

PERSONNEL & BUDGET COMMITTEE MEETING MINUTES

January 3, 2012
9:30 a.m.

- Members Present: John Haas (Chairman), Robert Jackson, Ed McGlinchey, Gary Quinn, Fran Witt
- Members Absent: William Brown, D'Arcy Rohan Green, Sean Earlen (Alternate), Mark Lohbauer (Alternate)
- Staff Present: Stacey Roth, Donna Connor, Sue Grogan, Paul Leakan, Dawn Rago, 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 October 24, 2011 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 October 24, 2011 was moved by Commissioner Jackson, seconded by Commissioner Witt and unanimously approved.

Chairperson Haas introduced the next agenda item, Insurance Update. Dawn Rago provided responses to questions raised from the last meeting including information about joining a Joint Insurance Fund. Stacey Roth briefly reviewed the Commission's coverage under the State's Tort Claims Fund and several questions were answered.

Chairperson Haas introduced the next agenda item, Payroll Services/Flexible Spending Plans Update. Donna Connor reported that three companies provided quotes and Prime Pay was the lowest and is our new payroll provider. They will also administer two Flexible Spending Plans for employees. Michelle Russell provided a brief description of the flexible spending plans.

Chairperson Haas introduced the next agenda item, FY 2011 Financial Reports (before conversion) as of June 30, 2011. Donna Connor reviewed the balance sheets, revenue and expenditure reports of each fund. The Commission's CPA will convert these reports into financial statements and will present them to the Audit Committee in the next month or so.

Chairperson Haas introduced the next agenda item, Review of Deferred Revenue and Reserve Accounts as of June 30, 2011. Donna Connor provided details on each account and explained that these balances are found on the balance sheets.

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

Check Registers (October, November, and December 2011). Donna Connor reviewed the registers and provided details of several checks.

Electronic Funds Transfer (EFT) Disbursements (October, November, and December 2011). Donna Connor provided information on the EFTs, payroll disbursements and ACHs.

Application Fees Update as of December 31, 2011. Donna Connor reported that the fees received at the end of December are below the projections based upon the budgeted amount.

Chairperson Haas introduced the next agenda item, Public Comment, however, there were no comments.

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

Employee Actions (October, November, and December 2011) – Michelle Russell reviewed the employee actions and noted that two employees were on Family Leave and an unpaid internship in Science has ended.

Michelle Russell stated that several training sessions were held at the Commission (Grant Training, Customer Service, and Effective Business Writing).

Chairperson Haas asked for a motion to go into Closed Session at 10:40 a.m. The motion was moved by Commissioner McGlinchey, seconded by Commissioner Witt and unanimously approved.

The Committee returned from Closed Session at 11:00 a.m.

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

The meeting was adjourned at 11:01 a.m.

Certified as true and correct:



Michelle L. Russell, HR Specialist

Date 2/28/12