

COMMISSIONERS' REPORTS

Commissioner Heibel reported on his meeting with two program directors from U.S. Justice Department's Jails and Justice Support Center. The agency provides free reviews of jail operations to address potential risks the county and recommend improvements in mental health and addiction treatment services, leadership, culture and morale, health care, security, and safety. Members of the Potter County Jail Board will consider a proposal to engage with the center during their Aug. 2 meeting.

Commissioner Rossman congratulated Potter County Planning/Community Development/GIS Services Director Will Hunt for his selection as the Pennsylvania Wilds Planning Team Member of the Year, the honor recognizes his leadership in advocating for and supporting outdoor recreation, as well as preservation of the region's rural character. This includes his management of the county department, leadership of a countywide ATV Task Force, and revisions to the Subdivision and Land Development Ordinance.

Commissioner Grupp encouraged the public to attend the Potter County Fair, which remains the only county fair in Pennsylvania with no entry or parking fees. She also noted replacement of the fair's Senior Day with a Senior Expo in Coudersport which debuted this year with a good turnout.

BILLS

Potter County Fiscal Summary – 07/12/2024

10	Payroll - Direct Deposit	10855-10952			\$104,747.70
10	General Fund - Accounts Payable	145379-145484			\$133,530.66
10	General Fund - A/P Manual Checks	183			\$146,580.75
11	LEPC - Local Emergency Planning	3109-3113			\$927.74
14	Liquid Fuels	1804-1805			\$5,136.05
15	North Fork Dam	145460			\$2,500.00
16	911 Fund	3754-3762			\$95,079.25
18	Automation Fund (Civil)	145420			\$1,197.33

32	Specialty Courts	145382			\$127.55
34	V.O.J.O.	145408;145433			\$187.37
35	Victim Services/RASA	145408;145433			\$1,124.20

~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

Potter County Fiscal Summary – 07/24/2024

10	General Fund - A/P Manual Checks	184			\$4.15
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~ **Action** ~ Comm. Heibel moved to approve. Comm. Grupp seconded. Heibel yes; Grupp yes; Rossman yes.

Potter County Fiscal Summary – 07/26/2024

10	Payroll Checks	5006			\$28.49
10	Payroll - Direct Deposit	10953-11046			\$101,292.68
10	General Fund - Accounts Payable	145485-145555			\$218,504.19
10	General Fund - A/P Manual Checks	185			\$140,997.71
15	North Fork Dam	145548			\$31.08
16	911 Fund	3763-3767			\$3,056.75
17	Saulter Preserve	145548			\$36.27
20	Supervision Fees (County) (CO)	145492;145538			\$6,630.00
32	Specialty Courts	145487			\$35.98
34	V.O.J.O.	145507			\$185.44
35	Victim Services/RASA	145507			\$1,146.82
52	Operational Reserve Fund	145519			\$21,827.10

~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

Potter County Tax Claim Bureau Fiscal Summary (07/12/2024)

ACCOUNTS PAYABLE CHECKS – Check #17667 – 17705	\$230,205.18
Total Checks Written	\$230,205.18

~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heibel yes.

Potter County Human Services Fiscal Summary (07/25/2024)

PAYROLL AUTOMATIC DEPOSITS	\$41,573.80
PAYROLL TAX TRANSFERS (EFTPS)	\$12,436.92
STATE TAX WITHHOLDINGS (ETIDES)	\$1,803.02
PAUC	\$41.73
Local W/H	\$587.36
Paytime P/R Charge	\$153.18
ACCOUNTS PAYABLE CHECKS – Check #78705	\$1,617.90
ACCOUNTS PAYABLE CHECKS – Check #78706-78805	\$216,300.01
Total Checks Written	\$274,513.92

~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heibel yes.

NEXT MEETING: Aug. 8, 2024

ADJOURNMENT ~ **Action** ~ Comm. Grupp moved to adjourn. Comm. Heibel seconded. Grupp yes; Heibel yes; Rossman yes.


Potter County Executive Administrative Assistant

August 8, 2024
Approval Date