

LUZERNE COUNTY HOME RULE TRANSITION COMMITTEE

April 27, 2011

MINUTES

CALL TO ORDER/PLEDGE

The fourteenth 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 6:35pm.

ROLL CALL

PRESENT

Jim Bobeck, Chair
Rob Bakewell, Vice Chair
Ronna Ciaruffoli, Secretary
Susan Shoval, Treasurer
Tom Cooney
Kick Heffron
CJ Kersey
Rick Morelli
Maryanne Petrilla
Steve Urban, arrived late

ABSENT

Jim Haggerty

ALSO PRESENT

Gloria Kijek, Clerk
Jeff Malak, Attorney
Ken Mohr, Consultant

APPROVAL OF MINUTES

Motion to accept April 13, 2011 meeting minutes. (Motion 1)

Motion Susan Shoval.

Second Tom Cooney.

Unanimous vote.

Motion carried.

Maryanne Petrilla and Rob Bakewell abstained from approval of minutes due to not being in attendance at this meeting.

CITIZEN COMMENT (agenda items)

None.

SOLICITOR REPORT

Attorney Malak identified key provisions of the Home Rule Charter regarding job descriptions and department heads to be sure HRTC is following the provisions, and that Statements of Financial Interest from committee members are due in May.

TREASURER REPORT/APPROVAL OF EXPENSES

Susan Shoval requested approval for the following expense:

Motion to approve Attorney Malak's Monthly Retainer - \$500 (Motion 2)

Motion Kick Heffron.

Second Maryanne Petrilla.
Unanimous vote.
Motion carried.

CONSULTANT REPORT (Attachment 1)

Ken Mohr reported that the DCED EIP grant has been awarded in the amount of \$44,700 and discussed grant budget revision. He attended Personnel/Recruiting Subcommittee and passed on information on job descriptions, updated the salary scale and current salary comparisons, revised task/timeline diagram for Division Heads and County Manager hires, and reviewed interim appointments. He attended AB&C Subcommittee meeting, reviewed AB&C current appointments, developed a summary sheet and provided other PA Home Rule County recruiting methods and forms. He also attended Administrative Code Subcommittee meeting and will be attending Liaison Subcommittee meeting. Committee discussed EIP grant funds and members questioned if funds could be used toward legal costs. Maryanne Petrilla offered to make call and get information for committee.

DISCUSSION REGARDING INTERIM APPOINTMENTS

Attorney Malak read from Charter in regards to Transition Committee making interim appointments. He suggested the HRTC, if necessary, making a short list of recommendations for interim appointments to turn over to the County Council. Ken Mohr explained the different scenarios regarding recruiting and appointing County Manager and Division Heads and how it may be necessary to appoint interims.

SUBCOMMITTEE AND WORKING GROUPS REPORTS

ADMINISTRATIVE SUBCOMMITTEE

Susan Shoal reported Admin Subcommittee met April 4 and April 25, and passed out bullet minutes from those meetings. (Attachment 2 and 3) Meetings, staffing, powers and duties of Legislative and Executive Branch are being looked at, as well as purchasing policies, and drafting a Table of Contents. Subcommittee will be presenting different sections of the Admin Code to HRTC for approval as they are completed. Next meetings will be the second and fourth Mondays in May at 6:00 pm.

AUTHORITIES, BOARDS, AND COMMISSIONS SUBCOMMITTEE

CJ Kersey reported the AB&C Subcommittee met on April 25. They are working on the procedure to fill vacancies. Minutes from that meeting will be posted on website. Next meetings will be May 9 & 23 @ 7:30 PM at the EMA building.

ETHICS SUBCOMMITTEE

Rob Bakewell reported that the Ethics Subcommittee did not meet, but is working on a draft of the Ethics Code to submit to the Administrative Subcommittee for review. Attorney Malak will then review this draft before presenting to HRTC to vote on. He also reported on public disclosures and, in response to a question from the Ethics Subcommittee, verified the charter says no gifts at all. HRTC commented penalties have to be established on this.

LIAISON SUBCOMMITTEE

Kick Heffron reported that the Liaison Subcommittee is composing a list of county employees that they will be meeting with; the time and date of each meeting will be posted on webpage. He also expressed concern for County employees not being informed about the happenings with the transition and new

government. Mr. Heffron felt that HRTC should have a meeting for department heads and deputies to address questions to the Transition Committee.

Motion to have a Special Question and Answer Meeting for County employees. (Motion 3)

Motion Kick Heffron.

Second Ronna Ciaruffoli

HRTC discussed this and some felt special meeting not necessary or perhaps a meeting in a few months when committee has more in place.

HRTC discussed how helpful the information sessions with the County employees would be and how and when they should be conducted. Some members felt they should be scheduled on county time.

Motion to table this Special Question and Answer Meeting for County employees. (Motion 4)

Motion Rick Morelli.

Second Maryanne Petrilla.

7 in favor, 3 opposing votes from Rob Bakewell, Ronna Ciaruffoli, and Kick Heffron.

Motion carried.

PERSONNEL SUBCOMMITTEE

Jim Bobeck reported on the difference between personnel code and personnel policy and that with certain polices the code will refer to the “development of” and it would be the responsibility of County Council/Manager to address.

PERSONNEL AND RECRUITING SUBCOMMITTEE

Rick Morelli reported that they are continuing to work with Ken Mohr on job descriptions and salary scales and they may have a draft of job descriptions ready for next HRTC. Next meeting will be on 5/12.

OLD BUSINESS

Timeline on County budget was discussed. Maryanne Petrilla said they start working on it in July and should have salary recommendations by September.

NEW BUSINESS

Susan Shoal and Jim Bobeck suggested setting up a markup subcommittee. Topic deferred.

CITIZEN COMMENT

Mario Fiorucci, Sugar Notch – suggested the following issues to be addressed in new code: 1) ability of Chair to appoint someone during his/her absence, e.g. a position that hasn’t been filled, and 2) whether County employees can sign nomination petitions.

Ed Chesnovitch, Jackson Township – thanked Ken Mohr for the work he is doing. Commented he has never heard talk of overtime for County employees when they meet with Liaison Subcommittee and questioned HRTC availability if question and answer meeting takes place during work hours.

Jim Bobeck commented that the Liaison Subcommittee should conduct information gathering sessions with county employees at a time agreeable to both parties, but date/time of meeting should be posted on the HRTC Webpage.

Kick Heffron requested that committee members let him know if they are interested in attending any of the individual information sessions, as posted on the webpage.

Mike Giamber, Fairmount Township – described how he scheduled an informational session as a lunch meeting, as it was at the request of the county employee.

Patrick Lehman, Hanover Township – spoke on qualifications of County Coroner and wondered why some positions in Coroners’ office aren’t put out for bid.

CONCLUDING REMARKS

None.

ADJOURNMENT

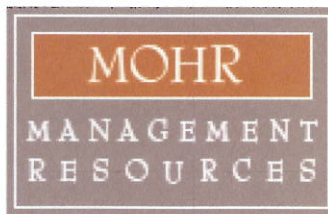
Motion Susan Shoval.

Second Rob Bakewell.

Unanimous vote.

Motion carried. Meeting adjourned at 8:35

Respectfully Submitted,
Chairman Jim Bobeck



To: Luzerne County Home Rule Transition Committee
From: Ken Mohr
Date: April 27, 2011
Re: Consultant Report

Since my April 13, 2011 report Mohr Management Resources has:

1. Pursued Grant sources for Luzerne County Home Rule Transition Committee
 - a. Interacted with Matt Domines, Local Government Policy Specialist with PA Department of Community and Economic Development (DCED) regarding Early Intervention Program (EIP) grant.
 - b. April 25th Notified that Luzerne County will get PA DCED EIP grant for \$44,700
 - c. Revised LC HRTC Budget Accordingly
2. Personnel – Recruiting
 - a. Passed along all job descriptions for County Manger, Clerk to the County Council, Division Heads, Solicitors, and Chief Public Defender to Rick Morelli & Elizabeth Leo, who is drafting Luzerne County job descriptions.
 - b. Updated Salary scale & current salary comparison for County Manger, Clerk to the County Council, Division Heads, Solicitor, and Chief Public Defender of Allegheny, Erie, Lehigh, Luzerne, and Northampton Counties.
 - c. Revised a DRAFT Task/Timeline/Responsibility diagrams for County Council hires & County Manger hires
 - d. Reviewed and discussed logistics of appointments and interim appointments with Jim Bobeck & Jeff Malak & later again with Recruiting Sub-Committee.
3. Authorities Boards & Commissions
 - a. Review current AB&C appointments and develop AB&C summary sheet
 - b. Attend AB&C Sub Committee meeting
 - c. Providing other PA Home Rule County AB&C recruiting methods and forms
4. Attended:
 - a. Personnel / Recruiting Sub Committee meeting
 - b. Administrative Committee Sub Committee meeting
 - c. Authorities, Boards & Commissions Sub Committee meeting
 - d. Luzerne County Home Rule Transition Committee meeting
5. Next two weeks:
 - a. Close on PA DCED EIP Grant with Luzerne County & begin implementation
 - b. Complete DRAFT Comprehensive Transition Plan
 - c. Attend
 - i. Liaison Sub Committee
 - d. Facilitate process as needed

4/27/11

Administrative Code Subcommittee

Bullet Minutes for 4/25/2011

- In attendance: Chair Susan Shoval, Jim Bobeck, Ronna Ciaruffoli, Ken Mohr. Absent: Richard Heffron, Rick Morelli
- Ronna indicated that her work with Michael Giamber on the Purchasing policies is approximately 50% drafted into a rough form.
- Jim B. created a very rough draft outlining a Table of Contents for the Luzerne County Administrative Code, which also included an outline of the Code's purpose, definitions, Initiatives/Referendums, and General/Misc. Provisions. This is not a complete list of definitions, but start.
 - Jim presented a template from Erie County regarding how the Departments/divisions can be outlined involving their function, dept. head, and responsibilities
 - Jim will attempt to have a rough draft by early-mid May 2011, outlining the departments in the Code
- Ken Mohr and Susan Shoval discussed the Personnel Chart showing New Structure under Home Rule that is currently being used by the Personnel Recruiting Subcommittee for the purpose of laying out job descriptions for senior-level personnel; the Administrative Code Committee can use it in its current form, and recommend changes to the structure over time, if it deems it prudent to do so.
- Susan will contact all sub-committee members, asking them to commit to a date to review the Code for which they are responsible with the rest of the group. Jim Bobeck has agreed to review Title (1), General (12) and Initiative & Referendum (13) with the sub-committee on 5/9. Others will be able to use as template.
- Susan suggested that the sub-committee should present different sections of the Administrative Code to the HRTC for approval as those sections are completed; all present agreed with that plan.
- The sub-committee discussed the possibility for a "Mark-Up sub-committee" to be formed at some point to ensure that the Administrative, Ethics, Personnel, and ABC sub-committee work products are cohesive, eliminate overlap, and ensure coverage of all necessary areas.
- Next meeting: 5/9/2011 at 6:00. The subsequent meeting in May will be on 5/23 at 6:00.

Administrative Code Subcommittee

Bullet Minutes for 4/4/2011

- In attendance: Jim Bobeck, Ronna Ciaruffoli, Michael Cabell, Richard Heffron; Absent: Chairperson Susan Shoal, Rick Morelli
- The group decided to use a consistent format in describing the elected offices and the divisions/departments, which will be scope, purpose, duties/responsibilities
- Mr. Heffron was looking into the Legislative Branch, Executive Branch, and Other elected officials. Specifically in the Legislative Branch, he addressed:
 - Meetings - how meetings will be run and emergency meetings.
 - Staffing - we can set up the Clerk of Courts and the respective duties.
 - Filling Vacancies & Quorum
- Executive Branch:
 - - Powers and Duties - most are outlined in the Charter, but we must elaborate and Mr. Heffron thinks we should discuss the powers and duties as a group in a future meeting.
 - Other Elected Officials - we must distinguish the different responsibilities and duties of department heads. We must figure out how to ensure cooperation between the departments on day to day happenings
- Departmental Organization & Responsibilities - the challenge is to make sure we do not miss a department
 - Mr. Bobeck will use a consistent format for all groups and needs to identify the responsibilities of all divisions/departments
- The Liaison committee will be contacting the Row Offices and taking recommendations.
- Purchasing Policies and Procedures - Procurement Manual (will be most detailed part):
 - Real Estate will need to be addressed because it was not addressed specifically in the Charter
 - The Code will need to address contracts and agreements; sale of guns and obsolete equipment.
- Next meeting: 4/25/2011 at 6:00