
From: Houck, Linda McClosky
Sent: Friday, January 25, 2019 4:56 PM
To: McGinley, Tim; Luzerne County Council Members
Subject: Background checks for candidates for public office

Mr. McGinley and All Council:

It has come to my attention that the individuals who applied for appointment to the Council seat formerly held by Mr. Brominski have now been asked to fill out employment-related background check forms.

These individuals are NOT seeking employment with Luzerne County; they are seeking appointment to public office, an entirely different status.

When we were preparing to interview candidates this week, I asked the solicitor to state the reason why candidates' resumes were not disclosed to the public, as they would have been if the candidates were running in an election to this very same office. Ms. Crocamo's statement was that they remain private citizens until appointment.

Although I disagree with her opinion regarding releasing the resumes, as these are candidates for an elected public office, not employment, I understand that it was your decision as Chair to accept that opinion and I deferred to that decision.

However, requiring additional personal information and conducting background checks on these candidates, particularly as the request includes reference to "County employment," is completely inappropriate, and to this I must object.

These individuals should be treated in the same manner as any other candidate for public office, not as potential County employees. Sending them a notice that this information may be considered when they are considered for "subsequent promotion, assignment, reassignment, retention, or discipline" is inappropriate and incorrect.

The information regarding the Candidate application process on the County website indicates only that a Statement of Financial Interest is required and clearly lists the requirements for office, including the prohibition against having a conviction.

Requiring a background check that includes a criminal record check as well as creditworthiness is more than has been required of any candidate for public office, and should not be a prerequisite for consideration for appointment to the very same office. Additionally, this new requirement was never discussed by Council and was not part of the appointment process approved by Council. Whose idea was this, and why is it being implemented without Council discussion and approval?

While County Management has every right to perform background checks of various types on County employees, no one - not the Solicitor, who represents Council, nor the applicants' potential colleagues on Council - has the right to require specific background checks for appointment to elective position. Please rescind the request for information and refrain from using any submitted information for this inappropriate purpose. Let us treat our potential colleagues with the same respect we offer to any candidate for office.

Linda Houck

From: McGinley, Tim
Sent: Thursday, January 24, 2019 5:06 PM
To: Walsh Waitkus, Jane
Cc: Luzerne County Council Members
Subject: RE: Letter of Support -Please add to agenda

Council Member Waitkus,

Thank you for your email. Council Member Schnee made the same request.

There will be an agenda items for the 2/12/2019 meeting.

Tim McGinley

From: Walsh Waitkus, Jane
Sent: Thursday, January 24, 2019 8:36 AM
To: McGinley, Tim <Tim.McGinley@luzernecounty.org>; Luzerne County Council Members <LCCM@luzernecounty.org>
Subject: Letter of Support -Please add to agenda

Mr. McGinley,

I request that a letter of support regarding the Wilkes Barre General Hospital Nurses' efforts to address staffing issues be placed on the County Council agenda for the February 12, 2019 meeting.

Best regards,
Jane Walsh Waitkus

From: Walsh Waitkus, Jane
Sent: Thursday, January 24, 2019 8:36 AM
To: McGinley, Tim; Luzerne County Council Members
Subject: Letter of Support -Please add to agenda

Mr. McGinley,

I request that a letter of support regarding the Wilkes Barre General Hospital Nurses' efforts to address staffing issues be placed on the County Council agenda for the February 12, 2019 meeting.

Best regards,
Jane Walsh Waitkus

From: Houck, Linda McClosky
Sent: Tuesday, January 08, 2019 7:04 PM
To: Luzerne County Council Members
Cc: Lawrence, Sharon
Subject: Fw: 2017 Audit findings

Not included in tonight's packet - Discussion Item #6

From: Houck, Linda McClosky
Sent: Saturday, December 15, 2018 8:25 AM
To: Luzerne County Council Members
Subject: 2017 Audit findings

For your consideration, here are some of the findings and recommendations from the 2017 audit (**many of these, as noted by the auditor, are repeat findings from previous years**):

Material Weaknesses:

1. Segregation of Duties in accounting and financial functions – review staffing assignments and distribute duties.
2. Recording of Liabilities (Capital Fund) – review of policies and procedures for proper accounting - \$340,000 not properly recorded.
3. Recording of Refinancing – review of policies and procedures to ensure proper recording of debt transactions, to avoid material audit adjustments.
4. Reconciliation of Due to and Due from other funds – need for monthly reconciliations, and reconciliation with agencies PRIOR to agency audit completion.

Significant Deficiencies:

1. Documentation of Accounting Manual – need to document procedures for accounting activity
2. Grant financial reporting and reconciliation –need to implement controls over reporting and reconciliation of grant funds
3. Agency funds –need to be recorded on general ledger, monthly reconciliation, review, and approval by appropriate personnel
4. Journal Entry review –need to implement a formal journal entry review process
5. Uniform Grant Guidance policies and procedures – need to document and implement formal policies and procedures
6. Pension Accounting –need to review and adjust policies and procedures for proper pension accounting

Internal Control Findings – Other:

1. Credit Card Review – need for department level documentation
2. Fixed Asset Roll forward and Depreciation Calculation –need to document and implement formal policies and procedures for tracking of fixed assets
3. Outstanding Checks – need to document and implement formal policy and procedure
4. Multiple cash accounts – need to review and consolidate
5. Financial statements –need to prepare and present quarterly
6. Recording of Lease Revenue Payments – need to record payments properly

7. Agency Funds Reconciling Check – need for timely reconciliation and support of reconciling items
8. Journal Entries after the Start of the Audit – need to properly close financial books and make journal entries prior to start of audit.
9. Annual Required Contribution Payments – FPA, Airport
10. Capital Asset Inventory – need written policies
11. Information Technology
 1. Documented IT strategic plan
 2. Need for New World password parameters or complexities
 3. New World Management
 1. Budget and Finance should not have complete management of application
 2. Give IT responsibility for password parameters, adding and removing users, change management
 3. IT should review user access regularly
 4. Regular reviews of
 1. Network and application user accounts
 2. Permissions and security roles assigned to users
 5. Data backups need to be tested for recovery and readability
 6. No formal written approved policies in place for
 1. Vendor Management
 2. Physical Access
 3. Logical Access
 4. Password requirements
 5. Change management
 6. Data Backup and Storage
 7. Information security and incident response
 8. Applications servers, workstations, and networks

From: Houck, Linda McClosky
Sent: Tuesday, January 08, 2019 6:58 PM
To: Luzerne County Council Members
Subject: ICMA 18 Best Practices for Effective Government Leadership
Attachments: 18-123 ICMA Practices for Effective Local Government Leadership.pdf

From: Houck, Linda McClosky
Sent: Thursday, January 03, 2019 6:11 PM
To: McGinley, Tim; Perry, Chris
Subject: Re: Audit Committee Meeting

That is fine with me.

Thanks.

Linda Houck

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: "McGinley, Tim" <Tim.McGinley@luzernecounty.org>
Date: 1/3/19 4:16 PM (GMT-05:00)
To: "Perry, Chris" <chris.perry@luzernecounty.org>, "Houck, Linda McClosky" <LindaMcClosky.Houck@luzernecounty.org>
Subject: Audit Committee Meeting

Mr. Perry & Ms. Houck,

Michael Johns from CLA will be here on Wednesday 1/9/2019 to meet with county administration. I would like to schedule an Audit Committee on Wednesday 1/9/2019 at 4:30 PM.

Since Mr. Johns will be here, he would not have to drive again.

Thanks,

Tim McGinley

From: McGinley, Tim
Sent: Thursday, January 03, 2019 4:16 PM
To: Perry, Chris; Houck, Linda McClosky
Subject: Audit Committee Meeting

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Tim McGinley

From: Vough, Matthew
Sent: Tuesday, January 01, 2019 9:58 AM
To: Brominski, Edward
Subject: Re: End date

I'm sorry to hear this. Thank you for your service over the years and happy new year. I wish you great health

Sent from my iPhone

On Jan 1, 2019, at 9:45 AM, Brominski, Edward <Edward.Brominski@luzernecounty.org> wrote:

Dear Chair:

Due to circumstances beyond my control which have been the reason for my lack of attendance at meetings in 2018, and because I cannot fulfill my duties as a councilman to my satisfaction, I am advising you that my last date of public service will be Jan. 3, 2019.

Sincerely and Good Luck.

Edward A. Brominski

From: matthew.vough@luzernecounty.org
Sent: Tuesday, January 01, 2019 9:58 AM
To: Brominski, Edward
Subject: Re: End date

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To: McGinley, Tim
Cc: Luzerne County Council Members;Brominski, Edd
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Edward A. Brominski