

Administrative Code Subcommittee

Bullet minutes for 10/24/2011

- Committee members in attendance: Chair Susan Shoval, Jim Bobeck, Ronna Ciaruffoli and 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, previously amended, will be given to the LCTC meeting, October 26th, for approval.
- The Budgetary and Financial Procedures and Policies Code, drafted by Tara Shawver, Kings College, with follow-up by Adam Szumski and input from Susan Shoval, was reassessed. Items for fine-tuning consist of Long-range Operational, Fiscal and Capital Plan; Debt Obligations/Statements; Quarterly Capital Reports, comparing current vs. prior year and budget vs. actuals. The edited version will be presented to the LCTC for approval at the November 9th meeting.
- The Legislative Branch Code, drafted by Kick Heffron, with assistance from Mike Giamber was revisited. Minor alterations were suggested, agreed upon by the subcommittee members, and will be inputted into the document. The concluded code will be given to the LCTC for approval at the November 2nd meeting.
- Similarly to the Legislative Branch Code, the Executive Branch Code received recommendations from subcommittee members which will allow for a more cohesive and comprehensive code. Once these modifications have been made, this code will also be presented at the November 2nd LCTC meeting for approval.

Specific items receiving attention:

- Assistance by Jim Bobeck on the construction and insertion of Section 304, which will reference 6.05 of the Charter, and will be entitled Judicial Liaison.
- Jim Bobeck, with the assistance of Mike Giamber, will incorporate guidelines and job responsibilities for Other Elected Officials, including, but not limited to, the Controller and District Attorneys.
- As stated in the Charter, Section 6.03, internal operational procedures for each County department must be listed in the Administrative Code. A request was sent by Susan Shoval to Andy Check, Luzerne County Human Resources Director, with a copy to Maryanne Petrilla, Commissioner, to attain this information. Mr. Check was unable to provide this material. Kick Heffron and Ronna Ciaruffoli have volunteered to explore this matter further. (At the LCTC meeting later in the week, Maryanne Petrilla stated that she would provide this information from the Early Intervention Program. We will await receipt next week and determine whether or not the information is adequate.)

Ronna Ciaruffoli was able to provide a Proposed Outline of Responsibilities for the Luzerne County Information Technology Department, prepared by Steve Englot on 10/17/2011. This information will be contained in the aforementioned internal organization procedures.

- The next meeting of the Administrative Code Subcommittee is set for November 1st at 6:00 p.m. in the Wyoming Seminary Stettler Learning Resources Center.