

## **Administrative Code Sub-committee**

### **Bullet minutes for 11/1/2011**

- Sub-Committee members in attendance: Chair Susan Shoal, Jim Bobeck, Ronna Ciaruffoli, Kick Heffron and Michael Giamber
- Non-Committee members present: Diana Kurutz
  
- The Purchasing and Acquisition Procedures Code, prepared by Mike Giamber, with Ronna Ciaruffoli's assistance, and reviewed by the LCTC in the October 26<sup>th</sup> meeting, will receive further modifications per the Committee's recommendation. The sub-committee discussed possible cross-references to the Office of Procurement Services Purchasing and Acquisition Procedures. Suggested components will be added once agreed upon by members. This code is anticipated to be presented for approval at the November 9<sup>th</sup> LCTC meeting.
- The Legislative Branch Code, drafted by Kick Heffron, with assistance from Mike Giamber, was reevaluated. Items of particular interest for incorporation were: developing by-laws addressing conduct of Council members and attendance requirements. Ronna Ciaruffoli will assist with the development of these provisions. Jim Bobeck will create additional material for Section 203 - Meetings, relating to Ad hoc assemblies. The completed code will probably be given to the LCTC for approval at the November 9<sup>th</sup> meeting.
- After discussing the 4<sup>th</sup> draft of The Executive Branch Code, members elected to forward the draft to LCTC members for remarks. This was done at the conclusion of the meeting by Susan Shoal, and any suggestions made will be assessed for inclusion. The code will be presented at the November 2<sup>nd</sup> LCTC meeting for endorsement.
- Due to the time required to examine the above mentioned codes, The Budgetary and Financial Procedures and Policies Code, drafted by Tara Shawver, Kings College, with follow-up by Adam Szumski and input from Susan Shoal, was not reopened. Projected reviewing and presenting to the LCTC for approval is expected at one of the November LCTC meetings.
- Supporting the guidelines and job responsibilities for Other Elected Officials, including, but not limited to, the Controller and District Attorneys, a request will be made to Tara Shawver, Kings College, for input on guidelines for checks & balances, auditing, audit scheduling and related subject matters. The Administrative Codes from Allegheny, Erie and Lehigh Counties will also be studied for any useful models that can be assimilated into Luzerne County's code.
- Maryanne Petrilla, Commissioner, provided a record of the internal operational procedures for County departments. Kick Heffron has volunteered to review and ensure that all departments vital for inclusion in the code are present. Once verified, this information will be added in the corresponding sections as required by the Charter, Section 6.03.
- The next meeting of the Administrative Code Sub-committee has not yet been set.