

Administrative Code Subcommittee

Bullet minutes for 7/6/2011

- Committee members in attendance: Chair Susan Shoval, Ronna Ciaruffoli and Kick Heffron. Adam Szumski, PEL intern, was also in attendance. Rick Morelli and Jim Bobeck were absent. Minutes from both the 6/27 and 7/6 meetings will be approved at the next scheduled meeting.
- Budgetary and Financial Procedures and Policies Code, drafted by Adam, with input from Susan S., is near completion. Subsequent to any minor adjustment by Adam S., this document is expected to be offered in a final draft form at the next meeting.
- Purchasing and Acquisition Procedures draft code prepared by Michael Giamber, with Ronna C.'s assistance, will be forwarded to the committee in a condensed version for inspection. Additional dialogue on this draft will take place at the next meeting.
- The Legislative and Executive Branch sections, drafted by Kick H.: Adam S. provided a document giving examples of best practices from other counties. Among the suggestions was a detailed listing of sections that might be prudent for inclusion in this code. We will attempt to schedule a working lunch meeting, with PEL staff and Administrative Code Committee members, to address these, as well as the following code issues:
 - Level of details for inclusion in codes;
 - By-Law usage when referencing particular subjects within the Charter;
 - Suggested terminology, such as "Pursuant to...", when Charter reference is looked-for;
 - Timeframe extension for completion of Section 6.03 of The Charter, Organizational Flow Chart.
- Kick H. is familiar with an existing DCED letter offering the county a range of technical support. Kick will contact Jim Haggerty for further clarification on this subject.
- Citizen Comments were presented by Rick Williams and Jeff Niemiec:
 - Rick solicited explanations on the significance of each code, i.e. Administrative, Ethics and Personnel, and how each relates to The Charter. Rick was provided the number of PA counties that currently possess a Charter and when each was established.
 - Jeff, from the original Home Rule Study Commission, offered his assistance with the preparation of codes. Jeff has experience with writing, editing and will be an excellent resource.
- Next meeting is scheduled for July 18th at 5:30 p.m.