

Luzerne County Administrative Code Subcommittee

February 7, 2011

Minutes

The first meeting of the Administrative Code Subcommittee convened at the Emergency Management Building in Wilkes-Barre, Pennsylvania. It was called to order by Susan Shoal at 5:30pm.

Members in attendance were: James Bobeck, Veronica Ciaruffoli, Rich Heffron, Richard Morelli, Susan Shoal. Michael Cabell assisted in taking notes and developing Minutes of the meeting.

Citizen Comment- There was no citizen comment.

Nomination and appointment of chair – James Bobeck nominated Susan Shoal as chairperson of the subcommittee and it was seconded by Rich Heffron. The vote was unanimous and Susan Shoal was named Administrative Subcommittee Chairperson.

Mission of subcommittee – The Mission of the Administrative Subcommittee is to review and propose change to County code dealing with Administrative, Budget and Financial, and Operational Services. In order to eliminate duplication of effort and be sure it would be clear which subcommittee would be handling what responsibilities, Susan requested that the group review an outline of the Allegheny County Administrative Code and attempt to determine which of the Transition Committee's subcommittees would be responsible for each part of the code. Assignment of responsibilities to other subcommittees is subject to their review and acceptance.

The following articles are from the Allegheny County Administrative Code manual:

Article II – Contains list of all municipal authorities, agencies and organizations and determines which should be retained or abolished. This should be the responsibility of the ABC Subcommittee.

Article III - County Council governances: Adoption of ordinances and resolutions: Administrative Code Sub-committee

Article IV - Executive Branch: Office of chief executive; office of county manager and county solicitor
Divisions under chief executive and supervised by county manager: Personnel & Recruiting Subcommittee.

Article V– Judiciary Branch: Judiciary must follow county fiscal, purchasing and personnel procedures: Personnel & Recruiting Subcommittee.

Article VI - Executive Branch: Row offices to be eliminated, except for controller: Personnel & Recruiting Subcommittee.

Article VII - County roads, properties and bridges: Administrative Code Subcommittee

Article VIII - Charter requirements to prepare a fiscal plan and fiscal controls: Administrative Code Subcommittee

Article IX- Competitive procurement Article: Administrative Code Subcommittee

Article X - County personnel policies: Personnel Code Subcommittee

Article XI - Creates: Accountability Conduct and Ethics Committee modeled upon State Ethics Act: Ethics Code Sub-Committee

Article XII - County's retirement system: Personnel & Recruiting Subcommittee with some overlap with ABC Subcommittee

Article XIII - Voter referendum and agenda initiatives: Administrative Code Subcommittee

Rich Heffron suggested that we seek the services of an outside consultant in order to develop a timeline and to map out a plan going forward. Jim Bobeck stated suggested the Liaison Subcommittee might want to find someone to fill that role. Rich Heffron stated that he is going to put together an RFP for Wednesday's Transition meeting.

The Administrative code responsibilities were divvied up: Rich Heffron volunteered for Budget and Finance as well as Correction. Jim Bobeck took Judicial Services. Veronica Ciaruffoli volunteered for Operational Services, and Administrative Services were taken by Rick Morelli.

It was decided that we will seek out citizen volunteers as well as County Solicitors on an as need basis.

Our next meeting will be February 28, 20011 at the Emergency Management Building in Wilkes-Barre, Pennsylvania at 5:30pm.

Respectfully submitted,
Susan Shoval – Administrative Code Subcommittee Chair