

Liaison Subcommittee Meeting  
March 1 @ 6:30PM  
Luzerne County Emergency Mgmt. Admin. Bldg

Agenda

- Interview panel for HRTC consultant
  - Discuss task order process and management for HRTC consultant
  - Discuss task order process and management for secretary
  - Coordinate meetings with Head of HR, others. . . .
  - Old business
  - New business
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LUZERNE COUNTY TRANSITION TO HOME RULE

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