

COUNTY OF LUZERNE
PENNSYLVANIA
ESTABLISHED 1786

LUZERNE COUNTY MANAGER SEARCH COMMITTEE
PUBLIC MEETING
December 21, 2015
Luzerne County Court House
Council Meeting Room
Wilkes-Barre, Pa. 18711

6:00 PM CALL TO ORDER

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

ROLL CALL

AGENDA ITEMS

1. Welcome
2. Self-introductions
3. Selection of Chairperson
4. Discussion of search parameters including:
 - position criteria
 - timelines
 - process initiation
5. Discuss next meeting

ITEMS FROM THE PUBLIC

This is an opportunity for members of the public to address the Committee on matters not listed on the Agenda, but which must be within the subject matter jurisdiction of the Committee. Speakers are requested to submit a Speaker Card before the first speaker is called and to limit individual comments to three (3) minutes. Speakers may not yield or transfer their time to another speaker.

ADJOURNMENT



COUNTY of LUZERNE
PENNSYLVANIA
ESTABLISHED 1786

LUZERNE COUNTY MANAGER SEARCH COMMITTEE
PUBLIC MEETING

January 4, 2016

Luzerne County Court House
Council Meeting Room
Wilkes-Barre, Pa. 18711

1:00 PM CALL TO ORDER

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

ROLL CALL

AGENDA ITEMS

1. Review outstanding items from the December 21, 2015 meeting
2. Review and discuss Manager Position Description
 - format, content, duties and responsibilities
3. Review and modify draft Manager Job Vacancy Announcement
 - core competencies, knowledge, skills and abilities
 - content and format
4. Discuss "Needs Assessment", KSA's
 - forum for input from Council, managers, employees, and public
5. Discuss job posting options
 - Indeed, Monster, ICMA, LinkedIn, AMA, ZipRecruiters, and newspapers
6. Schedule next meeting

ITEMS FROM THE PUBLIC

This is an opportunity for members of the public to address the Committee on matters listed on the Agenda and/or on matters not listed on the Agenda, but which must be within the subject matter jurisdiction of the Committee. Speakers are requested to submit a Speaker Card before the first speaker is called and to limit individual comments to three (3) minutes. Speakers may not yield or transfer their time to another speaker.

ADJOURNMENT



COUNTY of LUZERNE
PENNSYLVANIA
ESTABLISHED 1786

LUZERNE COUNTY MANAGER SEARCH COMMITTEE
PUBLIC MEETING

January 8, 2016

Luzerne County Court House

Council Conference Room

Wilkes-Barre, Pa. 18711

9:00 AM CALL TO ORDER

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

ROLL CALL

AGENDA ITEMS

1. Motion to accept resignation of Robert Fisher
2. Discuss search committee vacancy
3. Discuss Job Announcement (review changes/items pending)pages 1-7
4. Discuss and finalize Technical Knowledge, Skills and Abilitiespages 8-11
5. Discuss MSC attorney recommendation (Attorney James Hailstone) page 12-13
6. Review and discuss job posting options..... page 14-15
7. Review and discuss advertisement language/preview
8. Review and discuss weighting factors for rating matrix page 16
9. Discuss establishment of external mail account.
10. Discuss current email accounts (individual and group MSC@luzernecounty.org)
11. Identify information to be redacted from applications
(i.e. name, address, DOB, email, web page links to personal info, phone#)

ITEMS FROM THE PUBLIC

This is an opportunity for members of the public to address the Committee on matters listed on the Agenda and/or on matters not listed on the Agenda, but which must be within the subject matter jurisdiction of the Committee. Speakers are requested to submit a Speaker Card before the first speaker is called and to limit individual comments to three (3) minutes. Speakers may not yield or transfer their time to another speaker.

ADJOURNMENT



COUNTY of LUZERNE
PENNSYLVANIA
ESTABLISHED 1786

LUZERNE COUNTY MANAGER SEARCH COMMITTEE
PUBLIC MEETING

January 11, 2016

Luzerne County Court House

Council Meeting Room

Wilkes-Barre, Pa. 18711

6:00 PM CALL TO ORDER

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

ROLL CALL

ADDITIONS TO/DELETIONS FROM AGENDA

AGENDA ITEMS

1. Discuss and finalize Job Announcement
2. Discuss and resolve process for placing electronic advertisements
3. Update committee regarding Solicitor response to legal questions
4. Discuss establishment of an external email address for receipt of applications
5. Discuss advertising in Standard Speaker (Hazleton) and Press Enterprise (Bloomsburg/Berwick)
6. Discuss utilizing Govjob.com for advertising
7. Discuss, review, and finalize Rating Matrix, weighted averages

ITEMS FROM THE PUBLIC

This is an opportunity for members of the public to address the Committee on matters listed on the Agenda and/or on matters not listed on the Agenda, but which must be within the subject matter jurisdiction of the Committee. Speakers are requested to submit a Speaker Card before the first speaker is called and to limit individual comments to three (3) minutes. Speakers may not yield or transfer their time to another speaker.

ADJOURNMENT



COUNTY of LUZERNE
PENNSYLVANIA
ESTABLISHED 1786

LUZERNE COUNTY MANAGER SEARCH COMMITTEE
PUBLIC MEETING

January 19, 2016

Luzerne County Court House
Council Meeting Room
Wilkes-Barre, Pa. 18711

10:00 AM CALL TO ORDER

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

ROLL CALL

ADDITIONS TO/DELETIONS FROM AGENDA

AGENDA ITEMS

1. Discuss and finalize Job Announcement
2. Discuss and resolve process for placing electronic advertisements
3. Update committee regarding Solicitor response to legal questions
4. Discuss establishment of an external email address for receipt of applications
5. Discuss advertising in Standard Speaker (Hazleton) and Press Enterprise (Bloomsburg/Berwick)
6. Discuss utilizing Govjob.com for advertising
7. Discuss, review, and finalize Rating Matrix, weighted averages

ITEMS FROM THE PUBLIC

This is an opportunity for members of the public to address the Committee on matters listed on the Agenda and/or on matters not listed on the Agenda, but which must be within the subject matter jurisdiction of the Committee. Speakers are requested to submit a Speaker Card before the first speaker is called and to limit individual comments to three (3) minutes. Speakers may not yield or transfer their time to another speaker.

ADJOURNMENT



COUNTY of LUZERNE
P E N N S Y L V A N I A
ESTABLISHED 1786

LUZERNE COUNTY MANAGER SEARCH COMMITTEE
PUBLIC MEETING

January 19, 2016

Luzerne County Court House

Council Meeting Room

Wilkes-Barre, Pa. 18711

6:00 PM CALL TO ORDER

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

ROLL CALL

ADDITIONS TO/DELETIONS FROM AGENDA

AGENDA ITEMS

1. Discuss and finalize Job Announcement
2. Discuss and resolve process for placing electronic advertisements
3. Update committee regarding Solicitor response to legal questions
4. Discuss establishment of an external email address for receipt of applications
5. Discuss advertising in Standard Speaker (Hazleton) and Press Enterprise (Bloomsburg/Berwick)
6. Discuss utilizing Govjob.com for advertising
7. Discuss, review, and finalize Rating Matrix, weighted averages

ITEMS FROM THE PUBLIC

This is an opportunity for members of the public to address the Committee on matters listed on the Agenda and/or on matters not listed on the Agenda, but which must be within the subject matter jurisdiction of the Committee. Speakers are requested to submit a Speaker Card before the first speaker is called and to limit individual comments to three (3) minutes. Speakers may not yield or transfer their time to another speaker.

ADJOURNMENT



COUNTY of LUZERNE
P E N N S Y L V A N I A
ESTABLISHED 1786

LUZERNE COUNTY MANAGER SEARCH COMMITTEE
PUBLIC MEETING

January 25, 2016

Luzerne County Court House

Council Meeting Room

Wilkes-Barre, Pa. 18711

10:00 AM CALL TO ORDER

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

ROLL CALL

ADDITIONS TO/DELETIONS FROM AGENDA

AGENDA ITEMS

1. Discuss creation of webpage and links for County Manager Job Announcement with IT
2. Discuss and finalize position papers
 - a. Number of Candidates presented to Council (top 3)
 - b. Motion by Council to establish a Government Study Commission
3. Update committee regarding change to 2011 County Manager Job Description and link
4. Discuss local newspaper job advertisements (format, content, cost)
5. Discuss use of Survey Monkey

ITEMS FROM THE PUBLIC

This is an opportunity for members of the public to address the Committee on matters listed on the Agenda and/or on matters not listed on the Agenda, but which must be within the subject matter jurisdiction of the Committee. Speakers are requested to submit a Speaker Card before the first speaker is called and to limit individual comments to three (3) minutes. Speakers may not yield or transfer their time to another speaker.

ADJOURNMENT



COUNTY of LUZERNE
PENNSYLVANIA
ESTABLISHED 1786

LUZERNE COUNTY MANAGER SEARCH COMMITTEE
PUBLIC MEETING

February 01, 2016

Luzerne County Court House
Council Meeting Room
Wilkes-Barre, Pa. 18711

6:00 PM CALL TO ORDER

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

ROLL CALL

ADDITIONS TO/DELETIONS FROM AGENDA

AGENDA ITEMS

1. Review and discuss Council amendments to County Manager Job Description and County Manager Job Vacancy Announcement
2. Discuss advertisement target dates
3. Revise Plan of Action and Milestones
4. Discuss recruitment documents on web server
5. Discuss interview parameters for highly qualified candidates
6. Develop survey questions

ITEMS FROM THE PUBLIC

This is an opportunity for members of the public to address the Committee on matters listed on the Agenda and/or on matters not listed on the Agenda, but which must be within the subject matter jurisdiction of the Committee. Speakers are requested to submit a Speaker Card before the first speaker is called and to limit individual comments to three (3) minutes. Speakers may not yield or transfer their time to another speaker.

ADJOURNMENT



COUNTY of LUZERNE
PENNSYLVANIA
ESTABLISHED 1786

LUZERNE COUNTY MANAGER SEARCH COMMITTEE
PUBLIC MEETING
February 08, 2016
Luzerne County Court House
Council Meeting Room
Wilkes-Barre, Pa. 18711

9:00 AM CALL TO ORDER

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

ROLL CALL

ADDITIONS TO/DELETIONS FROM AGENDA

ADOPTION OF AGENDA

AGENDA ITEMS

1. Approve P.O. Box Invoice
2. Discuss and prepare survey questions
3. Review Plan of Action and Milestones

ITEMS FROM THE PUBLIC

This is an opportunity for members of the public to address the Committee on matters listed on the Agenda and/or on matters not listed on the Agenda, but which must be within the subject matter jurisdiction of the Committee. Speakers are requested to submit a Speaker Card before the first speaker is called and to limit individual comments to three (3) minutes. Speakers may not yield or transfer their time to another speaker.

ADJOURNMENT

EXECUTIVE SESSION IMMEDIATELY FOLLOWING PUBLIC MEETING REGARDING CREDITING PLAN



COUNTY of LUZERNE
PENNSYLVANIA
ESTABLISHED 1786

LUZERNE COUNTY MANAGER SEARCH COMMITTEE
PUBLIC MEETING

February 26, 2016

Luzerne County Court House
Council Meeting Room
Wilkes-Barre, Pa. 18711

3:00PM CALL TO ORDER

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

ROLL CALL

ADDITIONS TO/DELETIONS FROM AGENDA

PUBLIC COMMENT ON AGENDA ITEMS

Each speaker shall have three (3) minutes to address any or all items on the Agenda. Each speaker is asked to submit a Speaker Card before the first speaker is called and to limit individual comments to three (3) minutes. Speakers may not yield or transfer their time to another speaker.

AGENDA ITEMS

1. Pre-employment background investigation – One Source briefing
2. Validate invoices
3. Review survey responses
4. Discuss set of standardized interview questions
5. Update Committee on number of Manager applications received
6. CALIPER pre-employment assessment

PUBLIC COMMENT

This is an opportunity for members of the public to address the Committee on matters not listed on the Agenda, but which must be within the subject matter jurisdiction of the Committee. Speakers are requested to submit a Speaker Card before the first speaker is called and to limit individual comments to three (3) minutes. Speakers may not yield or transfer their time to another speaker.

ADJOURNMENT

EXECUTIVE SESSION IMMEDIATELY FOLLOWING PUBLIC MEETING REGARDING PERSONNEL



COUNTY of LUZERNE
PENNSYLVANIA
ESTABLISHED 1786

LUZERNE COUNTY MANAGER SEARCH COMMITTEE
PUBLIC MEETING

March 30, 2016

Luzerne County Court House
Council Meeting Room
Wilkes-Barre, Pa. 18711

EXECUTIVE SESSION

10:00AM CALL TO ORDER

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

ROLL CALL

ADDITIONS TO/DELETIONS FROM AGENDA

PUBLIC COMMENT ON AGENDA ITEMS

Each speaker shall have three (3) minutes to address any or all items on the Agenda. Each speaker is asked to submit a Speaker Card before the first speaker is called and to limit individual comments to three (3) minutes. Speakers may not yield or transfer their time to another speaker.

AGENDA ITEMS

1. Validate invoices
2. Discuss criteria for rating results of Caliper assessment.
3. Discuss criteria to rate/disqualify applicants based on background investigation findings.
4. Discuss cutoff for interviews.
5. Motion to disqualify applicant.
6. Update on recruitment process.

PUBLIC COMMENT

This is an opportunity for members of the public to address the Committee on matters not listed on the Agenda, but which must be within the subject matter jurisdiction of the Committee. Speakers are requested to submit a Speaker Card before the first speaker is called and to limit individual comments to three (3) minutes. Speakers may not yield or transfer their time to another speaker.

ADJOURNMENT

EXECUTIVE SESSION



COUNTY of LUZERNE
PENNSYLVANIA
ESTABLISHED 1786

LUZERNE COUNTY MANAGER SEARCH COMMITTEE
PUBLIC MEETING

February 16, 2016

Luzerne County Court House
Council Meeting Room
Wilkes-Barre, Pa. 18711

9:30 AM CALL TO ORDER

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

ROLL CALL

ADDITIONS TO/DELETIONS FROM AGENDA

PUBLIC COMMENT ON AGENDA ITEMS

Each speaker shall have three (3) minutes to address any or all items on the Agenda. Each speaker is asked to submit a Speaker Card before the first speaker is called and to limit individual comments to three (3) minutes. Speakers may not yield or transfer their time to another speaker.

AGENDA ITEMS

1. Validate Invoices
2. Discuss and Complete Public Survey
3. Discuss In-House Survey
4. Update Committee on Number of Manager Applications Received
5. Discuss Background Checks - Third Party Companies

PUBLIC COMMENT

This is an opportunity for members of the public to address the Committee on matters not listed on the Agenda, but which must be within the subject matter jurisdiction of the Committee. Speakers are requested to submit a Speaker Card before the first speaker is called and to limit individual comments to three (3) minutes. Speakers may not yield or transfer their time to another speaker.

ADJOURNMENT

EXECUTIVE SESSION IMMEDIATELY FOLLOWING PUBLIC MEETING REGARDING PERSONNEL



COUNTY of LUZERNE
PENNSYLVANIA
ESTABLISHED 1786

LUZERNE COUNTY MANAGER SEARCH COMMITTEE
PUBLIC MEETING

March 4, 2016

Luzerne County Court House
Council Meeting Room
Wilkes-Barre, Pa. 18711

6:00PM CALL TO ORDER

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

ROLL CALL

ADDITIONS TO/DELETIONS FROM AGENDA

PUBLIC COMMENT ON AGENDA ITEMS

Each speaker shall have three (3) minutes to address any or all items on the Agenda. Each speaker is asked to submit a Speaker Card before the first speaker is called and to limit individual comments to three (3) minutes. Speakers may not yield or transfer their time to another speaker.

AGENDA ITEMS

1. Validate invoices
2. Update Committee on number of Manager applications received
3. Develop Crediting Plan
4. Identify screening services for background check
5. Discuss interview questions

PUBLIC COMMENT

This is an opportunity for members of the public to address the Committee on matters not listed on the Agenda, but which must be within the subject matter jurisdiction of the Committee. Speakers are requested to submit a Speaker Card before the first speaker is called and to limit individual comments to three (3) minutes. Speakers may not yield or transfer their time to another speaker.

ADJOURNMENT



COUNTY of LUZERNE
PENNSYLVANIA
ESTABLISHED 1786

LUZERNE COUNTY MANAGER SEARCH COMMITTEE
PUBLIC MEETING

April 14, 2016

Luzerne County Court House
Council Meeting Room
Wilkes-Barre, Pa. 18711

9:30AM CALL TO ORDER

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

ROLL CALL

ADDITIONS TO/DELETIONS FROM AGENDA

PUBLIC COMMENT ON AGENDA ITEMS

Each speaker shall have three (3) minutes to address any or all items on the Agenda. Each speaker is asked to submit a Speaker Card before the first speaker is called and to limit individual comments to three (3) minutes. Speakers may not yield or transfer their time to another speaker.

AGENDA ITEMS

1. Approve three manager applicants for delivery to Council
2. Discuss safe keeping of rating, ranking and confidential materials
3. Discuss applicant request for information
4. Recap of process and lessons learned

PUBLIC COMMENT

This is an opportunity for members of the public to address the Committee on matters not listed on the Agenda, but which must be within the subject matter jurisdiction of the Committee. Speakers are requested to submit a Speaker Card before the first speaker is called and to limit individual comments to three (3) minutes. Speakers may not yield or transfer their time to another speaker.

ADJOURNMENT