

Administrative Code Subcommittee

Bullet minutes for 3/21/2011

- the 2/28/2011 minutes were approved
- Lehigh County was chosen as the template document, so this document will form the backbone and framework for our code.
- we will currently examine 4 other counties to see whether their codes have better language or applicability for us: Allegheny, Northampton, Erie, and Luzerne
- we divided up the research work for each section of the admin code as the following:
 1. Short Title, Purpose, Definition - Cabell
 2. Legislative Branch - Kick
 3. Executive Branch - Kick
 4. Other Elected Officials - Kick
 5. Departmental Organizations - Jim
 6. Office & Departmental Responsibilities - Jim
 7. Budgetary & Financial Policies & Procedures - Susan S.
 8. *Personnel Code & Procedures - Jim's subcommittee*
 9. Purchasing Policies & Procedures - Ronna
 10. *Authorities Boards & Commissions - CJ subcommittee*
 11. *Ethics/Conflict of Interest/Accountability - Rob subcommittee*
 12. General / Miscellaneous Provisions - Cabell
 13. Initiative & Referendum – Cabell
- Jim Bobeck will create mission statement and task items for website and subcommittee members' names will be placed on website
- Next meeting is 4/4/2011 at 5:30 p.m.