From: Lawton, Robert
To: Luzerne County Council Members
Cc: Hoggarth, Joan; Pedri, David; Check, Andrew
Subject: Personnel Transactions
Date: Monday, September 30, 2013 9:45:00 AM

Members of Council:

I write to share with you the following communication from Division Head Joan Hoggarth. I am pleased to note that our progress continues.

DATE: September 30, 2013
TO: Robert C. Lawton; County Manager
FROM: Joan Hoggarth; Division Head, Judicial Services and Records
RE: Appointments

This is to announce the following Department Manager appointments and salaries in the Division of Judicial Services and Records:

Ø William Lisman
Coroner
Effective date: October 7, 2013
$45,000

Ø Mary K. Dysleski
Recorder of Deeds, Register of Wills and Clerk to Orphans Court Manager
Effective date: October 21, 2013
$50,000

Ø James L. Haddock
Prothonotary and Clerk of Courts Manager
Effective date: October 7, 2013
$47,500

The appointments of Ms. Dysleski and Mr. Haddock replace eight positions previously held, under the old form of Government by four Row Officers and four Deputies. Base salaries for those eight positions totaled $292,618 per year. Under the new structure base salaries for the two department managers plus the division head total $167,500, a savings of $125,118 per year plus substantial savings in benefits. The existing management positions in those departments have been eliminated.

The positions were filled through the Merit Based Hiring process. The County received 4 applications for the position of Coroner, all of which met minimum qualifications resulting in all 4 being interviewed. The County received 14 applications for the position of Recorder of Deeds, Register of Wills and Clerk of Orphans Court Manager, of which 3 met minimum qualifications and

were interviewed. We received **8** applications for the position of Prothonotary and Clerk of Courts Manager with **3** meeting minimum qualifications and being interviewed. Recruitment and reviewing of applicants is ongoing for the position of Sheriff with the expectation to have that position filled within the next two months.

Some background on the Department Manager appointments:

William W. Lisman

Bill has been employed in the Luzerne County Coroner's office since 1975, advancing from Deputy Coroner to Chief Deputy Coroner. He holds a Bachelor's Degree in Psychology from King's College, a Funeral Home Management degree from Mount Ida College, and is a graduate of the Pennsylvania State Police Academy's County Coroner Education School. He continues to complete all necessary education requirements pursuant with the Pennsylvania State Coroner Association.

Bill took on the responsibility of Acting Coroner in January, 2012 with the implementation of the Home Rule Charter and has proven to be a great asset to the County in that position. His professional mannerism and the compassion shown to family members of deceased under extreme emotional circumstances are well known throughout the County. Bill operates a financially lean Coroner's office while still providing all necessary services to the residents of Luzerne County. It is my pleasure to appoint him to Coroner of Luzerne County.

Mary K. Dysleski

Mary brings to the position 14 years of management experience in Luzerne County Government plus an additional 13 years' experience working with the judicial records of the Recorder of Deeds and Register of Wills Offices in her previous Lead Title Abstractor position. She holds a Bachelor's Degree in Psychology and Criminal Justice from King's College and a Master's Degree in Public Administration from Maywood University. She has done coursework in Regional & Urban Planning at Luzerne County Community College and is a graduate of Leadership Wilkes-Barre. She also has served as Chair of NBHCC, Health Choices/Managed Health Care System, Chair of Shelter Plus Care Committee, Chair of G.R.I.T. Board of Directors and Co-Chair of the Luzerne County Homeless Coalition.

Mary served two terms as Recorder of Deeds for Luzerne County. During those terms she cross-trained employees to ensure the most effective and efficient operations, streamlined office operations and accounting to insure full usage of software systems, established the first online recording of documents in Luzerne County, initiated online access to land records to increase revenues for the County along with improving access to the public, secured 2 archive grants through the Pennsylvania Historical & Museum Commission for the preservation of recorded documents, implemented a program to scan subdivision maps into the office software for improved access retention and collaborated with the Register of Wills Office in the installation of the same computer software utilized by the Recorder of Deeds Office, making recording and record access user friendly and creating the ability for the merger of the two offices with one database.

Mary also served a short time as Deputy Director of Luzerne County Bureau of Elections before being asked by the County Commissioners to serve as Interim Director of the Luzerne County Tax

Claim Bureau. She served a dual role in her most recent position, Interim Director Luzerne County Office of Human Services and Fiscal Officer Luzerne County Office of Human Services, responsible for all fiscal operations immediately under the direction of the Office of Human Services and the administration of the Office of Human Services, Luzerne/Wyoming Counties Drug & Alcohol and Luzerne/Wyoming Counties Mental Health and Developmental Services, as well as the oversight of Luzerne/Wyoming Counties Area Agency on Aging, Luzerne County Children & Youth and Veteran's Affairs.

Mary also serves as an Adjunct Instructor at King's College instructing classes on a part-time evening basis within the sociology and criminal justice department.

She has vast knowledge of working with budgets, grants, contracts and the development of new programs. Her acceptance of the position of Recorder of Deeds, Register of Wills and Clerk to Orphans Court manager is a great benefit for the Division and will surely benefit all users of the Offices.

James L. Haddock

Jim has 24 years in banking experience, from entry level to Assistant Vice-President overseeing several Branches simultaneously. He created new policies, generated income and expense reports, and implemented training sessions for branch staff. He was responsible for the sales and growth goals and implemented and developed a new mortgage origination program. Jim has 9 years management experience with the State Workers' Insurance Fund. In this position he supervised 28 employees, working with all managers, supervisors and union officials to develop work standards for every department. A fair level of expected work production for each employee was developed from this work standard. He was responsible for the implementation of a new customer service unit, for which he developed the policy and procedures for the unit, hired staff and created an internal training program, serving as Training Coordinator for all training needs of the State Fund. Jim has experience from various levels of management positions and is experienced in union matters pertaining to both managers and employees. His experience creating departments and procedures within those departments will be of great value to the Division as it moves toward the merging of the Prothonotary and Clerk of Courts offices.

Jim graduated from the Pennsylvania Bankers Association's Advanced School of Banking held at Bucknell University, has taken numerous courses at Luzerne County Community College, the American Institute of Banking and Omega. I look forward to working with Jim to implement the structure of a combined office creating a more efficient way to do business with Luzerne County.

With these appointments, I am confident the goals of the Division will be met in a timely and efficient manner.

Sincerely,

Joan Hoggarth, Division Head
Judicial Services and Records