

**LUZERNE COUNTY HOME RULE TRANSITION COMMITTEE**

**April 13, 2011**

**MINUTES**

**CALL TO ORDER/PLEDGE**

The thirteen meeting of the HRTC convened in the Commissioners Meeting Room at the Luzerne County Courthouse, 200 River Street, Wilkes-Barre, Pennsylvania. It was called to order by Chair, Jim Bobeck at 6:35pm.

**ROLL CALL**

**PRESENT**

Jim Bobeck, Chair  
Ronna Ciaruffoli, Secretary  
Susan Shoal, Treasurer  
Tom Cooney  
Kick Heffron  
CJ Kersey  
Rick Morelli  
Steve Urban, arrived late

**ABSENT**

Rob Bakewell, Vice Chair  
Jim Haggerty  
Maryanne Petrilla

**ALSO PRESENT**

Gloria Kijek, Clerk  
Jeff Malak, Solicitor  
Ken Mohr, Consultant

**APPROVAL OF MINUTES**

Motion to accept March 9, 2011 Meeting Minutes. (Motion 1)

Motion Ronna Ciaruffoli.

Second Tom Cooney.

Unanimous vote.

Motion carried.

Motion to accept March 23, 2011 Special Meeting Minutes. (Motion 2)

Motion Tom Cooney.

Second Ronna Ciaruffoli.

Unanimous vote.

Motion carried.

**CITIZEN COMMENT (agenda items)**

None.

**SOLICITOR REPORT**

Attorney Malak reported he was addressing insurance bond, right to know request, and the transition of power and how it relates to department heads.

**TREASURER REPORT**

Susan Shoal reported a savings account balance of \$77,995.06, checking account balance \$9,308.54 (Attachment 1), and requested approval for the following expenses:

Motion to approve Citizens Voice, legal ad \$87.50, (Motion 3).

Motion Tom Cooney.  
Second Ronna Ciaruffoli.  
Unanimous vote.  
Motion carried.

Motion to approve Attorney Malak, March legal retainer \$500.00, Gloria Kijek, clerical services \$165.00, (Motion 4).  
Motion Tom Cooney.  
Second CJ Kersey.  
Unanimous vote.  
Motion carried.

### **CONSULTANT REPORT**

Ken Mohr reported on the filing of the EIP grant. He attended and is working with Personnel and Recruiting Subcommittee on job descriptions, salary scale comparisons, and created draft of task/timeline diagram for County Manager hire. He will be working on draft of comprehensive transition plan and will be attending Personnel and Recruiting, Authorities, Boards and Commissions, and Liaison subcommittee meetings.

Motion to approve payment to Ken Mohr, consultant for \$4,482.50 (Motion 5).  
Motion Ronna Ciaruffoli.  
Second Kick Heffron.  
Unanimous vote.  
Motion carried.

### **SUBCOMMITTEE AND WORKING GROUPS**

**AUTHORITIES, BOARDS, AND COMMISSIONS SUBCOMMITTEE**  
CJ Kersey reported the first meeting will be April 25 @ 7:30.

#### **ETHICS CODE SUBCOMMITTEE**

Jim Bobeck reported in the absence of Rob Bakewell. The committee is working on the formation, rules that apply and codes of ethics. They are also working on the clarity of some of the definitions. He also read from Section 9.01, the accountability conduct code, referring to gifts received. The committee discussed whether or not a statement of interests form should be filled out since the code states no gifts of value should be received. Next meeting will be 4/25.

#### **ADMINISTRATIVE CODE SUBCOMMITTEE**

Jim Bobeck reported that they have their templates set up. Each subcommittee member has a different assignment and they are working on drafts. They are looking at a uniformity of how each department will be laid out. Next meeting will be on 4/25 @ 6:00.

#### **PERSONNEL CODE SUBCOMMITTEE**

Jim Bobeck reported that they also have their templates set up and are working on some rough drafts. They are using the Luzerne County personnel code as a template but if anyone has concerns about a particular section of this code being too vague let committee know. Next meeting will be on 4/25.

**PERSONNEL AND RECRUITING SUBCOMMITTEE**

Rick Morelli reported that they are working with Ken Mohr on job description, ranking system, and screening of applicants. Next meeting will be on 4/21.

**LIAISON SUBCOMMITTEE**

Kick Heffron reported that they are working on interviewing the row offices and department heads.

**DISCUSSION/RECOMMENDATIONS ON COUNTY SOLICITOR POSITION**

Mr. Bobeck opened discussion, and commented that it should also include the Chief Public Defender position. The committee discussed if the Personnel and Recruiting Subcommittee should also be responsible for recruiting and developing these positions or should another subcommittee be formed to do this? Committee discussed in great detail if the organization of the department/division should be independent of the drafting of job description and recruiting.

Motion to have Personnel and Recruiting Subcommittee create job description, and advertise and recruit the County Solicitor and Public Defender positions. (Motion 6)

Motion Rick Morelli.

Second CJ Kersey.

6 in favor, Ronna Ciaruffoli and Kick Heffron opposed.

Motion carried.

Motion that the development of the Law Department stay with the Administration Code Subcommittee. (Motion 7)

Motion Rick Morelli.

Second CJ Kersey.

Unanimous vote.

Motion carried.

**OLD BUSINESS**

None.

**NEW BUSINESS**

None.

**CITIZEN COMMENT**

Mike Giamber, Fairmount Township – asked about how the consultant receives tasking for working with subcommittees.

Ken Mohr responded that his direction comes from the Chair.

Mike Giamber suggested removing the liaison subcommittee process that is currently on website.

Ronna Ciaruffoli will address

Patrick Lehman, Hanover Township – expressed the importance of ethics code and suggested looking at the PA Code of Ethics.

Tom Dombroski, Trucksville – commented that Ethics Code Subcommittee discussed the Pa Code of Ethics, and the code being drafted by the subcommittee was stronger.

**CONCLUDING REMARKS**

Susan Shoal thanked Mr. Bobeck for conducting Admin Code Subcommittee meetings in her absence.

**ADJOURNMENT**

Motion Ronna Ciaruffoli.

Second Tom Cooney

Unanimous vote.

Motion carried. Meeting adjourned at 7:55.

Respectfully Submitted,

Chairman Jim Bobeck

**Luzerne County Transition Committee  
Check Register**

<b>CHECKING ACCOUNT</b>		<b>Starting Budget</b>	<b>\$89,400.00</b>
<b>Date</b>	<b>Vendor</b>	<b>Detail</b>	<b>Expenditures</b>
12/31/10	Citizens' Voice	Public Meeting Notices [12/15; 12/22; 1/5]	\$73.50
1/12/11	Chariton, Schwager & Malak	Monthly Retainer [Statement No.: 11-110]	\$500.00
1/31/11	Citizens' Voice	Public Meeting Notices [1/12; 1/19; 1/26; 2/3; 2/9; Office Clerical]	\$379.16
2/2/11	Chariton, Schwager & Malak	Monthly Retainer [Statement No.: 11-185]	Above disbursements made 2/18/11
3/3/11	USPS	Stamps needed for invoice disbursements	\$8.80
2/28/11	Citizens' Voice	Public Meeting Notices [2/12; 2/23; Professional Consult. Legal Notice]	Above purchase made on 3/23/11
3/1/11	Chariton, Schwager & Malak	Monthly Retainer [Statement No.: 11-276]	\$183.00
3/14/11		Transfer to Savings Account	\$500.00
3/31/11	Citizens' Voice	Public Meeting Notices [3/7;3/9]	-\$77,947.00
4/11/11	Gloria Kijek	Clerical Services 2/24/11 thru 3/31/11	\$87.50
4/12/11	Ronna Ciaruffoli	Reimbursement on payment to clerk for office supplies	\$165.00
			\$13.23
<b>Date</b>	<b>Vendor</b>	<b>Detail</b>	<b>Starting Balance</b>
3/31/11	M&T Bank	Interest Payment	\$77,947.00
			Interest Accrued
			\$48.06
			<b>Balance</b>
			<b>\$77,995.06</b>