

# **Luzerne County Transition Committee (HRTC)**

## **Administrative Code Sub-Committee**

**Wyoming Seminary – Stettler Learning Resources Center**

**November 1, 2011, 6:00 pm**

### **Agenda**

1. Call to order
2. Roll call
3. Approval of minutes from 10-24-2011
4. Discuss the Legislative and Executive Branch Code's for presentation to the LCTC
5. Internal Operational Procedures (6.03) – Mission Statements
6. Discussion of how to move forward with the Purchasing and Acquisition Code
7. Finalizing the Budgetary and Financial Procedures and Policies Code
8. New/Old Business
9. Citizen Comment
10. Adjournment