

# Allegheny County Council

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## Meeting Minutes

**Wednesday, March 16, 2016**

**6:00 PM**

**Conference Room 1**

## **Executive Committee**

*Nick Futules, Chair*

*Members: John DeFazio; Mike Finnerty; Cindy Kirk; Ed Kress; Bob Macey; John Palmiere*

## I. Call to Order

*The meeting was called to order at 6:06.*

## Invited Guests:

## II. Roll Call

**Members Present:** 7 - Nick Futules, John DeFazio, Michael Finnerty, Cindy Kirk, Ed Kress, Bob Macey and John Palmiere

**Members Absent:** 0

**Members** 3 - Sam DeMarco, Chuck Martoni and Sue Means

**Non-Members:**

**Members Present:** 7 - Nick Futules, John DeFazio, Michael Finnerty, Cindy Kirk, Ed Kress, Bob Macey and John Palmiere

**Members Absent:** 0

**Members** 3 - Sam DeMarco, Chuck Martoni and Sue Means

**Non-Members:**

## III. Approval of Minutes

[9510-16](#)

Motion to approve the minutes of the February 3, 2016 meeting of the Executive Committee.

**A motion was made by Palmiere, seconded by DeFazio, that this matter be Passed. The motion carried by a unanimous vote.**

## IV. Agenda Items

### Discussion Topic - Policies and Procedures Handbook and OCC Staffing

*The Chair distributed the draft policy and procedure handbook, with Ms. Kirk's suggested edits included, and noted that Ms. Kirk was the only committee member who submitted any suggestions.*

*Ms. Kirk summarized her suggestions, noting that her desire was to remove redundancies and clarify language in places.*

*Mr. Macey moved to approve the handbook with Ms. Kirk's edits, Mr. DeFazio seconded the motion, and it passed unanimously. The Chair directed Mr. Szymanski to accomplish the suggested edits and distribute the handbook to all staff members.*

*The Chair noted that two of the staff members will be leaving the office, with one effective on April 1, and the other's final work day not yet determined.*

*The Chair suggested that some of one of the departing employees' responsibilities could perhaps be undertaken by the existing intern after her graduation in mid to late spring. Mr. Finnerty indicated that he would prefer to post the position.*

*The committee moved into executive session to discuss staffing matters.*

## V. Adjournment

*The meeting adjourned at 7:30.*