

Administrative Code Subcommittee

Bullet minutes for 5/23/2011

- In attendance: Chair Susan Shoval, Ronna Ciaruffoli and Kick Heffron
- Minutes from meeting 5/9 were approved.
- Susan S. sent her projected Code for Article V – Budgetary and Finance – electronically, preceding the 5/23 meeting. To date no remarks have been noted. Susan will continue her work for future consideration.
- Susan S. and Jim B. met on May 13th with representatives from PEL who offered guidance in the preparation the Administrative Code. PEL suggested not to duplicate the Charter in the Code but to reference specific Articles and Sections by number, allowing for further clarification.
- Ronna C. received documentation from M. Giamber on Purchasing Policies. Ronna will review the policy with Mike for comparison of current County policy/procedures and Charter requirements with the proposed policy, and anticipates discussing the findings at the next meeting on June 6.
- Kick provided an overview of his proposed codes for Articles II and III, Sections 2, 3 and 4, the Legislative and Executive Branches. His suggestions are noted below:
 - In reference to Article II, Legislative Branch/County Council:
 - Sections 2.01 – 2.07: Summarize using universal language and referencing Charter, as needed.
 - Section 2.08: Excluded
 - Section 2.09:
 - Excerpts A 1-6: included with an overall statement, referencing back to the respective sections in the Charter for expanded interpretation.
 - Excerpt A 7: Opening statement would be copied verbatim; A-D would be referenced back to the Charter.
 - Excerpt B 1-11: included with an overall statement, referencing back to the respective Charter sections for expanded interpretation.
 - Excerpt C: Listed separately verbatim

- Section 2.10: Add verbatim
- Sections 2.11 – 2.15: Add lead-in statements, catch-all phrases, and reference back to Charter sections for specifics
- Section 2.16: Add verbatim
- Section 2.17: Possible combination with Section 3.04, Prohibitions, with lead-in statement and references back to Charter.
- In reference to Article III, Other Executive Officials:
 - Section 3.01: Add verbatim
 - Sections 3.02 and 3.03: – Excluded
 - Section 3.04: Add verbatim with possible inclusion of Section 2.17
 - Section 3.05 – 3.07: More review is needed on how/if to list sections
 - Section 3.08:
 - Excerpts A: opening statement verbatim; 1-7 reference the Charter for specifics
 - Excerpts B and C 1-7: referencing Charter as needed
 - Excerpts D 1-3: referencing Charter;
 - Excerpt E: Add verbatim
 - Section 3.09 A-G: Verbatim
- Next meeting is scheduled for 6/06/2011 at 5:30 p.m.