

Adopted 8/29/17

**PERSONNEL & BUDGET COMMITTEE MEETING**

Richard J. Sullivan Center  
Terrence D. Moore Room  
15C Springfield Road  
New Lisbon, New Jersey  
February 7, 2017  
9:30 a.m.

MINUTES

Members Present

Alan W. Avery (Committee Chairperson), Mark Lohbauer, Ed McGlinchey, and Richard Prickett.

Members Absent

William Brown, Giuseppe Chila, D'Arcy Rohan Green, Jane Jannarone, and Gary Quinn.

Staff Present

Executive Director Nancy Wittenberg, Evan Bossett, John Bunnell, Donna Graham, Paul Leakan, Larry Liggett, Jessica Lynch, Stacey Roth, and Michelle Russell. Lisa LeBoeuf from the Governor's Authorities Unit was also present via telephone.

Committee Chairperson Avery called the meeting to order at 9:32 a.m.

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

Commissioner Lohbauer moved the adoption of the minutes of the August 2, 2016 Personnel and Budget Committee meeting. Commissioner Prickett seconded the motion and all voted in favor.

Financial Updates:

Check Register (July to December 2016). Jessica Lynch reviewed the registers and provided details. Evan Bossett explained the site evaluator and left the meeting at 9:36 a.m. Donna Graham entered the meeting at 9:38 a.m.

Commissioner Prickett asked questions regarding the insurance, elevator belt, firewall, and petty cash. Responses were given.

Electronic Disbursements - EFT; Direct Deposit; ACH (July to December 2016). Ms. Lynch reviewed information on the EFTs, payroll disbursements and ACHs.

Application Fees Update. Application fees are down 26% of the budgeted amount with a year-to-date total of \$131,453.95.

Accounting Software Proposal:

Ms. Lynch provided quotes and answers on the software. Committee Chairperson Avery explained that guidance was received from the auditors to increase computerization of the internal system using Edmunds. The Committee recommended going to the Audit Committee for discussion on the quotes.

Fixed Assets for Disposal/Surplus:

Ms. Lynch explained the list. Commissioner Prickett asked if the computers were scrubbed here before disposal, and it was confirmed that it was done here.

Employee Actions (August-December 2016 & January 2017)

Michelle Russell reviewed the employee actions and noted that a Resource Planner had resigned at the Commission. She said the position is currently being recruited. She added that two positions were filled, and an employee has returned from a leave.

Public Comment

Bill Wolfe commented that not enough attention/resources are devoted to certain actions. The response was that more things could get done if there were more staff. The Personnel and Budget Committee does not prioritize the work. Commissioner McGlinchey stated that he, along with other commissioners, have tried to do what they can to increase staff salaries and morale to keep staff at the Commission. Committee Chairperson Avery stated that he appreciated the statements.

Mr. Wolfe also would like to see the Commission get more in application fees than the money that is incurred. There is a proposal in the Governor's Office with fee increases.

Commissioner McGlinchey stated that a generator is needed. Commissioner Lohbauer questioned the structural integrity of Fenwick Manor. The engineer had confirmed it was safe.

Closed Session

There was no need to go into Closed Session.

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

The meeting was adjourned at 10:30 a.m.

Certified as true and correct:

  
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Michelle L. Russell, HR Specialist

Date 2/14/17