

Administrative Code Subcommittee

Bullet minutes for 6/6/2011

- Committee members in attendance: Chair Susan Shoal, Ronna Ciaruffoli, Jim Bobeck and Kick Heffron. Minutes from meeting 5/23 were approved.
- Code for Article V – Budgetary and Finance - Susan S. is working with both Adam Smulzki, PEL intern, and Tara Shawver, Associate Professor of Accounting, Kings' College, for their input. Input will be incorporated from The Early Intervention Program and Best Practice Examples for a Fiscally Distressed Government and The Charter, as well as from code from other PA Home Rule counties . PEL's continued involvement, due to their invaluable suggestions and their past work with the Home Rule Study Commision, will be welcomed. Future meetings with PEL to discuss completed draft code will be established.
- Purchasing Policies - Ronna C. continues to work with Michael Giamber on the proposed Code. Ronna plans to meet with Mike for review, clarifications and accurateness, prior to the next meeting of June 20, at which time her code will be proposed and comments will be made to the Committee.
- Articles II and III, Sections 2, 3 and 4, the Legislative and Executive Branches: Kick H. provided an itemized list of his proposed code. Gloria Kijek, the County's clerical support, will be asked to assist in preparing the Draft Code, incorporating language from The Charter. . The goal would be to discuss this Draft at the next meeting, June 20. The Committee also discussed preparing proposed By-Laws for the Council to adopt and follow. This project, if done, will be done after preparation of the Admin Code is completed.
- Ethics Code: Jim B. and Rob M. prepared a Draft Ethics Code. Following a discussion of this document with Committee members, it was determined that several issues were in need of legal assistance. Committee members will review and forward any proposed amendments to both Jim and Rob for consideration. Draft (2) will be discussed at the next meeting, June 20. The next scheduled Ethics Sub-Committee meeting will be held on June 16th at 6:30. Several Administrative Code Sub-Committee members pointed out their interest in attending.
- Citizen Comments were presented by Rick Williams: Rick complimented the Committee on the well-crafted start to the various Codes. He inquired as to the next meeting dates/times for each of the Sub-Committees, requesting that the County website stay updated for citizen attendance. A brief description of each Sub-Committee's responsibility was provided.
- Next meeting is scheduled for 6/20/2011 at 5:30 p.m.