

Luzerne County Administrative Code Subcommittee

February 28, 2011

Minutes

The second meeting of the Administrative Code Subcommittee convened at the Emergency Management Building in Wilkes-Barre, Pennsylvania. It was called to order by Susan Shoval at 5:40pm. Members in attendance were: James Bobeck, Veronica Ciaruffoli, and Susan Shoval. Michael Cabell assisted in taking notes and developing Minutes of the meeting.

Approval of minutes of prior meeting – James Bobeck made a motion to approve the Minutes submitted from the previous meeting. The motion was seconded by Veronica Ciaruffoli, and the vote was unanimous.

Agreements on distribution of responsibilities – The distribution of responsibilities was accepted by everyone on the Subcommittee via email correspondence prior to our meeting. It was stated that the Mission from here, in reference to everyone's responsibilities for the Admin Code, will be to fit them into the Luzerne County Code, since the distribution was based upon the more robust Alleghany County code.

Time Table for subcommittee – Veronica Ciaruffoli mentioned that, when drafting the Charter, the consultant's first responsibility was to develop a timeline which guided the Commission throughout the process. It was decided that our Subcommittee will wait until after Monday's special meeting to decide on how to proceed with developing our timeline.

Compiling Best Practices – The Administrative Code Subcommittee will not proceed with deciding what parts of the Luzerne County Code are adequate until it is determined what, if any, involvement there will be by an outside consultant.

Help from County Solicitors – There was no comment on help from County Solicitors other than the fact that they will be at our disposal when and if they are needed.

Adding outside members to our Subcommittee - Our Subcommittee will seek the help of outside members as the need for certain experts is revealed.

Citizen Comment - Tom Dombrowski – Suggested that there should be reports from each Subcommittee in writing to the Transition Committee.

Our next meeting will be March 21, 2011 at the Emergency Management Building in Wilkes-Barre, Pennsylvania at 5:30pm.

Respectfully submitted,

Susan Shoval – Administrative Code Subcommittee Chair