

Adopted 7/2/13

PERSONNEL & BUDGET COMMITTEE MEETING

Richard J. Sullivan Center
Terrence D. Moore Room
15C Springfield Road
New Lisbon, New Jersey
June 4, 2013
9:30 a.m.

MINUTES

Members Present

John Haas (Committee Chairperson), Gary Quinn, Fran Witt, Ed McGlinchey (1st Alternate), Richard Prickett (2nd Alternate)

Members Absent

William Brown, D'Arcy Rohan Green

Staff Present

Executive Director Nancy Wittenberg, John Bunnell, Donna Connor, Donna Graham, John LaMacchia, Larry Liggett, Joel Mott, Stacey Roth, Michelle Russell, Joe Sosik

Chairperson Haas called the meeting to order at 9:40 a.m.

Adoption of Minutes from the April 30, 2013 Personnel and Budget Committee Meeting

Commissioner McGlinchey moved the adoption of the minutes of the April 30, 2013 Personnel and Budget Committee meeting. Commissioner Prickett seconded the motion and all voted in favor. Commissioner Quinn abstained.

Commissioner Witt entered the meeting at 9:45 a.m.

Resolution: To Authorize the Executive Director to Purchase Information Processing Items from Dell Marketing, L.P. and to Revise the FY 2013 Operating Budget

Staff explained that this resolution was removed from the last meeting due to an error in a calculation that needed to be fixed. In addition, the resolution was revised to include a budget reclassification which moves certain equipment from acquisitions to supplies which will have no change on the overall budget. Following the discussion, Chairperson Haas asked for a motion to recommend Commission approval of the resolution. The motion was moved by Commissioner McGlinchey, seconded by Commissioner Quinn and unanimously approved.

Resolution: To Authorize the Executive Director to Enter into a New Cooperative Agreement with the National Park Service for Pinelands Monitoring

Nancy Wittenberg explained that this resolution is done every five years as a new cooperative agreement is done during the 5th year. The agreement is currently being

reviewed by the National Park Service (NPS). Staff are meeting with the NPS shortly to discuss the budget and a new agreement. Donna Connor explained that the Commission received a 5% cut due to the sequester and the regional office takes a 10% cut. The Commission's salary expenses have increased so the money will not last as long as it has in the past. Following the discussion, Chairperson Haas asked for a motion to recommend Commission approval of the resolution. The motion was moved by Commissioner McGlinchey, seconded by Commissioner Quinn and unanimously approved.

Resolution: To Authorize the Executive Director to Continue to Expend Funds for Fiscal Year 2014 at the Same Level of Expenditures as Fiscal Year 2013 until the Adoption of the Fiscal Year 2014 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, Chairperson Haas asked for a motion to recommend Commission approval of the resolution. The motion was moved by Commissioner McGlinchey, seconded by Commissioner Quinn and unanimously approved.

FY 2014 Draft Operating Budget

Donna Connor reviewed the Draft Operating Budget for FY 2014. The PCF and KC budgets will be discussed at the next meeting. It was noted that staff does an excellent job watching spending and the staffing level has not changed since FY12 with 23 unfunded positions. The State appropriation was kept level. Commissioner McGlinchey asked if this budget included salary increases to which it was confirmed that it did not include salary increases.

Commissioner Haas requested that Ms. Connor review the history of the fund balance for everyone's benefit. Ms. Connor explained that the Commission has always been fiscally responsible and built up reserves for future expenses. Commissioner Prickett asked what the State recommended as an ideal amount to keep in the fund balance to which the answer was approximately five years of deficit. Ms. Connor explained several of the items in the budget.

Financial Updates:

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

Electronic Funds Transfer (EFT) Disbursements (May 2013). Donna Connor provided information on the EFTs, payroll disbursements and ACHs. It was explained that the health benefit credit has been depleted.

Application Fees Update. Donna Connor reported that the fees were slow in May with several refunds. Despite this, the total fees have exceeded the annual budgeted amount.

Public Comment.

There were no comments.

Other Items of Interest:

Employee Actions (May 2013) – Michelle Russell reviewed the employee actions and noted that approval was just received to begin recruitment for a part time person to complete the threatened and endangered digitizing project.

The status of the next Audit Committee meeting was discussed.

Commissioner McGlinchey made a motion to bring to the Commission the idea to revisit the spending plan for the PCF. Following the discussion, Chairperson Haas asked for a motion to recommend that the Commission reviews the spending plan for PCF. The motion was moved by Commissioner McGlinchey, seconded by Commissioner Witt and unanimously approved.

There was also discussion on when the Interpretive Center will be completed. The Commission is working aggressively on funding sources.

There was no need for a closed session.

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

The meeting was adjourned at 10:48 a.m.

Certified as true and correct:



Michelle L. Russell, HR Specialist

Date 6/17/13