

Adopted 7/29/14

PERSONNEL & BUDGET COMMITTEE MEETING

Richard J. Sullivan Center
Terrence D. Moore Room
15C Springfield Road
New Lisbon, New Jersey
June 3, 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 (1st Alternate)

Staff Present

Executive Director Nancy Wittenberg, John Bunnell, Donna Graham, Robyn Jeney,
Paul Leakan, Larry Liggett, Dawn Rago, Stacey Roth, and Michelle Russell.

Acting Chairperson Prickett called the meeting to order at 9:48 a.m.

Adoption of Minutes from the April 1, 2014 and April 29, 2014 Personnel and Budget Committee Meetings

The Committee did not adopt the minutes from the April 1, 2014 or April 29, 2014 meetings as there were not enough Commissioners present. They will be put on hold until the next meeting.

Resolution(s):

To Authorize the Executive Director to Continue to Expend Funds for Fiscal Year 2015 at the Same Level of Expenditures as Fiscal Year 2014 until the Adoption of the Fiscal Year 2015 Budgets.

Nancy Wittenberg explained that this resolution is done every year so that the Commission can pay its bills while waiting for the budget to be approved. Following the discussion, the Committee reviewed and recommended Commission approval.

FY 2015 Draft Operating Budget

Ms. Wittenberg reviewed the Draft Operating Budget for FY 2015 and noted that the state appropriation remains the same as the last few years. Application fees have been lower this year so that item was adjusted in the budget to be lower than the FY 2014 amount. The amount needed to be pulled from the fund balance will be \$397,200. The salary expenditure does not include any changes that may result from contract negotiations, which will require a budget amendment. The final draft of all three budgets (Operating, Pinelands Conservation

Fund, and Kirkwood/Cohansey) and the budget notes are expected to be presented at the next P&B meeting.

Financial Updates:

Check Registers (May 2014). Ms. Wittenberg reviewed the registers and provided details.

Electronic Disbursements - EFT; Direct Deposit; ACH (May 2014). Ms. Wittenberg provided information on the EFTs, payroll disbursements and ACHs.

Application Fees Update. Application fees amounted to \$226,000 at the end of May. This is still much lower than budgeted.

Employee Actions (May 2014)

Michelle Russell reviewed the employee actions. A candidate has been selected for the Business Services Manager position.

Public Comment

Theresa Lettman asked a question regarding the check register.

Other Items of Interest

The Committee had discussed and agreed to a budget revision for vehicle expenses. However, after further review, it was determined that the revision is not necessary.

Closed Session

There was no Closed Session.

The meeting was adjourned at 10:08 a.m.

Certified as true and correct:



Michelle L. Russell, HR Specialist

Date 6/16/14