

LUZERNE COUNTY HOME RULE TRANSITION PLAN

July 16, 2011

Task	Begin	End	Responsible	2010					2011												2012	2013
				Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
HOME RULE CHARTER OVERVIEW																						
Proposed Charter Completed		8/11/2010	Study Commission																			
Charter Adopted		11/2/2010	Electorate																			
Transition	12/1/2010	1/2/2012	Transition Committee																			
Election of County Council & Dist. Attny.																						
Primary Election	2/15/2011	5/17/2011	Board of Elections / Electorate (by Party)																			
General Election		11/8/2011	Board of Elections / Electorate																			
Home Rule Implementation																						
Adoption of Codes	1/2/2012	-	County Council																	2-Jan		
Hiring County Manager	1/2/2011	1/2/2011	County Council																	2-Jan		
Hiring Division Heads	1/2/2011	3/31/2011	County Manager																	2-Jan		
Temporary Ordinances	1/2/2012	12/31/2012	County Council																	2-Jan		
Temporary Personnel Policies	1/2/2012	12/31/2012	County Manager																	2-Jan		
Election of 5 County Council & Controller																						
		2013	Electorate																			

TRANSITION COMMITTEE OVERVIEW

CODES																				
Administrative Code Sub-Committee																				
Mission & Resource Info	2/7/2011	3/21/2011	Admin. Code Sub-Com																	
Draft Admin Code	3/21/2011	6/6/2011	Admin. Code Sub-Com																	
Solicitor & Consultant Review	6/6/2011	6/30/2011	Solicitor & Consultant																	
HRTC Review	7/13/2011	7/27/2011	HRTC																	
Revise	7/27/2011	8/10/2011	Admin. Code Sub-Com																	
Approval	8/10/2011	8/10/2011	HRTC																	
Enact		1/2/2012	County Council																	2-Jan
Personnel Code Sub-Committee																				
Mission & Resource Info	2/7/2011	3/21/2011	Pers. Code Sub-Com																	
Draft Admin Code	3/21/2011	6/20/2011	Pers. Code Sub-Com																	
Solicitor & Consultant Review	6/20/2011	7/4/2011	Solicitor & Consultant																	
HRTC Review	7/13/2011	7/27/2011	HRTC																	
Revise	7/27/2011	8/10/2011	Pers. Code Sub-Com																	
Approval	8/10/2011	8/10/2011	HRTC																	
Enact		1/2/2012	County Council																	2-Jan
Ethics Code Sub-Committee																				
Mission & Resource Info	3/21/2011	4/11/2011	Ethics Sub-Committee																	
Draft Ethics Code	3/24/2011	5/18/2011	Ethics Sub-Committee																	
Solicitor & Consultant Review	5/18/2011	6/15/2011	Solicitor & Consultant																	

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HRTC Review	7/27/2011	8/10/2011	HRTC																							
Revise	7/28/2011	8/9/2011	Ethics Sub Com																							
Approval-include in Admin Code	8/10/2011	8/10/2011	HRTC																							
Enact		1/2/2012	County Council																					2-Jan		
Authorities, Boards & Commissions Sub-Committee																										
Develop AB&C Code & Process																										
Mission & Resource Info	2/7/2011	4/30/2011	AB&C Code Sub-Com																							
Draft AB&C Code	3/21/2011	6/20/2011	AB&C Code Sub-Com																							
Solicitor & Consultant Review	6/20/2011	7/4/2011	Solicitor & Consultant																							
HRTC Review	7/13/2011	7/27/2011	HRTC																							
Revise	7/27/2011	8/10/2011	AB&C Code Sub-Com																							
Approval	8/10/2011	8/10/2011	HRTC																							
Enact		1/2/2012	County Council																						2-Jan	
Recruit AB&C Candidates																										
Ethics Commission (2 Registered Voter Appointees)																										
Board of Elections & Registration (4 Registered Voter Appointees)																										
Board of Tax Assessment Appeals (3 Registered Voter Appointees)																										
Recruit & Advertise	9/1/2011	10/31/2011	HRTC																							
Review & Interview	11/1/2011	12/15/2011	HRTC/ County Council Elect																							
Appoint		1/2/2012	County Council																						2-Jan	
Retirement Board (1 Member of County Retirement System)																										
Solicit Nominations - Members	10/1/2011	10/31/2011	HRTC / County Commissioners / Retirement System Members																							
Conduct Election by Members	11/1/2011	11/30/2011	HRTC / County Commissioners / Retirement System Members																							
Serving	1/2/2012	12/31/2015																							2-Jan	
Other AB&C Appointments for 2012																										
Recruit & Advertise	9/1/2011	10/31/2011	HRTC																							
Review & Interview	11/1/2011	12/15/2011	HRTC/ County Council Elect																							
Appoint		2012	County Council																						2-Jan	

PERSONNEL & RECRUITING Sub-Committee																										
Table of Organization																										
Develop DRAFT TO	2/17/2011	3/15/2011	P&R Sub-Committee																							
HRTC Review	3/23/2011	5/31/2011	HRTC																							
Revise	6/1/2011	6/30/2011	P&R Sub-Committee																							
Approval of TO	7/1/2011	7/31/2011	HRTC																							

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				Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
COUNCIL HIRES																						
County Manager																						
Develop Job Descriptions & Salary Scale	Apr-11	Jun-11	LC HRTC																			
Develop Advertisement & Placement	Jun-11	Jun-11	LC HRTC																			
Advertise for & Receive Applicants	Jul-11	Sep-11	LC HRTC / MMR and/ or LC HR																			
Initial Categorization (High-Med-Low)	Sep-11	Sep-11	LC HRTC / MMR and/ or LC HR																			
Ranking of High Candidates	Nov-11	Nov-11	LC HRTC / LC Council Elect																			
Interview (telephone) of Highest (5-10)	Nov-11	Nov-11	LC HRTC / LC Council Elect																			
Re-ranking of interviewed candidates	Nov-11	Nov-11	LC HRTC / LC Council Elect																			
Interview (in person) of Highest (3-5)	Nov-11	Dec-11	LC HRTC / LC Council Elect																			
Hire County Manager	1/2/2012	1/2/2012	LC Council																	2-Jan		
Clerk of County Council																						
Develop Job Descriptions & Salary Scale	Apr-11	Jun-11	LC HRTC																			
Develop Advertisement & Placement	Jun-11	Jun-11	LC HRTC																			
Advertise for & Receive Applicants	Sep-11	Oct-11	LC HRTC / MMR and/ or LC HR																			
Initial Categorization (High-Med-Low)	Oct-11	Oct-11	LC HRTC / MMR and/ or LC HR																			
Ranking of High Candidates	Nov-11	Nov-11	LC HRTC / LC Council Elect																			
Interview (In Person) & Re-ranking	Nov-11	Dec-11	LC HRTC / LC Council Elect																			
Hire Clerk to County Council	1/2/2012	1/2/2012	LC Council																	2-Jan		
Secretary to County Council																						
Develop Job Descriptions & Salary Scale	Apr-11	Jun-11	LC HRTC																			
Develop Advertisement & Placement	Jun-11	Jun-11	LC HRTC																			
Advertise for & Receive Applicants	Sep-11	Oct-11	LC HRTC / MMR and/ or LC HR																			
Initial Categorization (High-Med-Low)	Oct-11	Oct-11	LC HRTC / MMR and/ or LC HR																			
Ranking of High Candidates	Nov-11	Nov-11	LC Council Elect																			
Interview (In Person) & Re-ranking	Nov-11	Dec-11	LC Council Elect																			
Hire Secretary to County Council	1/2/2012	1/2/2012	LC Council																	2-Jan		
COUNTY MANAGER HIRES																						
County Division Heads																						
Develop Job Descriptions & Salary Scale	Apr-11	Jun-11	LC HRTC																			
Develop Advertisement & Placement	Jun-11	Jun-11	LC HRTC																			
Advertise for & Receive Applicants	Oct-11	Nov-11	LC HRTC / MMR and/ or LC HR																			
Initial Categorization (High-Med-Low)	Dec-11	Dec-11	LC HRTC / MMR and/ or LC HR																			
Ranking of High Candidates	Jan-11	Jan-11	LC Manager																			
Interview (In Person) & Re-ranking	Jan-11	Feb-11	LC Manager																			
Hire Division Heads	Jan-11	Mar-11	LC Manager																			

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				Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
Solicitor & Chief Public Defender																								
Develop Job Descriptions & Salary Scale	Apr-11	Jun-11	LC HRTC																					
Develop Advertisement & Placement	Jun-11	Jun-11	LC HRTC																					
Advertise for & Receive Applicants	Nov-11	Dec-11	LC HRTC / MMR and/ or LC HR																					
Initial Categorization (High-Med-Low)	Dec-11	Dec-11	LC HRTC / MMR and/ or LC HR																					
Ranking of High Candidates	Jan-11	Jan-11	LC Manager																					
Interview (In Person) & Re-ranking	Jan-11	Mar-11	LC Manager																					
Hire Solicitor & Chief Public Defender	Jan-11	Mar-11	LC Manager																					

COMMUNICATIONS																								
Open Com. & Sub-Com. Meetings	Dec-10	Jan-12	HRTC																					
Website Postings	Mar-11	Jan-12	HRTC																					
Q&A Info for Public & Employees	May-11	Jan-12	HRTC / Consultant																					
AB&C Notifications	Jul-11	Jul-11	HRTC																					
Employee Meetings	Jul-11	Jan-12	HRTC																					
Public Forums	Jul-11	Jan-12	HRTC																					
Division Head Interviews	May-11	Sep-11	HRTC																					
Advertise 1st County Council Meet	Dec-11	Jan-12	HRTC																					

BUDGET, SPACE & LOGISTICS																								
Budget																								
Develop Budget for County Allocation	Dec-10	Dec-10	HRTC/County Comm																					
Hire Consultant	Feb-11	Mar-11	HRTC																					
Seek PA EIP Grant	Mar-11	Apr-11	HRTC/County Comm /Consultant																					
Conduct Efficiency Studies	Jun-11	Sep-11	HRTC / Consultant																					
Approval of Efficiency Plan	Sep-11	Oct-11	HRTC / County Comm.																					
Track Home Rule vs. existing	Apr-11	Dec-11	HRTC / County Comm.																					
Integration into 2012 Budget	Oct-11	Dec-11	County Commissioners																					
Changes to 2012 Budget	1/2/2012	???	County Council																					
Space																								
County Council Offices	Sep-11	1/2/2012	HRTC & County Commissioners																					
County Council Hearing Room	Sep-11	1/2/2012	HRTC & County Commissioners																					
County Manager Office	Sep-11	1/2/2012	HRTC & County Commissioners																					
Budget & Finance Office	Sep-11	1/2/2012	HRTC & County Commissioners																					
Row Office Merger	Sep-11	1/2/2012	HRTC, Judiciary & County Commissioners																					