

**Adopted 5/29/12**

**PERSONNEL & BUDGET COMMITTEE MEETING MINUTES**

May 1, 2012  
9:30 a.m.

- Members Present: John Haas (Committee Chairperson), D'Arcy Rohan Green, Ed McGlinchey, Fran Witt
- Members Absent: William Brown, Gary Quinn, Richard Prickett (Alternate)
- Staff Present: Nancy Wittenberg, John Bunnell, Donna Connor, Donna Graham, Paul Leakan, Larry Liggett, Michelle Russell
- Others Present: Theresa Lettman, Jay Mounier

Chairperson Haas opened the meeting.

Chairperson Haas introduced the first agenda item, Adoption of Minutes from the February 28, 2012 Personnel and Budget Committee Meeting. With no comments or questions, Chairperson Haas asked for a motion. The approval of the Personnel and Budget Committee meeting minutes from February 28, 2012 was moved by Commissioner Witt, seconded by Commissioner McGlinchey and unanimously approved.

Chairperson Haas introduced the next agenda item, Resolution: To Authorize the Executive Director to Modify the Cooperative Agreement with the National Park Service for Pinelands Monitoring. – Donna Connor informed the Committee of the reason behind this resolution and stated that we have been receiving this money for the last 18 years. This is the annual installment of new money and it is the last year of this cooperative agreement as a new agreement is completed every five years. The reports have been reviewed by the P&I Committee. Following the discussion, Chairperson Haas asked for a motion to recommend Commission approval of the resolution. The motion was moved by Commissioner Witt, seconded by Commissioner McGlinchey and unanimously approved.

Chairperson Haas introduced the next agenda item, Discussion on USGS Contract for Landfill Expertise – Larry Liggett explained that money has been received from the Stafford redevelopment area project which is dedicated to landfills and the other sources of funding. This contract will provide data for analyzing landfills. The Committee provided some input and Chairperson Haas asked for a motion to recommend Commission approval of the resolution in addition to the P&I Committee's recommendation of Commission approval. The motion was moved by Commissioner Witt, seconded by Commissioner McGlinchey and unanimously approved.

Chairperson Haas introduced the next agenda item, FY2013 Preliminary Financial Projections (General Fund)- Donna Connor reviewed preliminary financial projections. It was explained that this is the beginning of the budget process and numbers will be refined within in the next two months for adoption at the July meeting. A deficit of \$342,000 is projected, but it is expected that numbers will change. Ms Connor stated that the Commission is down 23 full time unfunded positions which has made operations difficult.

Chairperson Haas introduced the next agenda item, Financial Updates, which included the following updates:

Check Registers (March and April 2012). Donna Connor reviewed the registers and provided details of several checks.

Electronic Funds Transfer (EFT) Disbursements (March and April 2012). Donna Connor provided information on the EFTs, payroll disbursements and ACHs.

Application Fees Update. Donna Connor reported that the fees received in March and April were decent amounts and that she is optimistic that the budgeted amount will be reached.

Chairperson Haas introduced the next agenda item, Public Comment. Ms. Lettman had two questions answered regarding the Long Term Environmental and Economic Monitoring Program which were answered by Larry Liggett and Nancy Wittenberg.

Chairperson Haas introduced the next agenda item, Other Items of Interest, which included the following updates:

Employee Actions (March and April 2012) – Michelle Russell reviewed the employee actions.

Chairperson Haas asked for a motion to go into Closed Session at 10:10 a.m. The motion was moved by Commissioner Witt, seconded by Commissioner McGlinchey and unanimously approved.

The Committee returned from Closed Session at 10:43 a.m.

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

The meeting was adjourned at 10:44 a.m.

Certified as true and correct:



Michelle L. Russell, HR Specialist

Date May 17, 2012