

## HOME RULE TRANSITION



### Liaison Subcommittee

#### Mission

**Facilitate collaboration and administer common functions** in support of home rule transition committee/subcommittees

#### Objective

- Coordinate common administrative technical and support functions
- Review transition documentation to preclude inconsistent, ambiguous, redundant or overlapping language
- Act as a conduit for cross sharing relevant information
- Coordinate fact gathering visits, educational briefs, training, PR
- Review external correspondence for consistency
- Staff assistant to the Transition Committee Chairman

#### Tasks

- Review and provide value added assessment of new codes
- Prepare RFP's for professional services and manage contract administration functions in support of the transition committee
- Coordinate and manage funding allocation for external professional services and staff functions
- Prepare recruitment actions for hiring additional staff
- Coordinate and set up fact gathering meetings with county officers, administrators and key personnel
- Provide internal mail service for committee and subcommittees
- Secure additional funding from nonprofit organizations, state and county state
- Identify and suggest additional codes and actions needed