

PERSONNEL & BUDGET COMMITTEE MEETING

Richard J. Sullivan Center
Terrence D. Moore Room
15C Springfield Road
New Lisbon, New Jersey
August 9, 2019

MINUTES

Members Present

Alan Avery, (Committee Chairperson), William Pikolycky, Richard Prickett, and Mark Lohbauer.

Members Absent

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

Staff Present

Executive Director Nancy Wittenberg, Jessica Lynch and Zobeida Concepcion

Governor's Authorities Unit representative Craig Ambrose (on the telephone).

Commissioner Avery called the meeting to order at 12:13 p.m.

Adoption of Minutes from the May 3, 2019 Personnel and Budget Committee Meeting

Commissioner Lohbauer moved the adoption of the minutes (open and closed session) of the May 3, 2019 Personnel and Budget Committee meeting. Commissioner Pikolycky seconded the motion.

All Commissioners present voted in favor and the minutes were approved.

Financial Updates:

Check Register (April 2019 to June 2019) – Business Services Manager Jessica Lynch highlighted the more noteworthy purchases/checks on the register.

Electronic Disbursements – EFT, Direct Deposit, ACH (April 2019 to June 2019). Ms. Lynch reviewed information on payroll deductions, pension and health benefits.

Application Fees – Ms. Lynch said that the application fees have exceeded the budgeted quota by 57%.

Employee Actions

Human Resources Manager Zobeida Concepcion reviewed the Employee Actions. Offer of employment was sent to the candidate selected for the Business Services Specialist position. The employee is scheduled to begin employment on September 9, 2019.

DRAFT FY 2020 Budget

Business Services Manager Jessica Lynch reviewed the 2020 Draft budget.

Operating Budget - Ms. Lynch noted that the FY 2020 State Appropriation increased by \$150,000. Ms. Lynch also explained the funding from other sources, including National Park Service funding.

Pinelands Conservation Fund (PCF) – Ms. Lynch reviewed the programs that fund the PCF.

Kirkwood Cohansey Study Budget – Ms. Lynch reviewed the budget and its use.

Commissioner Pikolycky inquired about current vacancies and intent to fill. ED Wittenberg responded that there are many vacancies and at this time the intent is to recruit for a Planning Specialist, a MIS Specialist and a possible position in the Science office.

Commissioners, ED Wittenberg and Chief Planner Susan Grogan discussed different types of funding for the Commission.

Fixed Assets for Disposal

Ms. Lynch reviewed the fixed assets lists that will be going to Trenton after approval.

Public Comment

There was no public comment.

Closed Session

A motion to go into Closed Session was moved by Commissioner Lohbauer, seconded by Commissioner Prickett and unanimously approved at 12:49 p.m.

A motion to return to open session was moved by Commissioner Lohbauer, seconded by Commissioner Prickett and unanimously approved at 1:02 p.m.

Return to Open Session

The Committee returned from Closed Session at 1:02 p.m.

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

The meeting was adjourned at 1:03 p.m.

Certified as true and correct:



Zobeida Concepcion, Human Resources Manager

Date 1/22/2020