

Adopted 2/7/17

PERSONNEL & BUDGET COMMITTEE MEETING

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

MINUTES

Members Present

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

Members Absent

William Brown, Giuseppe Chila, D'Arcy Rohan Green, Jane Jannarone, and Mark Lohbauer

Non-Members Present

Sean Earlen

Staff Present

Executive Director Nancy Wittenberg, John Bunnell, Donna Graham, Susan Grogan, Paul Leakan, Larry Liggett, Jessica Lynch, Jessica Noble, Stacey Roth, and Michelle Russell. Tyler Yingling from the Governor's Authorities Unit was also present.

Committee Chairperson Avery called the meeting to order at 9:30 a.m.

Adoption of Minutes from the February 2, 2016 and May 24, 2016 (open session) Personnel and Budget Committee Meetings

Commissioner Quinn moved the adoption of the February 2, 2016 and May 24, 2016 Personnel and Budget Committee meeting minutes. Commissioner DiBello seconded the motion

Commissioner McGlinchey entered at 9:32 a.m.

Financial Updates:

Check Registers (May & June April 2016). Jessica Lynch reviewed the registers and provided details. Several questions were answered.

Susan Grogan entered at 9:36 a.m.

Electronic Disbursements - EFT; Direct Deposit; ACH (May & June 2016). Ms. Lynch

reviewed information on the EFTs, payroll disbursements and ACHs.

Application Fees Update - Application fees have surpassed the budget quota by 52% within the fiscal year. Commissioner Prickett requested that the fees be broken down into categories.

Draft FY 2017 Budget Resolution

Jessica Lynch and Nancy Wittenberg reviewed the Operating Budget for FY 2017. It was noted that the state appropriation increased for this year. Application fees were also increased this year. The budgets for the Pinelands Conservation Fund and the Kirkwood/Cohansey Study were reviewed. Several questions were answered.

Commissioner Prickett moved the Draft FY 2017 Budget Resolution to recommend it to the full Commission. Commissioner Quinn seconded the motion. Commissioner McGlinchey opposed as he can not support a budget that does not have increases for staff.

Employee Actions (May, June & July 2016)

Michelle Russell reviewed the employee actions and noted that several employee have left the Commission and three were hired. There is currently a recruitment for a MIS/GIS Manager position.

Public Comment

None

Closed Session

A motion to go into Closed Session was moved by Commissioner Prickett, seconded by Commissioner DiBello and unanimously approved at 10:13 a.m.

The Committee returned from Closed Session at 10:39 a.m.

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

The meeting was adjourned at 10:41 a.m.

Certified as true and correct:



Michelle L. Russell, HR Specialist

Date 8/9/16