

# LUZERNE COUNTY HOME RULE TRANSITION COMMITTEE

November 14, 2011  
6:30 p.m.  
Luzerne County Courthouse  
Jury Room, Second Floor  
200 N. River Street, Wilkes-Barre, PA

## AGENDA

1. Call to Order /Pledge of Allegiance
2. Roll Call
3. Public Comment (agenda items)
4. Hiring Process for County Manager and Clerk of County Council
  - a. **HRTC member Participation** (See Attachment A) – discussion regarding which members may participate to avoid conflicts of interest and in keeping with Section 9.05 Nepotism of Home Rule Charter
  - b. **Applicant Information Release** - Whether none, all, or only finalists' applicant information will be publically released
  - c. **Meeting status** – Open or Executive (decision dependent on item 4.b. outcome)
  - d. **Ranking of applicants** (See Attachment B) – Discussion regarding which factors (e.g. education, management/governmental experience, proven outcomes, etc.) will be considered and how weighed in ranking candidates.
  - e. **Timeline for Selection of Candidates** (See Attachment C) - Discussion regarding time frame to rank candidates, interview candidates (telephone/in person), perform background checks, and consideration of interim appointments, if necessary.
5. Applicant Information Distribution upon execution of Confidentiality Agreement.
6. Adjourn

## Attachment A:

### **Section 9.05—Nepotism.**

No elective County official or employee of his/her office, employee of the County, or member or employee of any County authority, board, or commission shall be allowed to hire a member of his/her immediate family or the spouse or child of a member of his/her immediate family and shall not recruit, recommend, lobby for, or in any way be involved in the process of hiring such a person.

Further, no elective County official or employee of his/her office, employee of the County, or member or employee of any County authority, board, or commission shall be allowed to supervise a member of his/her immediate family or the spouse or child of a member of his/her immediate family or be allowed to be supervised by a member of his/her immediate family or the spouse or child of a member of his/her immediate family.

Any person holding a County position at the time this Charter takes effect, who held the same position at the time of its adoption, shall not be prevented by the provisions of this Section from continuing in that position.

## LUZERNE COUNTY MANAGER APPLICANT RATING SHEET

11/1/2011

<b>Note: Rate Each Category on a 1 through 5 scale where 1=Poor and 5=Excellent</b>							
<b>Definitions/Examples:</b>	<b>Education</b> - Bachelors Degree; Masters In Public Administration; ICMA Certification; etc.						
	<b>Leadership/Mgmt. Experience</b> - Effectively managed large budgets, numerous personnel, developed & drove organizational mission, etc.						
	<b>County/Local Govt. Experience</b> - Constructive experience with County/Local Govt. at senior executive level; Effective Manager/Council experience; etc.						
	<b>Productive Outcomes</b> - Reduced budget/taxes by 5% through rightsizing staffing; Changed organizational culture; etc.						
	<b>Other</b> - Local; etc.						
<b>PRE-INTERVIEW RANKING</b>							
	Education	Leadership / Mgmt Experience	County / Local Govt. Experience	Productive Outcomes	Other	Total Score	Weighted Score
Weighted Value	10%	35%	35%	15%	5%	100%	
Applicant #1	4	3.5	4	2.5	0	14	
Weighted Score	0.4	1.225	1.4	0.375	0		3.4
Applicant #2						0	
Weighted Score	0	0	0	0	0		0
Applicant #3						0	
Weighted Score	0	0	0	0	0		0
Applicant #4						0	
Weighted Score	0	0	0	0	0		0
Applicant #5						0	
Weighted Score	0	0	0	0	0		0
Applicant #6						0	
Weighted Score	0	0	0	0	0		0
Applicant #7						0	
Weighted Score	0	0	0	0	0		0
Applicant #8						0	
Weighted Score	0	0	0	0	0		0

**Attachment C:  
– HIRING PROCEDURE TIME OUTLINE**

- Aug/Sep Advertise/Recruit/Receive, Record, Consultant Review, and Consultant rate (high, medium, low) CM Applications
- Nov 11-16 Home Rule Transition Committee & County Council Elect **Adopt Procedures & Schedule for Hiring**
- Nov 11-16 Home Rule Transition Committee & County Council Elect **receive all CM Applicant information**
- Nov 16 Home Rule Transition Committee & County Council Elect **Review all applicants to determine targeted “high” applicants**
- Nov 25 Home Rule Transition Committee & County Council Elect Review and **Rank High rated candidates** and submit their ranking sheets to consultant. **Council Elect may choose to review and rank approximately 10 additional candidates** where warranted.
- Nov 25-29 Consultant tabulates ranking results.
- Nov 30 Home Rule Transition Committee & County Council Elect meet to review and discuss ranking results and agree to **focus on highest rated 5-10 applicants.**
- Dec 1 Consultant & Luzerne County Human Resources begins due diligence on highest rated 5-10 applicants (references, criminal background check, etc.)
- Dec 1 Consultant arranges in person / phone interviews for HRTC & County Council Elect with highest rated 5-10 applicants.
- Dec 1–9 HRTC & County Council Elect **in person / phone interviews** with highest rated 5-10 applicants
- Dec 1–9 HRTC & County Council Elect **re-rank** interviewed candidates
- Dec 10 Consultant arranges in person second interviews with highest rated 3-5 applicants.
- Dec 10-21 HRTC & County Council Elect **in person second interviews** with highest rated **3-5 applicants**
- Dec 21-31 Contract Negotiations with preferred County Manger applicant(s)
- Jan 2, 2012 **County Council appoints County Manager**

**Discussion Purposes Only!**