

Adopted 7/29/14

PERSONNEL & BUDGET COMMITTEE MEETING

Richard J. Sullivan Center
Terrence D. Moore Room
15C Springfield Road
New Lisbon, New Jersey
April 1, 2014
9:30 a.m.

MINUTES

Members Present

Richard Prickett (Acting Committee Chairperson), Gary Quinn, Ed McGlinchey (1st Alternate)

Members Absent

Alan W. Avery, Jr., William Brown, D'Arcy Rohan Green, Fran Witt

Staff Present

Executive Director Nancy Wittenberg, John Bunnell, Donna Graham, Paul Leakan, Dawn Rago, Stacey Roth, Michelle Russell, and Patricia Spires.

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

Adoption of Minutes from the March 4, 2014 Personnel and Budget Committee Meeting

The Committee put this item on hold until a quorum was reached. Upon Commissioner Quinn's arrival, the adoption of the minutes was resumed. Commissioner Quinn moved the adoption of the minutes of the March 4, 2014 Personnel and Budget Committee meeting. Acting Chairperson Prickett seconded the motion, and Commissioners Quinn and Prickett voted to adopt the minutes. Commissioner McGlinchey abstained.

FY 2014 Budget Status

Ms. Nancy Wittenberg provided an update on the FY 2014 budget status including the multitude of steps required to complete the budget. Due to extremely low application fees, an analysis of fees for the last three fiscal years was conducted and discussed. Because application fees are not expected to reach the budgeted amount, budget revisions will be forthcoming and will be discussed with the Committee. Acting Chairperson Prickett questioned if all of the steps in the budgeting process were necessary as he was unaware of how many steps were involved. Ms. Wittenberg replied that they are needed to keep everything on track.

Financial Updates:

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

Commissioner Quinn entered the meeting at 9:36 a.m.

Electronic Funds Transfer (EFT) Disbursements (March 2014). Ms. Wittenberg provided information on the EFTs, payroll disbursements and ACHs and reviewed two large transfers.

Application Fees Update. The Committee reviewed a chart that depicts application fees. The chart showed that all fee types have decreased, and staff is continuing to analyze the fees to determine if there is a trend. The budgeted amount will not be reached unless several substantial fees are received.

Employee Actions (March 2014)

Ms. Russell reviewed the employee actions. She noted that there will be two retirements effective June 1, 2014, and recruitment has begun for the Business Services Manager position.

Public Comment

There were no comments.

Other Items of Interest

Ms. Wittenberg confirmed that the FY2013 audit will begin the first week in April and Commissioner McGlinchey is the newest member of the Audit Committee. Ms. Roth announced that the filing of Financial Disclosures is due on May 15, 2014.

Closed Session

The Committee adjourned into Closed Session at 9:46 a.m. and returned from Closed Session at 10:09 a.m.

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

Certified as true and correct:



Michelle L. Russell, HR Specialist

Date 4/15/14