

## **Administrative Code Subcommittee**

### **Bullet Minutes for 4/4/2011**

- In attendance: Jim Bobeck, Ronna Ciaruffoli, Michael Cabell, Richard Heffron; Absent: Chairperson Susan Shoal, Rick Morelli
- The group decided to use a consistent format in describing the elected offices and the divisions/departments, which will be scope, purpose, duties/responsibilities
- Mr. Heffron was looking into the Legislative Branch, Executive Branch, and Other elected officials. Specifically in the Legislative Branch, he addressed:
  - Meetings - how meetings will be run and emergency meetings.
  - Staffing - we can set up the Clerk of Courts and the respective duties.
  - Filling Vacancies & Quorum
- Executive Branch:
  - - Powers and Duties - most are outlined in the Charter, but we must elaborate and Mr. Heffron thinks we should discuss the powers and duties as a group in a future meeting.
  - Other Elected Officials - we must distinguish the different responsibilities and duties of department heads. We must figure out how to ensure cooperation between the departments on day to day happenings
- Departmental Organization & Responsibilities - the challenge is to make sure we do not miss a department
  - Mr. Bobeck will use a consistent format for all groups and needs to identify the responsibilities of all divisions/departments
- The Liaison committee will be contacting the Row Offices and taking recommendations.
- Purchasing Policies and Procedures - Procurement Manual (will be most detailed part):
  - Real Estate will need to be addressed because it was not addressed specifically in the Charter
  - The Code will need to address contracts and agreements; sale of guns and obsolete equipment.
- Next meeting: 4/25/2011 at 6:00