

**LUZERNE COUNTY HOME RULE TRANSITION COMMITTEE**

**November 2, 2011  
MINUTES**

**CALL TO ORDER/PLEDGE**

The twenty-seventh meeting of the HRTC convened in the Commissioners Meeting Room at the Luzerne County Courthouse, 200 River Street, Wilkes-Barre, Pennsylvania. It was called to order by Chair, Jim Bobeck at 6:33 pm.

**ROLL CALL**

**PRESENT**

Jim Bobeck, Chair  
Rob Bakewell, Vice Chair  
Ronna Ciaruffoli, Secretary  
Susan Shoval, Treasurer  
Tom Cooney  
Jim Haggerty  
Kick Heffron  
Rick Morelli  
Steve Urban

**ABSENT**

CJ Kersey  
Maryanne Petrilla

**ALSO PRESENT**

Gloria Kijek, Clerk  
Ken Mohr, Consultant  
Attorney Malak

**APPROVAL OF MINUTES**

None.

**CITIZEN COMMENT (agenda items)**

None.

**SOLICITOR REPORT**

Attorney Malak said he needed to identify ordinances required for the transition, and prepare in accordance with the Charter.

Motion to approve Attorney Malak's research and preparation of ordinances and resolutions needed for the transition (Motion 1).

Motion Ronna Ciaruffoli.

Second Jim Haggerty.

Unanimous vote.

Motion carried.

**DISCUSSION RE: MAINTAINING APPLICANT CONFIDENTIALITY UNLESS  
TRANSITION COMMITTEE OFFICIALLY APPROVES THE RELEASE OF ANY NAMES**

Jim Bobeck asked members thoughts on keeping applicants names confidential even when County Council elect comes on board, unless the HRTC approves release by majority vote. HRTC members discussed accountability and concerns of leaks if keeping the names confidential.

Motion that when the County Manager information is distributed to the Transition Committee on Nov. 14 that it is given to the members of the team upon their execution of a confidentiality agreement that will state that the manager applicants remain confidential until further action by the Transition Committee (Motion 2).

Motion Jim Haggerty.

Second Ronna Ciaruffoli.

6 in favor, Rob Bakewell, Jim Bobeck, Ronna Ciaruffoli, Jim Haggerty, Susan Shoval, Kick Heffron.  
2 opposed, Rick Morelli, Steve Urban.

1 abstained, Tom Cooney.

Motion carried.

### **DISCUSSION/FORMULATION OF SELECTION CRITERIA FOR COUNTY MANAGER CANDIDATES**

Ken Mohr explained a proposed hiring procedure and schedule, and County Manager selection criteria rating sheet. He reported that there were approximately 70 resumes received and he first ranks them as high, medium and low. If committee agrees with the ranking, he then narrows it down to 20 to 25 candidates. This gives HRTC a good sampling and from there they can decide if they want to add or delete applicants. From there these applicants go into a ranking process to be completed by the end of November using the rating sheet. The applicants are then narrowed to 5 to 10 applicants (or whatever amount is decided), and in-person/telephone interviews are conducted by December 9. Re-ranking of the interviewed applicants is also completed by December 9. A second in-person interview is conducted with the highest ranked 3 to 5 applicants. These finalists are re-ranked for preferred County Manager applicant by December 21. A contract is negotiated and County Council appoints County Manager January 2. The dates on hiring procedure schedule are just a suggestion and can be discussed and changed.

Ken Mohr suggested that in order to avoid any conflicts if there is anyone that is on the County Council elect or on the Transition Committee that has applied for the County Manager or Clerk to County Council positions they should abstain from participating in the hiring process. Also if there is a full time employee reporting directly to any County Council elect or Transition Committee member applying for either manager or clerk positions, that Council elect or committee member should also abstain from the process.

### **DISCUSSION/APPROVAL OF PORTIONS OF ADMINISTRATIVE CODE**

Susan Shoval asked if there were any comments on the Executive Branch section of the Administrative Code. Ken Mohr suggested when referring to the Charter in admin code, to reference the specific section number of Charter.

Motion to approve Executive Branch section of the Administrative Code (Motion 3).

Motion Susan Shoval.

Second Ronna Ciaruffoli.

Unanimous vote.

Motion carried.

### **STATUS OF INFORMATION REQUESTS FROM HRTC TO COUNTY COMMISSIONERS REGARDING AUTHORITIES, BOARDS, COMMISSIONS**

Jim Bobeck asked if a document exists that lists the qualifications for serving on the Authorities, Boards, and Commissions. Tom Cooney responded that he will check.

**OLD/NEW BUSINESS**

Committee decided to contact county council elects by phone that there will be a courthouse tour and an applicant package to pick up on 14 November at 6:00pm at the courthouse.

Jim Haggerty commented the upcoming election is bringing the nearly 3 year Luzerne County Home Rule effort close to the seating of a new government. He wished county council candidates good luck. Rick Morelli commented that the schedule going forward for Home Rule is going to be tight and suggested that the budget should be addressed by the newly elected council.

**PUBLIC COMMENT**

Kathy Dobash, Hazelton – Asked what the topic will be for the Executive Session.

Jim Bobeck responded there is no need for an Executive Session at this time.

**ADJOURNMENT**

Motion Rob Bakewell.

Second Ronna Ciaruffoli.

Unanimous vote.

Motion carried.

Meeting adjourned at 7:25 pm.

Respectfully Submitted,  
Chairman Jim Bobeck

