

Adopted 8/2/16

PERSONNEL & BUDGET COMMITTEE MEETING

Richard J. Sullivan Center
Terrence D. Moore Room
15C Springfield Road
New Lisbon, New Jersey
May 24, 2016
9:30 a.m.

MINUTES

Members Present

Alan W. Avery (Committee Chairperson), Joe DiBello, Mark Lohbauer.

Members Absent

Robert Barr, William Brown, D'Arcy Rohan Green, Jane Jannarone, Ed McGlinchey, and Gary Quinn.

Non-Members Present

Richard Prickett.

Staff Present

Executive Director Nancy Wittenberg, John Bunnell, Donna Graham, Susan Grogan, Paul Leakan, Larry Liggett, Jessica Lynch, Stacey Roth, and Michelle Russell. Michael Collins from the Governor's Authorities Unit was also present.

Committee Chairperson Avery called the meeting to order at 9:36 a.m.

Adoption of Minutes from the February 2, 2016 (open session) Personnel and Budget Committee Meeting

Commissioner Lohbauer moved the adoption of the February 2, 2016 Personnel and Budget Committee meeting minutes. Commissioner DiBello seconded the motion. Commissioner Prickett abstained. However, since there was no quorum at the Committee meeting, no formal Committee recommendation on the adoption of the minutes actually occurred. These minutes will need to be readopted at the next Personnel and Budget Committee meeting.

Financial Updates:

Check Registers (January - April 2016: Consolidated). Jessica Lynch reviewed the registers and provided details.

Electronic Disbursements - EFT; Direct Deposit; ACH (January - April 2016: Consolidated). Ms. Lynch reviewed information on the EFTs, payroll disbursements and ACHs.

Application Fees Update - Application fees have surpassed the budget quota by 33% with two months remaining in the fiscal year.

Employee Actions (January - April 2016)

Michelle Russell reviewed the employee actions and noted that one employee resigned in October and one employee will be retiring at the end of May. Recruitment is ongoing for a Research Scientist, Cultural Resource Planner and an Office Assistant. Lastly, several employees have returned from Family Leaves and Workers Compensation.

Michelle Russell left the meeting at 9:52 a.m.

FY 2017 Budget

Jessica Lynch and Nancy Wittenberg reviewed the FY 2017 draft operating budget. The remaining budgets will be reviewed at the next Personnel & Budget meeting. The notes were also discussed and several questions were answered.

Public Comment

None

Closed Session

There was no need to go into Closed Session.

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

The meeting was adjourned at 10:10 a.m.

Certified as true and correct:



Michelle L. Russell, HR Specialist

Date 5/31/16