

**PERSONNEL & BUDGET COMMITTEE MEETING**

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

MINUTES

Members Present

John Haas (Committee Chairperson), D'Arcy Rohan Green, Fran Witt,  
Ed McGlinchey (1<sup>st</sup> Alternate), Richard Prickett (2<sup>nd</sup> Alternate)

Members Absent

William Brown, Gary Quinn

Staff Present

Executive Director Nancy Wittenberg, John Bunnell, Donna Connor, Donna Graham,  
John LaMacchia, Joel Mott, Dawn Rago, Michelle Russell

Chairperson Haas called the meeting to order at 9:31 a.m.

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

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

Resolution: To Authorize the Executive Director to Purchase Information Processing Items  
from Dell Marketing, L.P.

Staff requested that this resolution be removed from the agenda due to an error in a  
calculation that will be fixed. After discussion, Chairperson Haas asked for a motion to table  
the resolution until the next Committee meeting. The motion was moved by Commissioner  
Witt, seconded by Commissioner Rohan Green and unanimously approved.

FY 2014 Budget-Preliminary Financial Projections

Donna Connor reviewed the Preliminary Financial Projections for the FY 2014 Budget and  
the FY 2013 year-end projections. It was explained that this is the beginning of the budget  
process and numbers will be refined during the next two months before the final budgets  
(Operating Fund, Kirkwood-Cohansey Study and Pinelands Conservation Fund) are  
presented to the Commission at its July meeting. She discussed the preliminary FY 2013  
projections showing a deficit of \$64,000 which is much lower than the \$220,500 budgeted  
deficit and noted the FY 2014 estimates reflect day-to-day operations. She added that the  
FY 2014 draft Operating Budget will be presented at the next Committee meeting. Ms.

Wittenberg stated that the Commission is surviving financially, but struggling with the work load.

It was also explained that the next staff budget meeting will be open to all employees for transparency and comments.

Commissioner McGlinchey stated that he is opposed to voting for a budget that does not include increases for staff. He feels that the staff is not treated with respect as they do not get the same increases as State employees, ie. steps and getting furlough time back.

#### Financial Updates:

Check Registers (April 2013). Donna Connor reviewed the registers and provided details.

Electronic Funds Transfer (EFT) Disbursements (April 2013). Donna Connor provided information on the EFTs, payroll disbursements and ACHs. It was explained that the payroll account was closed and only the operating account is being used to save banking service fees.

In response to a question from the prior meeting regarding banking service fees, she confirmed that the State has been paying fees for many years. An RFP will be prepared to obtain quotes from other banks once the budget is completed.

Application Fees Update. Donna Connor reported that the fees received thus far in April are good and total fees have exceeded the annual budgeted amount.

#### Public Comment.

There were no comments.

#### Other Items of Interest:

Employee Actions (April 2013) – Michelle Russell reviewed the employee actions and noted there is a possibility the Science office will have unpaid interns during the summer.

It was also explained that the car that the previous Executive Director used while at the Commission was auctioned as the current Executive Director could not justify using this vehicle. Chairperson Haas asked for a motion that the auction's proceeds be placed in the vehicle replacement reserve. The motion was moved by Commissioner McGlinchey, seconded by Commissioner Rohan Green and unanimously approved.

#### Closed Session

A motion to go into Closed Session was moved by Commissioner McGlinchey, seconded by Commissioner Witt and unanimously approved at 10:15 a.m.

The Committee returned from Closed Session at 10:39 a.m.

With no further items to discuss, Chairperson Haas asked for a motion for

adjournment. The motion was moved by Commissioner McGlinchey, seconded by Commissioner Pricket and unanimously approved.

The meeting was adjourned at 10:42 a.m.

Certified as true and correct:



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Michelle L. Russell, HR Specialist

Date 5/9/13