


Liaison Subcommittee Meeting
February 15 @ 6:30PM
Luzerne County Emergency Mgmt. Admin. Bldg

Agenda

- Reclassification to a subcommittee
 - Discuss selection criteria for the HRTC consultant
 - Mechanism for flagging inconsistent, ambiguous, redundant or overlapping language among the various codes.
 - Review of mission statement
 - County Seal  Home Rule?
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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