

**PERSONNEL & BUDGET COMMITTEE MEETING**

Richard J. Sullivan Center  
Terrence D. Moore Room  
15C Springfield Road  
New Lisbon, New Jersey  
April 29, 2014  
9:30 a.m.

**MINUTES**

Members Present

Richard Prickett (Acting Committee Chairperson), William Brown via telephone

Members Absent

Alan W. Avery, Jr., D'Arcy Rohan Green, Gary Quinn, Fran Witt,  
Ed McGlinchey (1<sup>st</sup> Alternate)

Staff Present

Executive Director Nancy Wittenberg, Donna Connor, Donna Graham, Susan Grogan,  
Robyn Jeney, Paul Leakan, Stacey Roth, Michelle Russell, and Sarah Smith.

Acting Chairperson Prickett called the meeting to order at 9:35 a.m.

Adoption of Minutes from the April 1, 2014 Personnel and Budget Committee Meeting

The Committee did not adopt the minutes from the April 1, 2014 meeting as there were not enough Commissioners present. This was put on hold until the next meeting.

FY 2015 Budget-Preliminary Financial Projections

Donna Connor provided an update of the FY 2014 year-end projections, which are still not expected to have application fees reach the budgeted amount of \$425,000. Health benefits are a huge expense and even with the credit given by the State for health benefits, the Commission will need to request an increase in the credit during the Office of Management and Budget FY 2016 budget request process that will be completed later this year. The purchase of a four-wheel-drive vehicle is another expenditure that was not anticipated this year, but is needed for the upcoming field season. The Committee had previously discussed and agreed to this purchase, with an older four-wheel-drive vehicle being auctioned off when fieldwork decreases, and the related FY 2014 budget revision. Accordingly, a motion will be made at the next Commission meeting to revise the budget for the purchase of the vehicle. She also outlined the plan for replacing vehicles for the next three years, with an overlap during the field work season.

Ms. Connor discussed the initial process for putting the base budget together and noted that managers are working on their requests for additional items. A draft Operating budget will

be reviewed at the next P&B meeting. The final draft of all three budgets (Operating, Pinelands Conservation Fund, and Kirkwood/Cohansey) along with budget notes will be presented at the following P&B Committee meeting.

Ms. Connor also informed the Committee of an upcoming meeting to discuss the National Park Service (NPS) funding needed to continue the economic and environmental long-term monitoring programs. The amount of the assistance has not increased since 1994. Acting Committee Chairperson Prickett asked staff to tell the Commissioners what they can do to help with this effort.

Financial Updates:

Check Registers (April 2014). Donna Connor reviewed the registers and provided details.

Electronic Disbursements - EFT; Direct Deposit; ACH (April 2014). Donna Connor provided information on the EFTs, payroll disbursements and ACHs.

Application Fees Update. Application fees amounted to \$212,000 at the end of April which is still much lower than budgeted.

Employee Actions (April 2014)

Michelle Russell reviewed the employee actions. She noted that there is an additional intermittent family leave that occurred after the packet was mailed, and recruitment is underway for the Business Services Manager position.

Public Comment

There were no comments.

Other Items of Interest

Ms. Connor stated that this is her last P&B meeting. She acknowledged that this Committee has always been very supportive of her work at the Commission and that she was very appreciative. Acting Committee Chairperson Prickett thanked Ms. Connor for all of her years of service to the Commission.

Closed Session

The Committee adjourned into Closed Session at 10:10 a.m. and returned from Closed Session at 10:20 a.m.

The meeting was adjourned at 10:21 a.m.

Certified as true and correct:



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Michelle L. Russell, HR Specialist

Date 5/21/14