

**Adopted 10/29/13**

**PERSONNEL & BUDGET COMMITTEE MEETING**

Richard J. Sullivan Center  
Terrence D. Moore Room  
15C Springfield Road  
New Lisbon, New Jersey  
October 1, 2013  
9:30 a.m.

**MINUTES**

Members Present

John Haas (Committee Chairperson), D'Arcy Rohan Green, Richard Prickett (2<sup>nd</sup> Alternate).

Members Absent

Fran Witt, William Brown, Gary Quinn, Ed McGlinchey (1<sup>st</sup> Alternate).

Staff Present

Executive Director Nancy Wittenberg, John Bunnell, Donna Connor, Donna Graham, Susan Grogan, John LaMacchia, Paul Leakan, Larry Liggett, Janet Pierce, Dawn Rago, Stacey Roth, and Michelle Russell.

Chairperson Haas called the meeting to order at 9:38 a.m.

Adoption of Minutes from the July 2, 2013 Personnel and Budget Committee Meeting

Commissioner Prickett moved the adoption of the minutes of the July 2, 2013 Personnel and Budget Committee meeting. Commissioner Rohan Green seconded the motion and all voted in favor.

Mr. LaMacchia and Ms. Grogan entered the meeting at 9:40 a.m.

Land Acquisition Funding Options

Chairperson Haas asked the staff to provide recommendations regarding the Pinelands Conservation Fund and the possibility of funding additional land acquisitions for discussion at the next Personnel & Budget Committee Meeting. He believes it is very important, and the price of land will not get cheaper.

Ms. Pierce entered the meeting at 9:45 a.m.

Financial Internal Controls Discussion

The Committee discussed the Financial Internal Controls. A resolution was prepared by the Audit Committee and reviewed. Chairperson Haas reviewed the history of the Audit Committee. Following the discussion, Chairperson Haas asked for a motion to recommend Commission approval of the Resolution to Develop a Plan to Strengthen the Commission's

Internal Financial Controls. The motion was moved by Commissioner Rohan Green, seconded by Commissioner Prickett and unanimously approved.

#### FY 2013 Financial Reports Update

Ms. Connor provided an update of the FY2013 Financial Reports. She reported that there will be a surplus realized for FY 2013, with the exact amount determined shortly. This results in no money being taken out of the fund balance. A discussion arose about the impacts of the federal government shutdown on the Commission. If the shutdown continues for a while, it will have a negative impact on the Commission, as work by U.S. Geological Survey and US Fish & Wildlife will be halted.

#### Equipment Capitalization System Deletions

Ms. Connor explained that an item was mistakenly left off the Equipment Capitalization Systems Deletions List that was presented to the Committee at its last meeting. The item is the 2006 Dodge Stratus that was auctioned off by the State. Following the discussion, Chairperson Haas asked for a motion to recommend Commission approval of additional FY 2013 Equipment Capitalization System Deletions totaling \$12,994.00. The motion was moved by Commissioner Rohan Green, seconded by Commissioner Prickett and unanimously approved.

#### Financial Updates:

Check Registers (July-September 2013). Ms. Connor reviewed the registers and provided details, including information on the reimbursement to towns related to the clustering ordinance.

Electronic Funds Transfer (EFT) Disbursements (July-September 2013). Ms. Connor provided information on the EFTs, payroll disbursements and ACHs.

Application Fees Update. Ms. Connor reported that the fees are below budget and is very concerned.

#### Employee Actions (July-September 2013)

Ms. Russell reviewed the employee actions.

#### Public Comment.

There were no comments.

#### Other Items of Interest:

There was discussion on the internal staff reorganization.

#### Closed Session

A motion to go into Closed Session was moved by Commissioner Rohan Green, seconded by Commissioner Prickett and unanimously approved at 10:36 a.m.

The Committee returned from Closed Session at 11:20 a.m.

With no further items to discuss, Chairperson Haas asked for a motion for adjournment. The motion was moved by Commissioner Prickett, seconded by

Commissioner Rohan Green and unanimously approved.

The meeting was adjourned at 11:30 a.m.

Certified as true and correct:

*Michelle Russell*

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Michelle L. Russell, HR Specialist

Date 10/17/13