

Committee Structure

Goal: To improve workflow and position the Board to be even more effective moving forward by reviewing and revising the Committee Structure.

Committee Structure as it relates to Departments and Offices:

- **ADMINISTRATIVE & HUMAN RESOURCES** (this currently serves as a catchall for anything not assigned elsewhere. Those offices/departments listed as “new” are not assigned here under the Board Rules but may already be considered here in practice)
 - **New:** Office of Information Technologies, Human Resources, and the Department of Administration if not appropriate for review under another committee. *Personnel Code. Collective Bargaining agreements.*
- **NEW: FINANCE** (would eliminate the Planning Committee)
 - **New:** Office of the Controller; Fiscal Office and Office of Purchasing; Budget and Capital Plan. *Bond funding. Taxes. Indirect Cost Allocation.*
- **GOVERNANCE (APPOINTMENTS & LEGAL AFFAIRS)**
 - **Current:** *Appointments, Rules of the Board, Legalities, Request for Subpoena Power, reapportionment.*
 - **New:** Department of Law, *Charter, Admin. Code, Office of Voter Registration, and the Office of Executive if not appropriate for review under another committee.*
- **CEDARBROOK:**
 - **Current:** Department of Cedarbrook.
- **COURTS & CORRECTIONS**
 - **Current:** Department of Corrections and the Judiciary
 - **New:** Offices of Public Defender, District Attorney, Sheriff, Coroner, and Clerk of Judicial Records.
- **DEVELOPMENT & INTERGOVERNMENTAL**
 - **Current:** Department of Community and Economic Development
 - **New:** *Intergovernmental matters (Liaison to Local, State, and Federal Government as well as Mutual problems or requests between Lehigh County and any municipality or other governmental entity)*
- **HUMAN SERVICES**
 - **Current:** Department of Human Services.
- **GENERAL SERVICES & PLANNING**
 - **Current:** part of Department of General Services.
 - **New:** the part of the General Services department currently considered under the Planning Committee except for the Capital Plan (*mainly adds lease agreements and also property related transactions, such as land sales and transfers or matters of eminent domain*). *Easements.*

General Responsibilities of Committees

- Review and make recommendations regarding items that come before it
 - Contracts, agreements, donations, etc. relevant to the topic or department primarily associated with that committee.
 - Policies (for instance, review Grant policies under Development, Park Policy under General Services, etc.)
 - Strategic Plans (for instance, one related to IT would be reviewed under Administrative, one related to Cedarbrook under the Cedarbrook Committee)
 - Building Use – Departmental use of buildings would be reviewed by the relevant committee and include consideration of future needs. This would be in conjunction with the committee related to Capital Plan.
 - Function and operation of the Authorities, Boards, and Commissions that work in coordination with the Department primarily associated with that committee.

Current Standing Committees

RULE 5.13 STANDING COMMITTEES

E. The standing committees shall include:

ADMINISTRATIVE

1. Review and make recommendations concerning the tentative budget and capital program funding. However, budget meetings conducted pursuant to Article VII of the Charter shall be conducted by the Board sitting as a Special Committee to conduct hearings and other meetings on the proposed budget of the County Executive submitted pursuant to Article VII of the Charter. Such budget meetings shall be chaired by the Chairman of the Administrative Committee or any other member of the Administrative Committee in the absence of the Chairman of said committee.
2. Review and recommendations for any changes or modifications in the current annual budget or capital program with responsibility for ordinances for transfer of funds as necessitated.
3. Funding of new positions.
4. Increasing rates of existing taxes and/or levying new taxes.
5. Review performance audits by the controller.

CEDARBROOK

1. All items pertaining to the Department of Cedarbrook Nursing Homes, including Cedarbrook and the Fountain Hill Annex.
2. All matters pertaining to long-term care.

DEVELOPMENT

1. All items pertaining to the Department of Development
2. Review economic development initiatives and serve as a liaison with economic development agencies in the Lehigh Valley.
3. All items pertaining to the Trexler -Lehigh County Game Preserve.

GENERAL SERVICES

1. All items pertaining to General Services within the Department of Administration or elsewhere in the Executive branch.
2. Care, maintenance, purchase or negotiations of any property, including but not limited to: the Courthouse and other County buildings, bridges, historical sites, skilled care facilities, parks, recreational facilities and Lehigh County Prison.

HUMAN SERVICES

1. All items pertaining to the Department of Human Services, and its offices:
 - A. Adult and Residential Services
 - B. Area Agency on Aging
 - C. Children and Youth Services
 - D. Drug and Alcohol Services
 - E. Mental Health I Mental Retardation
2. Items pertaining to any responsibility of the Department of Human Services.
3. Any items pertaining to human services, social services and public health for the citizens of Lehigh County.

INTERGOVERNMENTAL AND APPOINTMENTS

1. Mutual problems or requests between Lehigh County and any municipality or other governmental entity, including requests for any intergovernmental agreement that transfers the exercise of any power or function between Lehigh County and another governmental unit.
2. Serve as a liaison between Lehigh County and officials of the state and federal government and the municipalities in Lehigh County.
3. Review and monitor the operations and functions of all authorities, boards and commissions established by County action or joint action.
4. Questions arising out of and in regard to these Rules and Regulations.
5. Legalities, compliance and penalties associated with ordinances, resolutions and codes as legislated by the Board.
6. Advice and Consent of appointments made by the County Executive and this Board.
7. Requests for subpoena power, easements, franchises, acquisitions of eminent domain and reapportionment of the County for purposes of representation on this Board.

JUDICIARY AND CORRECTIONS

1. All items pertaining to the Judicial Branch of Lehigh County government, including tracking the Judiciary's annual budget throughout the year.
2. Serve as a liaison between the Board of Commissioners and the elected Judges of Lehigh County.
3. All items pertaining to the corrections system in Lehigh County, including tracking the annual Corrections budget throughout the year.
4. Monitor prison population and the use of the County's prison facilities.

PLANNING

1. Short and long range planning of the County and its facilities, including land use and specialized planning of facilities and services.
2. Acquisitions of any property and granting or securing easements or franchises within the County.
3. When the planning is of a specialized nature it shall be in conjunction with the committee charged with oversight responsibility of the completed procedure.
4. All items pertaining to the Department of Planning.