

## PERSONNEL & BUDGET COMMITTEE MEETING

Richard J. Sullivan Center  
Terrence D. Moore Room  
15C Springfield Road  
New Lisbon, New Jersey  
February 26, 2019

### MINUTES

#### Members Present

William Pikolycky (Acting Committee Chairperson), Richard Prickett, and Mark Lohbauer (on the telephone).

#### Members Absent

Alan Avery, Gary Quinn, Jane Jannarone, and D'Arcy Rohan Green.

#### Staff Present

Executive Director Nancy Wittenberg, Jessica Lynch, Jessica Noble and Zobeida Concepcion.

Commissioner Pikolycky called the meeting to order at 9:44 a.m.

Commissioner Lohbauer called in at 9:50 a.m.

#### Adoption of Minutes from the June 19, 2018 Personnel and Budget Committee Meeting

Tabled for the moment due to the number of Commissioners.

#### Financial Updates:

Check Register (June 2018 to January 2019) - Jessica Lynch went through the more noteworthy purchases/checks on the register. Commissioner Prickett had a question regarding check #5508, Jessica Lynch informed him it was an application refund. ED Wittenberg noted check #5664 as litigation cost and #5631 for outside labor counsel for negotiations and labor related matters.

Electronic Disbursements – EFT , Direct Deposit, ACH (June 2018 to January 2019). Ms. Lynch reviewed information. Payroll deductions, Pension and Health Benefits.

Application Fees – Ms. Lynch said that as of the end of January, the Commission is at 95% of the anticipated application fees earned. Only \$20,000 until the goal is reached. Commissioner Pikolycky asked if any of the amount would be refunded and Ms. Lynch responded that the amount is net after refunds.

Fixed Assets for Disposal – Ms. Lynch reviewed the fixed assets lists that will be going to Trenton after approval. Commissioner Prickett moved for fixed asset approval. Commission Lohbauer seconded the motion. All Commissioners present in favor. Fixed assets were approved.

Adoption of Minutes from the June 19, 2018 Personnel and Budget Committee Meeting

Commissioner Lahbauer moved the adoption of the minutes (open and closed session) of the June 19, 2018 Personnel and Budget Committee meeting. Commissioner Prickett seconded the motion. All Commissioners present in favor. The minutes were approved.

Employee Actions

HR Manager Zobeida Concepcion reviewed the Employee Actions. Ms. Concepcion noted the resignation of Research Scientist Dane Ward and that the Science office was actively recruiting a replacement. Commissioner Prickett asked about how long it takes to fill a position. ED Wittenberg responded that staff is moving quickly, the position was posted in January and resumes are being reviewed. Commissioner Prickett asked about the number of applicants. Ms. Concepcion advised that there were over 100 applicants with approximately 80-90 qualified candidates.

Commissioner Pikolycky questioned the budgeted and non budgeted positions listed on the Employee Actions. ED Wittenberg responded.

Public Comment

There was no public comment.

Closed Session

A motion to go into Closed Session was moved by Commissioner Lahbauer, seconded by Commissioner Prickett and unanimously approved at 10:02 a.m.

Return to Open Session

The Committee returned from Closed Session at 10:25 a.m.

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

The meeting was adjourned at 10:27 a.m.

Certified as true and correct:



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Zobeida Concepcion, Human Resources Manager

Date 4/18/2019