



Chris Christie
Governor

Kim Guadagno
Lt. Governor

State of New Jersey
THE PINELANDS COMMISSION
PO Box 359
NEW LISBON, NJ 08064
(609) 894-7300
www.nj.gov/pinelands

General Information: Info@njpines.state.nj.us
Application Specific Information: AppInfo@njpines.state.nj.us



Mark S. Lohbauer
Chairman

Nancy Wittenberg
Executive Director

MEMORANDUM

To: Members of the Personnel and Budget Committee

From: Jessica Lynch, Business Manager *JdL*

Date: January 22, 2016

Subject: Meeting Material

Enclosed is material supporting the agenda items for the Personnel and Budget Committee meeting to be held in the Richard J. Sullivan Center, Terrence D. Moore Room on Tuesday, February 2, 2016.



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PERSONNEL & BUDGET COMMITTEE MEETING

Richard J. Sullivan Center
Terrence D. Moore Room
15 C Springfield Road
New Lisbon, New Jersey
February 2, 2016
9:30 a.m.

Agenda

1. Adoption of the November 17, 2015 meeting minutes (open and closed session).

2. Resolution(s):

To Authorize the Executive Director to Enter Into a Contract for the Fabrication and Installation of Exhibits at the Richard J. Sullivan Center for Environmental Policy and Education

3. Financial Updates:

- a. Check Register (November & December: Consolidated)
- b. Electronic Disbursements - EFT; Direct Deposit; ACH (November & December: Consolidated)
- c. Application Fees Update

4. Employee Actions (October, November & December: Consolidated)

5. Public Comment

PERSONNEL & BUDGET COMMITTEE MEETING

Richard J. Sullivan Center
Terrence D. Moore Room
15C Springfield Road
New Lisbon, New Jersey
November 17, 2015
9:30 a.m.

MINUTES

Members Present

Alan W. Avery (Committee Chairperson), Richard Prickett, Gary Quinn, and Fran Witt.

Members Absent

William Brown, Joe DiBello, D'Arcy Rohan Green, Jane Jannarone, and Ed McGlinchey.

Staff Present

Executive Director Nancy Wittenberg, John Bunnell, Donna Graham, Paul Leakan, Larry Liggett, Jessica Lynch, Dawn Rago, Stacey Roth, and Michelle Russell. Amy Herbold from the Governor's Authorities Unit was also present.

Committee Chairperson Avery called the meeting to order at 9:35 a.m.

Adoption of Minutes from the June 2, 2015 & June 30, 2015 (open and closed session) Personnel and Budget Committee Meetings

Since there was no quorum at the prior Committee meeting, no formal Committee recommendation on the adoption of the June 2, 2015 minutes actually occurred. Accordingly, these minutes require a readoption. Commissioner Prickett moved the adoption of the June 2, 2015 Personnel and Budget Committee meeting minutes. Committee Chairperson Avery seconded the motion and Commissioner Quinn abstained.

Commissioner Prickett moved the adoption of the minutes of the June 30, 2015 Personnel and Budget Committee meeting. Committee Chairperson Avery seconded the motion.

RFP-Update (Paul Leakan and Dawn Rago)

Dawn Rago and Paul Leakan provided an overview and update on the RFP for the Visitor's Center. The request for approval to award will be brought to the next Personnel & Budget Committee meeting and the following Commission meeting.

Financial Updates:

Check Registers (June-October 2015: Consolidated). Jessica Lynch reviewed the registers

and provided details.

Electronic Disbursements - EFT; Direct Deposit; ACH (June-October 2015: Consolidated). Ms. Lynch reviewed information on the EFTs, payroll disbursements and ACHs.

Application Fees Update. Application fees are at 43% of the budget, with eight months remaining and with a year-to-date total of \$226,889.99.

Employee Actions (June-September 2015)

Michelle Russell reviewed the employee actions and noted that a Resource Planner has been hired, several internships have ended, and a few family leaves have occurred.

Other Items of Interest: Dental Benefit Resolution

Ms. Russell explained that staff members have been unhappy with the current dental plans. A volunteer committee was formed and it thoroughly analyzed several different dental plans. The committee recommended that the Commission join the State Health Benefits (SHBP) Program Employee Dental Plan. The SHBP requires a resolution in order to participate in their plans. Following the discussion, the Committee reviewed and recommended Commission approval.

Ms. Russell also noted that a new CWA rep has been assigned to the Commission.

Public Comment

None

Closed Session

A motion to go into Closed Session was moved by Commissioner Prickett, seconded by Commissioner Quinn and unanimously approved at 10:05 a.m.

The Committee returned from Closed Session at 11:12 a.m.

With no further items to discuss, Chairperson Avery asked for a motion for adjournment. The motion was moved by Commissioner Prickett, seconded by Commissioner Witt and unanimously approved.

The meeting was adjourned at 11:13 a.m.

Certified as true and correct:

Michelle L. Russell, HR Specialist

Date 12/15/15



RESOLUTION OF THE NEW JERSEY PINELANDS COMMISSION

NO. PC4-16-_____

TITLE: To Authorize the Executive Director to Enter Into a Contract for the Fabrication and Installation of Exhibits at the Richard J. Sullivan Center for Environmental Policy and Education

Commissioner _____ **moves and Commissioner** _____
seconds the motion that:

WHEREAS, in 1994, the Pinelands Commission adopted resolution PC4-94-96, which authorized the Pinelands Interpretive Plan; and

WHEREAS, the Pinelands Interpretive Plan calls for implementing a series of measures that raise awareness and appreciation of the Pinelands National Reserve, including the creation of a designated Pinelands Visitor Center where the public can learn about the region’s natural, cultural and historic resources; and

WHEREAS, in 2009, the National Park Service (NPS) provided \$50,000 to fund the planning and design of Pinelands-themed exhibits for a Pinelands Visitor Center that will be housed in the Richard J. Sullivan Center for Environmental Policy and Education (RJS Center) in Pemberton Township, NJ; and

WHEREAS, the Pinelands Commission used a portion of the funds to hire Krista Kovach-Hindsley, an Exhibit Planner with the NPS Harpers Ferry Center, to prepare an Exhibit Assessment in May 2009; and

WHEREAS, in 2010, the Commission used the remaining funds to hire Content Design Collaborative of Scituate, Massachusetts to complete a comprehensive exhibit design plan; and

WHEREAS, in 2014, the Commission amended its policies for the use and management of the Pinelands Conservation Fund (PCF). The revised policies established a new objective to fund education and outreach initiatives, including the completion of the Pinelands Visitor Center; and

WHEREAS, a Request for Proposals (RFP) dated September 2, 2015 to procure the services to fabricate and install exhibits and complete all other work needed to convert existing space in the RJS Center into a Pinelands Visitor Center was prepared and advertised in the official newspapers of the Commission, and was posted on the Commission’s website; and

WHEREAS, the RFP was mailed to 20 prospective bidders, and the Commission received four proposals prior to the receipt deadline of 3:00 p.m. on October 14, 2015; and

WHEREAS, a five-member evaluation committee composed of four members of the Pinelands Commission’s staff and a representative from the Commission’s Pinelands Educational Advisory Council met on October 19, 2015 and agreed to interview all of the prospective firms. The evaluation committee completed the interviews on November 19, 2015; and

WHEREAS, the evaluation committee met on November 25, 2015 to discuss the bids and interviews; and

WHEREAS during that time, the committee identified its top two candidates; and

WHEREAS, after a check of references and upon receipt of a Best and Final Offer from the top two candidates, the committee reconvened on December 15, 2015 to submit their evaluation scores; and

WHEREAS based on the firm’s overall proposal and the responses from references, the committee recommended that the contract be awarded to Drill/Split Rock Studios of West Orange, NJ, in the amount of \$368,849; and

WHEREAS, pursuant to N.J.S.A. 13:18A-5h, no action authorized by the Commission shall have force or effect until ten (10) days, Saturdays, Sundays and public holidays excepted, after a copy of the minutes of the meeting of the Commission has been delivered to the Governor for review, unless prior to expiration of the review period the Governor shall approve same, in which case the action shall become effective upon such approval.

NOW, THEREFORE BE IT RESOLVED that the Executive Director is authorized to enter into a contract with Drill/Split Rock Studios of 80 Main Street, Suite 570, West Orange, NJ, 07052 in the amount of \$368,849 to fabricate and install exhibits and to complete all other work necessary to create a Pinelands Visitor Center in the Richard J. Sullivan Center for Environmental Policy and Education.

Record of Commission Votes

AYE NAY NP A/R*					AYE NAY NP A/R*					AYE NAY NP A/R*				
Ashmun					Earlen					Prickett				
Avery					Galletta					Quinn				
Barr					Jannarone					Rohan Green				
Brown					Lloyd					Lohbauer				
DiBello					McGlinchey									

* A = Abstained / R = Recused

Adopted at a meeting of the Pinelands Commission

Date: _____

Nancy Wittenberg
Executive Director

Mark S. Lohbauer
Chairman

RECOMMENDATION FOR CONTRACT AWARD
Interpretive Exhibit Fabrication and Installation for the Pinelands Visitor Center
Request for Proposal Number RFP-16-101
Released on September 2, 2015

I. Recommendation

The Evaluation Committee recommends that the contract be awarded for all of the services specified in the September 2, 2015 Request for Proposal (RFP) to the firm of Drill/Split Rock Studios of 80 Main Street, Suite 570, West Orange, NJ, 07052

II. Background

A. Bid Responses

The Pinelands Commission received 4 bids by the closing date of October 14, 2015. All bids were deemed responsive and submitted to the Evaluation Committee for review.

The 4 bidders were:

<u>FIRM</u>	<u>PRICE</u>
Frederick G. Wohlgemuth	\$433,583
Dimensional Communications	\$352,000
Drill/Split Rock Studios	\$368,849
Lynch Exhibits	\$390,736

B. The members of the Evaluation Committee are:

Paul Leakan	Pinelands Commission
Joel Mott	Pinelands Commission
Donna Graham	Pinelands Commission
Ed Wengrowski	Pinelands Commission
Melanie Reding	JCNERR

Though not a member of the Evaluation Committee, Dawn Rago, RPPO was present at the meetings to facilitate, guide and take notes to document the meetings.

III. Evaluation

The Committee members evaluated the proposals using a 0-10 point system, with 10 being the highest score, for each of the three qualitative criteria included in the RFP. The criteria and their weights were as follows:

<u>Criteria</u>	<u>Weight</u>	<u>Calculation of Score</u>
Approach	60 %	Points x 6
Personnel Credentials/Qualifications	30 %	Points x 3
Cost	10 %	Points x 1

The Evaluation Committee met on October 19, 2015 to discuss the responses to the RFP and decided to conduct interviews with all of the prospective firms. The interviews were conducted on the following dates: Dimensional Communications on November 2, 2015, Wohlgemuth on November 17, 2015 and Drill/Split Rock Studios and Lynch on November 19, 2015.

A. Total Scores of the Proposals

Committee members were asked to report the total scores they calculated for each of the prospective firms. The results of the total scores are contained in Table 1.

Table 1: Total Scores of the Proposals

Firm	Committee Members Total Score for Each Proposal					Aggregate Score
Drill/Split Rock Studios	98	74	82	89	99	442
Lynch Exhibits	97	70	78	77	93	415
Frederick G. Wohlgemuth, Inc.	64	66	68	79	66	343
Dimensional Communications, Inc.	40	63	53	75	34	265

B. Separate Evaluation Criteria

Table 2 summarizes the members' scoring of each firm's approach to the project.

Table 2: Project Approach

Firm	Approach Score					Aggregate Score
Drill/Split Rock Studios	60	42	48	54	60	264
Lynch Exhibits	60	42	48	48	54	252
Frederick G. Wohlgemuth, Inc.	42	42	42	48	42	216
Dimensional Communications, Inc.	18	36	30	42	6	132

Table 3 summarizes the members' scoring of each firm's personnel credentials and qualifications

Table 3: Personnel Credentials/Qualifications

Firm	Personnel Credentials/Qualifications Score					Aggregate Score
Drill/Split Rock Studios	30	24	27	27	30	138
Lynch Exhibits	30	21	24	24	30	129
Frederick G. Wohlgemuth, Inc.	21	18	21	24	21	105
Dimensional Communications, Inc.	12	18	15	24	18	87

Table 4 summarizes the members' scoring of each firm's cost for the project

Table 4: Cost

Firm	Cost Score					Aggregate Score
Drill/Split Rock Studios	8	8	7	8	9	40
Lynch Exhibits	7	7	6	5	9	34
Frederick G. Wohlgemuth, Inc.	1	6	5	7	3	22
Dimensional Communications, Inc.	10	9	8	9	10	46

IV. Final Review and Conclusion

The Evaluation Committee completed the bidder interviews on November 19, 2015. On November 25, 2015 the members discussed their overall reactions to the interviews and proposals. It was concluded that the two top candidates were Drill/Split Rock and Lynch Exhibits. At this time, the members requested that Dawn Rago contact the references for these 2 firms and also send them a request for a Best and Final Offer. Once this was completed, the references and Best and Final Offer responses were distributed to the members for review.

In response to the request for a Best and Final Offer, Lynch Exhibits reduced their fee to \$379,014 and Drill/Split Rock reaffirmed its original bid of \$368,849.

The Evaluation Committee reconvened on December 15, 2015 to submit their individual evaluation scores and discuss the results.

Based on the firm's overall proposal and the responses from references, the Committee recommended that the contract be awarded to Drill/Split Rock Studios.

Prepared by: *Dawn M. Rago*
Dawn Rago, Business Specialist

Date: 1-5-16

Approved: *Nancy Wittenberg*
Nancy Wittenberg, Executive Director

Date: 1/5/16

New Jersey Pinelands Commission

Check Register

Period: 11-01-2015 to 12-31-2015

Check #	Check Date	Vendor Name	Description	Amount
3988	11/13/2015	PRESS OF ATLANTIC CITY	Meeting Notices	\$7.65
3989	11/13/2015	ACRO SERVICE CORP	Temporary Staffing Services	\$1,565.01
3990	11/13/2015	BANK OF AMERICA	Replace Light Ballast	\$113.99
3991	11/13/2015	COMPUTER AID, INC	Temporary Staffing Services	\$4,646.71
3992	11/13/2015	COURIER POST	Meeting Notices	\$6.75
3993	11/13/2015	DELL	License + Port cards	\$692.96
3994	11/13/2015	FRY FYTER	Fire Extinguisher Inspection	\$139.56
3995	11/13/2015	GRAINGER	Belt Barriers	\$127.60
3996	11/13/2015	IMPAC FLEET	Commission Vehicle Gas	\$233.49
3997	11/13/2015	IN-SITU INC.	Level Troll repaired	\$127.55
3998	11/13/2015	JAMES F. VALENTINE JR.	Fire Sprinkler flow test	\$250.00
3999	11/13/2015	LOWES	2 wooded boards	\$14.84
4000	11/13/2015	MARSH USA INC.	Annual Insurance Premium	\$40,392.32
4001	11/13/2015	New England Municipal	NEMRC Annual Support	\$725.00
4002	11/13/2015	NEW JERSEY PRESS	Meeting Notices	\$11.25
4003	11/13/2015	PEMBERTON ELECTRICAL	Replace Light Ballast	\$120.43
4004	11/13/2015	PSE&G	Electric Utilities	\$418.88
4005	11/13/2015	PURCHASE ADVANTAGE	Acme - Food for Commission Meeting	\$49.58
4006	11/13/2015	SHARP ELECTRONICS	Copier Lease	\$178.79
4007	11/13/2015	SIR SPEEDY	PPA copies + flashdrive	\$60.00
4008	11/13/2015	W. B. MASON	Back up tapes + Office Supplies	\$357.34
4009	11/30/2015	ACRO SERVICE CORP	Temporary Staffing Services	\$697.17
4010	11/30/2015	Barry Brady	Medicare B Reimbursement	\$629.40
4011	11/30/2015	Betty Sonsiadek	Medicare B Reimbursement	\$314.70
4012	11/30/2015	CWA	Union Dues	\$1,485.28
4013	11/30/2015	CONSTELLATION NEW ENERCO	Electric Utility	\$1,065.94
4014	11/30/2015	EDWARD WENGROWSKI	E. Wengrowski Membership dues	\$245.00
4015	11/30/2015	Elizabeth G. Carpenter	Medicare B Reimbursement	\$314.70
4016	11/30/2015	GRAINGER	Batteries	\$7.87
4017	11/30/2015	HORIZON BLUE CROSS BLUE	Dental	\$821.11
4018	11/30/2015	JERSEY CENTRAL POWER & L	Electric Utility	\$534.10
4019	11/30/2015	John C. Stokes	Medicare B Reimbursement	\$629.40
4020	11/30/2015	PRIMEPAY LLC	Payroll Services & FSA	\$1,400.56
4021	11/30/2015	RICOH CORPORATION	Copier Lease	\$243.62
4022	11/30/2015	RJ SIGNS ENTERPRISE LLC	Sign Installation	\$385.00
4023	11/30/2015	Robert A. Zampella	Medicare B Reimbursement	\$724.80
4024	11/30/2015	SHI	Network Transceivers	\$600.00
4025	11/30/2015	SHIRLEY BANFER	Medicare B Reimbursement	\$314.70
4026	11/30/2015	Terrence D. Moore	Medicare B Reimbursement	\$629.40
4027	11/30/2015	VERIZON WIRELESS SERVICE	Monthly Cell Phone Charges	\$169.40
4028	11/30/2015	W. B. MASON	Office Supplies	\$105.23
4029	11/30/2015	WOOLSTON COMPANY INC.	Trash Collections	\$41.04
4030	12/10/2015	PRESS OF ATLANTIC CITY	Meeting Notices	\$17.14
4031	12/10/2015	ACRO SERVICE CORP	Temporary Staffing Services	\$2,147.31
4032	12/10/2015	BURLINGTON COUNTY TIMES	Meeting Notices	\$10.12
4033	12/10/2015	BEN MEADOWS COMPANY INC	Waders & Belt	\$75.78

New Jersey Pinelands Commission

Check Register

Period: 11-01-2015 to 12-31-2015

Check #	Check Date	Vendor Name	Description	Amount
4034	12/10/2015	BANK OF AMERICA	Waders & Staff Training	\$319.95
4035	12/10/2015	CDW-GOVERNMENT LLC	UPS Power Supplies	\$634.47
4036	12/10/2015	COMPLETE BOOK	Trees of North America Book	\$19.85
4037	12/10/2015	COMPUTER AID INC.	Temporary Staffing Services	\$4,001.33
4038	12/10/2015	COURIER POST	Meeting Notices	\$7.20
4039	12/10/2015	Global Equipment Co.	External Fixture	\$32.00
4040	12/10/2015	IMPAC FLEET	Commission Vehicle Gas	\$148.80
4041	12/10/2015	LOWES	Heaters	\$186.10
4042	12/10/2015	MICROGRAPHIC COMPUTER	Microfiche Service Contract	\$365.00
4043	12/10/2015	NEW JERSEY PRESS	Meeting Notices	\$45.50
4044	12/10/2015	NANCY WITTENBERG	Mileage & Toll Reimbursement	\$35.03
4045	12/10/2015	PRIMEPAY LLC	Payroll Services	\$265.14
4046	12/10/2015	PSE&G	Electric Utilities	\$461.41
4047	12/10/2015	PURCHASE ADVANTAGE CAR	Acme - Food for Commission Meeting	\$56.83
4048	12/10/2015	SAFEGUARD BUSINESS SYST	Vendor Checks Replenishment	\$203.62
4049	12/10/2015	SIR SPEEDY	Copies	\$100.50
4050	12/10/2015	TREASURER STATE OF NJ	Lexis Nexis online renewal	\$638.50
4051	12/10/2015	TREASURER STATE OF NJ	Telecommunications	\$1,639.69
4052	12/10/2015	TERM-A-PEST	Termite Service	\$460.00
4053	12/10/2015	W. B. MASON	Office Supplies	\$38.46
4054	12/29/2015	ACRO SERVICE CORP	Temporary Staffing Services	\$2,054.31
4055	12/29/2015	BOB BARR	Mileage Reimbursement	\$256.08
4056	12/29/2015	BURLINGTON COUNTY TIMES	Meeting Notices	\$12.42
4057	12/29/2015	BEVAN SECURITY SYSTEMS	Monthly Alarm Services	\$216.00
4058	12/29/2015	Candace M. Ashmun	Mileage Reimbursement	\$294.72
4059	12/29/2015	CDW-GOVERNMENT LLC	Network Card	\$65.00
4060	12/29/2015	CONSTELLATION NEW ENER	Electric Utility	\$1,366.14
4061	12/29/2015	GRAINGER	6v Batteries for Emergency Flashlights	\$25.00
4062	12/29/2015	HORIZON BLUE CROSS BLUE	Dental	\$895.57
4063	12/29/2015	JERSEY CENTRAL POWER & I	Electric Utility	\$594.65
4064	12/29/2015	MIKE AVILA	Refund	\$3.39
4065	12/29/2015	PEMBERTON TOWNSHIP	Water Utility	\$156.22
4066	12/29/2015	PATTY SPIRES PETTY CASH	Various Petty Cash Receipts	\$279.84
4067	12/29/2015	PAUL GALLETTA	Mileage Reimbursement	\$152.52
4068	12/29/2015	PITNEY BOWES INC.	Postage	\$500.00
4069	12/29/2015	PRIMEPAY LLC	Payroll Services & FSA	\$2,200.22
4070	12/29/2015	MGP RETAIL CONSULTING L	Application #2010-0044.002 Refund	\$4,998.44
4071	12/29/2015	RICOH CORPORATION	Copier Lease	\$243.62
4072	12/29/2015	SHARP ELECTRONICS	Copier Lease	\$178.79
4073	12/29/2015	SIR SPEEDY	Copies	\$6.00
4074	12/29/2015	Treasurer State of New Jersey	Telecommunications	\$1,636.77
4075	12/29/2015	W. B. MASON	Office Supplies	\$657.79
4076	12/29/2015	WOOLSTON COMPANY INC.	Trash Collections	\$41.04
Total Checks (89)				<u>\$90,342.38</u>

New Jersey Pinelands Commission
Electronic Funds Transfer (EFT) Disbursements
(November) 2015

Date	Description	Amount
11/05/15	Deferred Compensation / Roth 457 - payroll deductions	\$3,997.16
11/06/15	Pension - payroll deductions	\$19,825.78
11/10/15	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	\$24,200.32
11/10/15	NJ State Tax - payroll deductions	\$2,893.05
11/13/15	PA State Tax - payroll deductions	\$116.47
11/19/15	Deferred Compensation / Roth 457 - payroll deductions	\$4,170.00
11/25/15	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	\$24,303.87
11/25/15	NJ State Tax - payroll deductions	\$2,893.05
12/03/15	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	\$24,175.25
12/03/15	NJ State Tax - payroll deductions	\$2,893.05
12/04/15	Deferred Compensation / Roth 457 - payroll deductions	\$4,170.00
12/07/15	Pension - payroll deductions	\$20,007.50
12/15/15	PA State Tax - payroll deductions	\$116.47
12/17/15	Deferred Compensation / Roth 457 - payroll deductions	\$4,167.06
12/23/15	Federal Tax (FIT, SS, Medicare) - pyrl.ded.& er share	\$24,768.44
12/23/15	NJ State Tax - payroll deductions	\$2,947.02
12/31/15	Deferred Compensation / Roth 457 - payroll deductions	\$4,397.66
Total		<u><u>\$170,042.15</u></u>

Employee Payroll (Net Pay) Disbursements

Date	Description	Amount
11/05/15	Direct Deposit - Pay Period Ending 10/30/15	\$59,575.51
11/19/15	Direct Deposit - Pay Period Ending 11/13/15	\$59,782.94
12/03/15	Direct Deposit - Pay Period Ending 11/27/15	\$59,353.71
12/17/15	Direct Deposit - Pay Period Ending 12/11/15	\$61,212.37
12/31/15	Direct Deposit - Pay Period Ending 12/24/15	\$69,297.95
Total		<u><u>\$309,222.48</u></u>

New Jersey Pinelands Commission

Application Fee Summary

FY Total	Month	Total Revenue	Received		Refunded	
			Number	Amount	Number	Amount
Budget	FY 2016					
\$41,252.87	July	\$41,252.87	27	\$41,852.87	3	\$600.00
\$135,922.39	August	\$94,669.52	32	\$94,669.52	0	\$0.00
\$180,061.58	September	\$44,139.19	27	\$45,183.80	3	\$1,044.61
\$186,347.83	October	\$6,286.25	27	\$26,217.03	4	\$19,930.78
\$256,225.48	November	\$69,877.65	22	\$75,207.65	3	\$5,330.00
\$322,566.37	December	\$66,340.89	25	\$71,339.33	1	\$4,998.44
\$17,072.27	January	\$0.00	0	\$0.00	0	\$0.00
\$17,072.27	February	\$0.00	0	\$0.00	0	\$0.00
\$17,072.27	March	\$0.00	0	\$0.00	0	\$0.00
\$17,072.27	April	\$0.00	0	\$0.00	0	\$0.00
\$17,072.27	May	\$0.00	0	\$0.00	0	\$0.00
\$17,072.28	June	\$0.00	0	\$0.00	0	\$0.00
\$425,000.00	TOTAL	\$322,566.37	160	\$354,470.20	14	\$31,903.83

EMPLOYEE ACTIONS
October, November, & December 2015

A. DEPARTING EMPLOYEE(S)

Name	Title	Office	Effective Date	Hire Date
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B. VACANCIES / RECRUITMENT(S)

Title	Office	Status
Director Special Programs	Executive	Not Budgeted
Community Planner*	Executive	Not Budgeted
GIS Administrator	Land Use/Tech. Prgms.	Not Budgeted
Resource Planner	Land Use/Tech. Prgms.	Not Budgeted
Resource Planner	Land Use/Tech. Prgms.	Not Budgeted
Planning Assistant (part-time)	Land Use/Tech. Prgms.	Not Budgeted
Office Assistant	Land Use/Tech. Prgms.	Not Budgeted
Environmental Specialist	Regulatory Programs	Not Budgeted
Environmental Specialist	Regulatory Programs	Not Budgeted
Environmental Specialist	Regulatory Programs	Not Budgeted
Environmental Specialist	Regulatory Programs	Not Budgeted
Coordinator of Environmental Services	Regulatory Programs	Not Budgeted
Principal Applicant Services Rep.	Regulatory Programs	Not Budgeted
Principal Applicant Services Rep.	Regulatory Programs	Not Budgeted
Research Scientist	Science	Not Budgeted
Research Scientist	Science	Not Budgeted
Research Scientist*	Science	Not Budgeted
GIS Specialist*	Science	Not Budgeted
Business Specialist	Business Services	Not Budgeted
Principal Office Assistant	Business Services	Not Budgeted
Undetermined (1 Full Time and 1 Part Time)	Unassigned	Not Budgeted
Chief Permit Planner	Regulatory Programs	Budgeted
Resource Planner	Land Use/Tech. Prgms.	Hired Brad Lanute Start Date: Nov. 30, 2015

*Funded by the Pinelands Conservation Fund

C. OTHER NOTES

Name	Title	Office	Notes-Start Date
Tony McNichol	Planner Cultural Resources	Land Use & Technology	December 17, 2014
Dawn Holgersen	Temporary File Clerk	Regulatory Programs	December 29, 2014
Henry Jacobson	Temporary Programmer	Land Use & Technology	6/3/2015-10/23/15
John Keys	Maintenance Technician	Business Services	Worker's Comp 9/23/15-1/10/16
Sarah Johnson	Research Scientist	Scientist	Family Leave 9/9/15-2/4/16
Patty Spires	Business Assistant	Business	Family Leave 12/1/15-2/19/16