

Administrative Code Subcommittee

Bullet Minutes for 4/25/2011

- In attendance: Chair Susan Shoal, Jim Bobeck, Ronna Ciaruffoli, Ken Mohr. Absent: Richard Heffron, Rick Morelli
- Ronna indicated that her work with Michael Giamber on the Purchasing policies is approximately 50% drafted into a rough form.
- Jim B. created a very rough draft outlining a Table of Contents for the Luzerne County Administrative Code, which also included an outline of the Code's purpose, definitions, Initiatives/Referendums, and General/Misc. Provisions. This is not a complete list of definitions, but start.
 - Jim presented a template from Erie County regarding how the Departments/divisions can be outlined involving their function, dept. head, and responsibilities
 - Jim will attempt to have a rough draft by early-mid May 2011, outlining the departments in the Code
- Ken Mohr and Susan Shoal discussed the Personnel Chart showing New Structure under Home Rule that is currently being used by the Personnel Recruiting Subcommittee for the purpose of laying out job descriptions for senior-level personnel; the Administrative Code Committee can use it in its current form, and recommend changes to the structure over time, if it deems it prudent to do so.
- Susan will contact all sub-committee members, asking them to commit to a date to review the Code for which they are responsible with the rest of the group. Jim Bobeck has agreed to review Title (1), General (12) and Initiative & Referendum (13) with the sub-committee on 5/9. Others will be able to use as template.
- Susan suggested that the sub-committee should present different sections of the Administrative Code to the HRTC for approval as those sections are completed; all present agreed with that plan.
- The sub-committee discussed the possibility for a "Mark-Up sub-committee" to be formed at some point to ensure that the Administrative, Ethics, Personnel, and ABC sub-committee work products are cohesive, eliminate overlap, and ensure coverage of all necessary areas.
- Next meeting: 5/9/2011 at 6:00. The subsequent meeting in May will be on 5/23 at 6:00.