

PERSONNEL & BUDGET COMMITTEE MEETING

Richard J. Sullivan Center
Terrence D. Moore Room
15C Springfield Road
New Lisbon, New Jersey
November 3, 2017

Immediately following the Commission Meeting

MINUTES

Members Present

Alan W. Avery (Committee Chairperson), Giuseppe Chila, Mark Lohbauer, Ed McGlinchey, Richard Prickett, and Gary Quinn.

Members Absent

D'Arcy Rohan Green and Jane Jannarone.

Staff Present

Executive Director Nancy Wittenberg, John Bunnell, Donna Graham, Paul Leakan, Jessica Lynch, Joel Mott, Stacey Roth, Michelle Russell, and Ed Wengrowski. Craig Ambrose from the Governor's Authorities Unit was also present.

Committee Chairperson Avery called the meeting to order at 10:21 a.m.

Adoption of Minutes from the August 29, 2017 Personnel and Budget Committee Meeting

Commissioner Lohbauer moved the adoption of the minutes of the August 29, 2017 Personnel and Budget Committee meeting. Commissioner McGlinchey seconded the motion and all voted in favor.

Financial Updates:

Check Register (July to October 2017). Jessica Lynch reviewed the registers and provided details. Commissioner Prickett questioned how the State Police fees impacted the budget. There was an explanation of the tree trimming that was done on the property.

Donna Graham entered the meeting at 10: 24 a.m.

Electronic Disbursements - EFT; Direct Deposit; ACH (July to October 2017). Ms. Lynch reviewed information on the EFTs, payroll disbursements and ACHs.

Application Fees Update. Application fees are at 47% of the budgeted amount during the first quarter of this fiscal year. The year-to-date total was \$162,091.73.

Employee Actions (September and October 2017).

Michelle Russell reviewed the employee actions.

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 10:30 a.m.

The Committee returned from Closed Session at 11:09 a.m.

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

The meeting was adjourned at 11:10 a.m.

Certified as true and correct:



Michelle L. Russell, HR Specialist

Date 11/6/17