

## Personnel Code Subcommittee

February 28, 2011

### **Minutes**

The second meeting of the Personnel Code Subcommittee convened at the Emergency Management Building in Wilkes-Barre, Pennsylvania. It was called to order by James Bobeck at 7:50pm.

Members in attendance were: James Bobeck, Michael Giamber, Tom Dombroski, Marc Marchese, Rob Bakewell, Arthur Breese, and Michael Cabell.

Members Absent: Jim Haggerty, CJ Kersey, Rich Heffron

**Citizen Comment-** There was no citizen comment.

**Approval of Minutes** – Minutes from the previous meeting were accepted with a change made of the word “ethics” to “personnel”.

#### **Reports from Subcommittee members-**

**Mike Giamber on POAM** – Mike Giamber made an outline of Personnel Subcommittee’s Plan of Action and Milestones and distributed it to the members. This POAM will be posted online and will be a guide for us to follow throughout the process.

**Outline tasks the group will address** – The group decided that we all know our responsibilities and are going to wait for the research done by Kings College and develop a plan of action after we review the details.

**Creation of timeline for Completion of Personnel Code** – The timeline developed by Mike Giamber will be posted on the webpage after the slight modifications and will be clearly identified as a draft/work in progress.

**Work Assignments** – Everyone is clear with their work assignments and we will wait on the new research then establish a strategy moving forward.

**New Business** – Chairman James Bobeck questioned the rest of the Subcommittee if anyone objects to having their name posted on the County webpage. No one objected.

Mike Giamber volunteered to develop a mission statement to post on the County webpage by March 8, 2011.

**Adjournment** - Our next meeting will be Monday February 21, 2011 at 7:30pm at the Emergency Response Building. A motion to adjourn was made by Rob Bakewell and seconded by Michael Cabell.

Respectfully submitted,

James Bobeck – Personnel Code Subcommittee Chair