

Adopted 12/4/12

**PERSONNEL & BUDGET COMMITTEE MEETING MINUTES**

July 3, 2012  
9:30 a.m.

- Members Present: John Haas (Committee Chairperson), D'Arcy Rohan Green, Fran Witt, Ed McGlinchey
- Members Absent: William Brown, Gary Quinn, Richard Prickett (Alternate)
- Staff Present: Nancy Wittenberg, John Bunnell, Donna Connor, Paul Leakan, Larry Liggett, Jessica Noble, Janet Pierce, Dawn Rago, Michelle Russell
- Others Present: Theresa Lettman

Chairperson Haas opened the meeting.

Chairperson Haas introduced the first agenda item, Adoption of Minutes from the May 29, 2012 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 May 29, 2012 was moved by Commissioner McGlinchey, seconded by Commissioner Witt and unanimously approved.

Chairperson Haas introduced the next agenda item, Resolution: To Adopt the Pinelands Commission's Fiscal Year 2013 Budgets for the Operating Fund, the Kirkwood Cohansey Aquifer Assessment Study Fund, the Pinelands Conservation Fund and the Pinelands Development Credit Purchase Program – Nancy Wittenberg provided an overview of the resolution. Donna Connor reviewed the documents in detail with the Committee including certain budget notes which authorize budgeted expenditures over \$36,000. A question was answered regarding the sale/lease of computer equipment and it was confirmed that hard drives are physically removed when computers are deleted from the fixed assets. Commissioner McGlinchey stated that he would not vote for a budget unless all staff received a salary increase due to the inequity between the Pinelands Commission staff with other State employees. He stated that the Commission does not receive increments like DEP staff and has and will continue to lose experienced and dedicated staff to DEP due to salary discrepancies. Following the discussion, Chairperson Haas asked for a motion to recommend Commission approval of the resolution. The motion was moved by Commissioner Rohan Green, seconded by Commissioner Witt and approved. The vote was three to one.

Theresa Lettman and Janet Pierce left the meeting at 10:25 a.m.

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

Check Registers (June 2012). Donna Connor reviewed the registers and provided details of several checks.

Electronic Funds Transfer (EFT) Disbursements (June 2012). Donna Connor provided information on the EFTs, payroll disbursements and ACHs. Ms. Connor also stated that the State-provided fringe benefits credit has run out so there is an EFT for a portion of May's health benefits costs.

Application Fees Update. Donna Connor reported that the fees received in June have now exceeded the budgeted amount.

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

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

Employee Actions (June 2012) – Michelle Russell reviewed the employee actions and noted that a Research Scientist has resigned to work at DEP for a higher salary. The recruitment for a Research Technician is ongoing and resumes will be accepted until July 13<sup>th</sup>.

Discussion on painting the Fenwick Manor building and tree maintenance also occurred.

Chairperson Haas asked for a motion to go into Closed Session at 10:37 a.m. The motion was moved by Commissioner McGlinchey, seconded by Commissioner Witt and unanimously approved.

The Committee returned from Closed Session at 11:05 a.m.

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

The meeting was adjourned at 11:06 a.m.

Certified as true and correct:



Michelle L. Russell, HR Specialist

Date 10/15/12