

## **Administrative Code Subcommittee**

### **Bullet minutes for 5/9/2011**

- In attendance: Chair Susan Shoal, Jim Bobeck, Ronna Ciaruffoli, Ken Mohr and Kick Heffron
- Minutes from meetings 4/4 and 4/25 were approved.
- Jim B. presented a draft of the Luzerne County Admin. Code, which included an outline of the Code's purpose, definitions, Initiatives/Referendums and General/Misc. Provisions. The following comments were made in reference to the above:
  - Various sections will reference back to the Charter for elaboration.
  - Modifications to currently titled "Definitions" of Article 1, Section 104, will note "General Definitions" unless specifically applying to individual sections.
  - It is anticipated that a rough draft of the Admin. Code will be presented to the HRTC at the July 13th meeting. Additionally, it was agreed upon to discuss with the committee any issues that might present impediments going forward.
  - An additional section, new Article XII, will be introduced as Transitional Provisions. Current Article XII, General/Miscellaneous Provisions, will become new Article XIII.
  - At the next meeting on May 23<sup>rd</sup>, Susan Shoal and Kick Heffron will provide, in draft form, their respective sections as assigned for inclusion in the Code: Articles II and III – Legislative and Executive Branches and Article VI – Budgetary and Financial Policies and Procedures. Following submission of all Articles, editing will be done to ensure consistent stylistic approach.
  - The subcommittee suggested that it is willing to present different sections of the administrative code to the HRTC as those sections are completed.
- Ronna C. will email a cover letter to all HRTC and sub-committees members noting that the Five Year Financial Plan will be placed on the HRTC website for viewing. It was discussed that many of the recommendations from this Plan should be incorporated into the new code.
- Next meeting is scheduled for 5/23/2011 at 6 p.m.