

PERSONNEL & BUDGET COMMITTEE MEETING

Richard J. Sullivan Center
Terrence D. Moore Room
15C Springfield Road
New Lisbon, New Jersey
February 27, 2018

MINUTES

Members Present

Alan W. Avery (Committee Chairperson), Mark Lohbauer and Gary Quinn.

Members Absent

Giuseppe Chila, Jane Jannarone, Richard Prickett and D'Arcy Rohan Green.

Staff Present

Executive Director Nancy Wittenberg, Donna Graham, Kim Laidig, Jessica Lynch, Stacey Roth and Jessica Noble.

Committee Chairperson Avery called the meeting to order at 9:31 a.m.

Adoption of Minutes from the November 3, 2017 Personnel and Budget Committee Meeting

Commissioner Lohbauer moved the adoption of the minutes (open and closed session) of the November 3, 2017 Personnel and Budget Committee meeting. Commissioner Quinn seconded the motion and all voted in favor.

Financial Updates:

Jessica Lynch provided details on a number of noteworthy checks the Commission issued over the passed several months. She said a check was issued to Esri for annual software renewal. She said Esri provides the Commission with GIS data. She said a check was issued to the US Geological Survey(USGS) for wetlands data related to a project the Science office is working on. She said the annual insurance renewal was processed through Marsh. She said a check was issued to the New Jersey State Police for the Commission meeting held at the War Memorial in Trenton.

Jessica Lynch said application fees are at 69% of the budgeted amount for FY18. The year-to-date total for application fees is \$105,000.

Accounting Software Update

Jessica Lynch provided sample documents of Edmunds reports to the Committee members. She described some of the capabilities of the software. She said the system has the ability to export reports directly into Excel spreadsheets. She added that bank reconciliations will be generated on a monthly basis which was something the state auditors requested.

She said that staff will discontinue use of the old accounting software on February 28. She said representatives from Edmunds will be on-site on March 5th to assist with the transition. She said the three years of data from the old accounting software will be migrated into Edmunds. Jessica Lynch added that staff will continue to have access to NEMRC data.

ED Wittenberg said that a human resource module has also been purchased from Edmunds. She said staff currently use very antiquated timesheet software. She said the HR module won't be functional until mid-to late-April.

Other

Mr. Kim Laidig said the Science office is currently working on a contaminant study. He said the Commission contracted with USGS to determine how many pesticides are present in natural ponds and created wetlands. He said the field work is complete and the report is being drafted. He added that the results of the study will be reported to the full Commission.

Employee Actions

ED Wittenberg said Michelle Russell, Human Resource Specialist resigned at the beginning of February. She said there are currently three vacancies that are actively being filled.

Fixed Assets

Jessica Lynch presented the Committee with a memo (attached) advising of the items to be deleted from the fixed asset spreadsheet.

Commissioner Avery asked about the possibility of selling the items through a government auction website.

Jessica Lynch said she would explore the possibility of selling the items through a government website.

Public Comment

There was no public comment.

Closed Session

Stacey Roth read a resolution to retire into closed session to discuss litigation and contract negotiations.

A motion to go into Closed Session was moved by Commissioner Lohbauer, seconded by Commissioner Quinn and unanimously approved at 9:57 a.m.

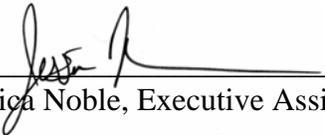
Return to Open Session

The Committee returned from Closed Session at 10:24 a.m.

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

The meeting was adjourned at 10:25 a.m.

Certified as true and correct:



Jessica Noble, Executive Assistant

Date March 20, 2018