

Administrative Code Subcommittee

Bullet minutes for 6/27/2011

- Committee members in attendance: Chair Susan Shoal, Ronna Ciaruffoli, Jim Bobeck, and Kick Heffron. Adam Szumski, PEL intern, was also in attendance. Rick Morelli was absent. Minutes from the meeting on 6/20 were approved.
- Items discussed at the meeting currently being evaluated:
 - Budgetary and Financial Procedures and Policies, drafted by Adam, with input from Susan S. – Document was reviewed. Additional input will be sought, with special attention given to the below, in response to discussion of how to best handle:
 - Section 2 – Long-range Operational, Fiscal and Capital Plan
 - A (5) Any expenditure, regardless of amount, financed through a long-term debt or contractual obligation exceeding three years.
 - Purchasing and Acquisition Procedures draft code was forwarded to the committee by Ronna C., for review. Michael Giamber, with Ronna's assistance, plan to revisit the document, with the goal of streamlining it and planning for more detailed information to be presented in a Purchasing Procedural Handbook, expected to be prepared by county staff at a later date.
 - The Legislative and Executive Branch sections, drafted by Kick H., were discussed. Additional examination to determine whether best practices from other counties should be incorporated was recommended by committee members. Kick has agreed to approach Charlie Walters, of PEL, to inquire about any input that he, other PA Economy League employees, or possibly Adam S., could provide. In the meantime, Adam agreed to read through the current draft and make some informal suggestions at the next meeting.
 - Further discussion will take place at upcoming meetings regarding whether a professional with experience working with legislative code could be hired to tie all the sections of the proposed code, from the various sub-committees, together.
 - Organizational Flow Chart – Referencing Section 6.03 of the Luzerne County Charter and in order to be in compliance with it, Susan S. will ask Commissioner Petrilla if she can either provide us with an Operational Flow Chart or direct us to the proper authority to request the same.
- Next meeting is scheduled for July 6th at 5:30 p.m.