

LUZERNE COUNTY HOME RULE TRANSITION COMMITTEE

homerule@luzernecounty.org

August 10, 2011

MINUTES

CALL TO ORDER/PLEDGE

The twenty-first 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
Ronna Ciaruffoli, Secretary
Rob Bakewell, Vice Chair
Tom Cooney
Jim Haggerty
CJ Kersey
Rick Morelli
Maryanne Petrilla
Steve Urban

ABSENT

Susan Shoal, Treasurer
Kick Heffron

ALSO PRESENT

Gloria Kijek, Clerk
Ken Mohr, Consultant
Adam Szumski, Intern
Jeff Malak, Attorney

APPROVAL OF MINUTES

Motion to approve July 27, 2011 minutes (Motion 1).

Motion Ronna Ciaruffoli with one date correction.

Second Jim Bobeck.

Tom Cooney, Rick Morelli, and Mary Ann Petrilla abstained.

Motion carried.

CITIZEN COMMENT (agenda items)

None.

SOLICITOR REPORT

Attorney Malak reported on the following: 1). Reviewing the qualifications and By-Laws of the Authorities, Boards, and Commissions as well as the state laws that would apply, 2) processed a right to know request and 3) continues to work with the consultant on various transition matters.

CONSULTANT REPORT (Attachment 1)

Ken Mohr reported he has been working on the following items: 1) Prepared draft 2011 vs. 2012 Personnel Budget Comparisons, began investigating budget efficiency opportunities on consolidated offices, attended Budget Working Group meeting, 2) Implemented County Manager recruiting

/advertisement plan, as well as coordinated these efforts and prospect tracking with Luzerne County Human Resources, 3) Requested intern Adam Szumski to develop 2011 personnel complement and cost budget sheets for consolidated offices of efficiency study and reviewed his Admin Code – Budget and Finance section draft, 4) Attended meetings.

Ken Mohr announced that intern Adam Szumski will be returning to school so this would be his last meeting. Committee members thanked Adam for all his hard work and wished him well.

Motion to advertise County Manager position in the Standard Speaker newspaper. (Motion 2)

Motion Rick Morelli.

Second Tom Cooney.

Unanimous vote.

Motion carried.

TREASURER REPORT/APPROVAL OF EXPENSES

Jim Bobeck reported in Susan Shoval absence and requested approval for the following expense:

Motion to approve purchase of stamps \$8.80 and Gloria Kijek, clerical work \$25.00 (Motion 3).

Motion Maryanne Petrilla.

Second Rick Morelli.

Unanimous vote.

Motion carried.

Motion to approve Citizens Voice, County Manager advertisement expense \$851.51 (Motion 4).

Motion CJ Kersey.

Second Maryanne Petrilla.

Unanimous vote.

Motion carried.

Motion to approve legal expense Attorney Malak, \$1000.00 retainer, for two months and \$776.88 for research (Motion 5).

Motion Ronna Ciaruffoli.

Second Rob Bakewell.

Unanimous vote.

Motion carried.

Motion to approve Citizens Voice Transition Committee Meeting Legal Ad \$37.50 (Motion 6).

Motion CJ Kersey.

Second Maryanne Petrilla.

Unanimous vote.

Motion carried.

SECRETARY REPORT

Ronna Ciaruffoli reported the Home Rule law was posted on the HRTC webpage as requested; if anyone else has anything they would like posted please let her know.

SUBCOMMITTEE AND WORKING GROUPS REPORTS

AUTHORITIES, BOARDS, AND COMMISSIONS SUBCOMMITTEE

CJ Kersey reported next meeting will be September 1 or 5. They are finishing work on the application forms. He addressed adhering to sections 8.02 and 7.05a of the Charter which says applications must be on website as well as in legal ad. Asked commissioners to pass on any additional qualifying requirements for the Authorities, Boards, and Commissions to the subcommittee.

LIASION SUBCOMMITTEE

Nothing to report.

PERSONNEL CODE SUBCOMMITTEE

Jim Bobeck reported that next meeting will be August 11 at 6pm and they are working on the nepotism policy which seems to be the biggest concern. Committee discussed this and what is the definition of 'family member' per the charter and per the Personnel Code. Some members were concerned that the Personnel Code and the Ethics Code have two different definitions. Also discussed how the Charter defines 'immediate family' and how the codes can expand on Charter definitions.

ADMINISTRATIVE CODE SUBCOMMITTEE

Jim Bobeck reported in Susan Shoal's absence that they are still working through Admin Code.

ETHICS CODE SUBCOMMITTEE

Rob Bakewell reported that they are working on some language issues and making sure it matches Personnel Code.

BUDGET WORKING GROUP

Rob Bakewell reported that they last met right before the HRTC meeting this evening. Ken Mohr is looking at salaries and positions. They also looked at consolidation of offices.

PERSONNEL AND RECRUITING SUBCOMMITTEE

Rick Morelli reported next meeting will be August 11 at 6:30pm. and that draft of division heads should be ready for next meeting.

Committee then discussed the County Clerk position and what the job description should entail. Rick Morelli reported the subcommittee has discussed thoroughly and felt that the position will be full time, should be more than secretarial and the person should have knowledge of how a County runs. Ken Mohr described in more detail what the County Clerk does in other Home Rule Counties. Committee agreed to further discuss responsibilities and requirements for the position.

STATUS OF INFORMATION REQUESTS FROM HRTC TO COUNTY

Jim Bobeck reported that the information requested by the HRTC from the County was being addressed.

UPDATE/DISCUSSION ON COUNTY MANAGER RECRUITMENT AFTER NOVEMBER ELECTION

Jim Bobeck discussed the short timeline from the time county council will be elected to the 2 Jan 2012 start of Home Rule Government. The committee discussed how the final list of County Manager was to be developed and how County Council will be involved in the evaluation and recommendations as members of the Transition Committee. Atty Malak pointed out that the Charter required the Transition

Committee to provide recommendations to County Council; but it's up to the Council to make the final selection.

OLD/NEW BUSINESS

Jim Haggerty commented on Retirement Board and asked the current member of that Board to respect the new County Council and refrain from making any appointment for management of the fund. Steve Urban said the Retirement Board will continue to make decisions until January 2.

CITIZEN COMMENT

Kathy Dobash, Hazelton – Commented on concerns she has with things she reads in newspaper about eliminating jobs, Moon Lake Park, salaries and holes in budgets.

Tom Dombroski, Trucksville – Commented that HRTC needs to make recommendations for certain job positions and that it should be independent not political.

Maryanne Petrilla responded that a job position has to be set, a job description has to be written, and then they have to apply for the job before recommendations can be made.

Rob Bakewell commented that budget subcommittee is looking at consolidating.

Tom Dombroski, Trucksville – Asked if Ken Mohr will be sharing the names of County Manager applicants?

Ken Mohr explained the process regarding listing applicants who meet stated qualifications on a spreadsheet for consideration by the Transition Committee

Jim Bobeck commented that the Human Resource department is collecting the applications for County Manager position until September 30.

Charles Hatchko, Jenkins Township - Commented on pension.

Rick Williams, Kingston - Commented on website updates, altering the Charter, and if applicants for manager can withdraw their names before they become public.

Jim Bobeck commented that as a professional courtesy, the applicant should be allowed to withdraw their names.

CONCLUDING REMARKS

Nothing to report.

ADJOURNMENT

Motion. Tom Cooney.

Second CJ Kersey.

Unanimous vote.

Motion carried. Meeting adjourned at 7:50.

Respectfully Submitted,
Chairman Jim Bobeck