

Administrative Code Subcommittee

Bullet minutes for 10/5/2011

- Committee members in attendance: Chair Susan Shoal, Jim Bobeck and Ronna Ciaruffoli
- Non-Committee members present: Michael Giamber and Diana Kurutz
- Minutes from the 9/14 meeting were approved.

- The Purchasing and Acquisition Procedures draft code, prepared by Mike Giamber, with Ronna Ciaruffoli's, assistance, was reexamined. Various amendments were considered, accepted and will be implemented. After changes have been rendered, and the code has been circulated for review by the entire Committee, the code will be deemed complete and will be presented at the next LCTC meeting, October 12, for approval.
- The Budgetary and Financial Procedures and Policies Code, drafted by Tara Shawver of Kings College with follow-up by Adam Szumski and input from Susan Shoal, has reached its finishing points. Shoal will assess any necessary changes and forward to the Administrative Code subcommittee and then the entire Committee for concluding review. Upon completion, the code will be offered to the LCTC for approval at the next meeting, October 12.
- Subsequent to LCTC approval of the aforementioned codes, they will be forwarded, along with the balance of the Administrative Code, to Ken Mohr, LCTC consultant, and his partner, Bill Hansell, to be tied together. Bill Hansell wrote a significant portion of the Lehigh County Code.
- The Legislative and Executive Branch code, drafted by Richard Heffron, will receive further work by Heffron with assistance from Mike Giamber. Once the code has been streamlined, this document will also be forwarded to the Admin. Code subcommittee for consideration. The projected completion date for analysis to the LCTC will be the meeting of October 26.
- Referencing section 6.03 of the Charter, Shoal will send a memo to Andy Check, Human Resources Director with a copy to Maryanne Petrilla, Commissioner, requesting copies of internal operational procedures for each County department. Mike Giamber has offered to call on department managers, as needed, to obtain this information, if it is not otherwise available.
- Additional assistance on the following has been offered:
 - Mike Giamber will forward an example of a useful online link which can demonstrate the configuration of the Charter, Codes and Policies and Procedures and the connection between each.
 - Shoal will ask Jeff Niemiec, a member of the original Home Rule Study Commission, to review the Lehigh County Administrative Code for a possible replica in the formatting of the Luzerne County Administrative Code
- The next meeting of the Administrative Code Subcommittee has not been set. This information will be determined and circulated, if it is determined that an additional meeting is needed.