

**LUZERNE COUNTY HOME RULE TRANSITION COMMITTEE**

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**July 27, 2011**

**MINUTES**

**CALL TO ORDER/PLEDGE**

The twentieth 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 6:40 pm.

**ROLL CALL**

**PRESENT**

Jim Bobeck, Chair  
Ronna Ciaruffoli, Secretary  
Rob Bakewell, Vice Chair  
Susan Shoal, Treasurer  
Jim Haggerty  
Kick Heffron  
Steve Urban

**ABSENT**

Tom Cooney  
Maryanne Petrilla  
CJ Kersey  
Rick Morelli

**ALSO PRESENT**

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

**APPROVAL OF MINUTES**

Motion to approve June 22, 2011 minutes (Motion 1).  
Motion Rob Bakewell.  
Second Jim Bobeck.  
Unanimous vote.  
Motion carried.

Motion to approve July 13, 2011 minutes (Motion 2).  
Motion Kick Heffron.  
Second Ronna Ciaruffoli.  
Susan Shoal and Rob Bakewell abstained.  
Motion carried.

**CITIZEN COMMENT (agenda items)**

Eileen Sorokas, Wilkes-Barre – Questioned particulars of disciplinary action in Personnel Code.  
Jim Bobeck responded many details would be left to the County Manager or HR Manager.  
Ray Gustave, West Wyoming – Hiring family members should be eliminated across the board.

**SOLICITOR REPORT**

Attorney Malak reported on the following: 1) He met with some of the airport officials/attorneys to discuss how Charter, specifically section 8.07 and 8.01, would affect the Bi-County Airport Board of Commissioners. 2) Charter impact on the appointed Deputy Row Officers; Charter section 12.04

eliminates elected officers, but has no impact on the appointed deputies 3) Suggested looking at how the Charter is going to affect AB&C memberships and appointments.

Motion to have Attorney Malak research how the Charter is going to affect the AB&Cs' memberships and appointments (Motion 3).

Motion Kick Heffron.

Second Rob Bakewell.

Attorney Malak explained further how he will look into how the bylaws of the AB&Cs would interact with the Charter. Committee discussed how it may be important to include research looking at the Prison Board which will be eliminated in the Home Rule government.

Motion withdrawn Kick Heffron.

Motion to have Attorney Malak research how the Charter will affect the AB&Cs' memberships and appointments, and to specifically address the Prison Board responsibilities (Motion 4).

Motion Susan Shoal.

Second Rob Bakewell.

Unanimous vote.

Motion carried.

### **CONSULTANT REPORT**

Ken Mohr reported he has been working on the following items: 1) Attended Budget Subcommittee meeting and began investigating budget efficiency opportunities, 2) Revised County Manager advertisement and met with Luzerne County Human Resources to coordinate and develop a recruiting prospect tracking sheet, 3) Intern Adam Szumski developed and revised version of Budget & Debt portion of Admin Code, and 5) Attended meetings.

### **TREASURER REPORT/APPROVAL OF EXPENSES**

Susan Shoal distributed budget report and requested approval for the following expense:

Motion to approve Gloria Kijek, clerical work \$43.75 (Motion 5).

Motion Ronna Ciaruffoli.

Second Jim Bobeck.

Unanimous vote.

Motion carried.

### **SECRETARY REPORT**

Nothing to report.

### **SUBCOMMITTEE AND WORKING GROUPS REPORTS**

#### **ADMINISTRATIVE CODE SUBCOMMITTEE**

Susan Shoal reported last meeting was July 6 next meeting will be August 1 and they are continuing to work their way through the Admin Code which is almost complete.

#### **AUTHORITIES, BOARDS, AND COMMISSIONS SUBCOMMITTEE**

Jim Bobeck reported in CJ Kersey's absence that they are continuing to work on the recruiting aspect and will be meeting again in August.

#### ETHICS CODE SUBCOMMITTEE

Rob Bakewell reported last meeting was June 16, and draft code has been submitted and is being reviewed and commented on by HRTC. They are working to ensure language and intent is consistent with Admin Code.

#### PERSONNEL CODE

Jim Bobeck reported that they are reviewing comments on draft of code and will be working on incorporating input into the next draft. They will be meeting again in August.

#### LIASION SUBCOMMITTEE

Nothing to report.

#### BUDGET WORKING GROUP

Rob Bakewell reported that the first meeting was July 19 and stated the scope of their work has expanded to include addressing the 2012 budget. They are looking at how operations are currently conducted, deputies, capital expenditures, efficiencies, consolidation of departments, and what the County has done thus far in terms of implementing PFM recommendations.

#### PERSONNEL AND RECRUITING SUBCOMMITTEE

Discussion regarding County Clerk position.

Ken Mohr reported in the absence of Rick Morelli/Maryanne Petrilla that they did not have a quorum at last meeting so County Clerk position will not be discussed until next meeting. They did agree on working on the draft position descriptions for division heads.

#### **OLD/NEW BUSINESS**

Susan Shoal requested an operational flow chart from county to help with Admin subcommittee work they are doing referring to section 6.03 of charter. Steve Urban stated it was in the current Administrative Code; and he'd forward her a copy.

Kick Heffron asked if the county had any documents on internal procedures. Steve Urban said they have that, and he would provide them.

Jim Bobeck spoke on interim appointments; HRTC agreed it needs to be discussed and will be put on the next meeting agenda.

#### **CITIZEN COMMENT**

Tom Dombroski, Trucksville – Commented that interim appointments are important and suggested forming a committee to help with interim appointment suggestions.

Jim Bobeck responded that these interim appointments may come from the candidate pool through advertising or from current county employees.

Ed Chesnovitch, Jackson Township – Commented about deputies not being abolished by the new Charter and how the County needs to keep running during this transition.

Kathy Dobash, Hazelton – Commented on county employees rubbing elbows with County Council candidates and HRTC member attendance.

Eileen Sorokos, West Pittston – Requested clarification of county residents' eligibility to apply for the County Manager position.

Jim Bobeck stated Luzerne County residents were eligible to apply if they met requirements as specified in the solicitation.

Mike Mundy, Plymouth – Read his letter to editor regarding the Hotel Sterling being dismantled and sold in pieces.

Gene Kelleher, Dallas Township – Thanked Attorney Malak for good work.

Bill James, Exeter Township – Good to see Jim Haggerty.

Charles Hatchko, Jenkins Township - Elimination of County jobs.

**CONCLUDING REMARKS**

Nothing to report.

**ADJOURNMENT**

Motion. Ronna Ciaruffoli.

Second CJ Kersey.

Unanimous vote.

Motion carried. Meeting adjourned at 7:26.

Respectfully Submitted,  
Chairman Jim Bobeck