

Adopted 8/2/16

PERSONNEL & BUDGET COMMITTEE MEETING

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

MINUTES

Members Present

Alan W. Avery (Committee Chairperson), Robert Barr, Joe DiBello, Ed McGlinchey, and Gary Quinn.

Members Absent

William Brown, D'Arcy Rohan Green, Jane Jannarone, and Richard Prickett.

Staff Present

Executive Director Nancy Wittenberg, John Bunnell, Donna Graham, Paul Leakan, Jessica Lynch, Jessica Noble, Dawn Rago, 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 9:32 a.m.

Adoption of Minutes from the November 17, 2015 (open and closed session) Personnel and Budget Committee Meeting

Commissioner McGlinchey moved the adoption of the minutes of the November 17, 2015 Personnel and Budget Committee meeting. Commissioner Quinn seconded the motion.

Donna Graham entered the meeting at 9:36 a.m.

Resolution: 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

A presentation on the RFP for the Visitors Center was given by Paul Leakan.

Commissioner DiBello entered the meeting at 9:42 a.m.

The selection process among the bidders was discussed along with the timeframe for the construction process. Several questions were answered. Commissioner Barr moved the recommendation for Commission approval of the Resolution: 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 DiBello seconded the motion and all voted in favor.

Financial Updates:

Check Registers (November & December 2015: Consolidated). Jessica Lynch reviewed the registers and provided details.

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

Application Fees Update. Application fees are at 76% of the budget with a year-to-date total of \$322,566.37.

Employee Actions (October, November & December 2015)

Michelle Russell reviewed the employee actions and noted that a Resource Planner has begun at the Commission and an employee has returned from Family Leave.

Public Comment

None

Commissioner McGlinchey reiterated former Commissioner Witt's concerns about the Audit Committee and encouraged the review of term limits for members.

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 Quinn and unanimously approved.

The meeting was adjourned at 10:01 a.m.

Certified as true and correct:



Michelle L. Russell, HR Specialist

Date 2/8/16