

Adopted 11/3/17

PERSONNEL & BUDGET COMMITTEE MEETING

Richard J. Sullivan Center
Terrence D. Moore Room
15C Springfield Road
New Lisbon, New Jersey
August 29, 2017
9:30 a.m.

MINUTES

Members Present

Alan W. Avery (Committee Chairperson), Mark Lohbauer, and Ed McGlinchey.

Members Absent

William Brown, Giuseppe Chila, D'Arcy Rohan Green, Jane Jannarone, Richard Prickett, and Gary Quinn.

Staff Present

Executive Director Nancy Wittenberg, John Bunnell, Donna Graham, Chuck Horner, Paul Leakan, Jessica Lynch, and Michelle Russell. Nick Kant from the Governor's Authorities Unit was also present.

Committee Chairperson Avery called the meeting to order at 9:38 a.m.

Adoption of Minutes from the February 2, 2017 Personnel and Budget Committee Meeting

Commissioner Lohbauer moved the adoption of the minutes of the February 2, 2017 Personnel and Budget Committee meeting. Commissioner McGlinchey seconded the motion and all voted in favor.

Financial Updates:

Check Register (January to June 2017). Jessica Lynch reviewed the registers and provided details.

Electronic Disbursements - EFT; Direct Deposit; ACH (January to June 2017). Ms. Lynch reviewed information on the EFTs, payroll disbursements and ACHs.

Executive Director Wittenberg stated that the personnel expenses associated with the South Jersey Gas application have been recouped.

Application Fees Update. Application fees were 31% below the budgeted amount. The year-to-date total was \$343,197.

Paul Leakan entered the meeting at 9:43 a.m.

Larry Liggett entered the meeting at 9:45 a.m.

FY 2018 Draft Budgets:

Nancy Wittenberg and Jessica Lynch reviewed the Operating Budget for FY 2018. It was noted that the state appropriation remained the same this year despite expenses increasing. Commissioner McGlinchey asked if there was anything the Commissioners could do to push for additional funds, and some suggestions were given. The budgets for the Pinelands Conservation Fund and the Kirkwood/Cohansey Study were reviewed. Several questions were answered. Use of money from the Katie Fund to enhance the Katie Garden was also discussed.

Commissioner Lohbauer moved the Draft FY 2018 Budget Resolution to recommend it to the full Commission. Commissioner McGlinchey seconded the motion.

Employee Actions (February-June 2017)

Michelle Russell reviewed the employee actions and noted that there were two resignations and three new hires at the Commission. She added that an employee has returned from a leave.

Public Comment

There was no public comment.

Closed Session

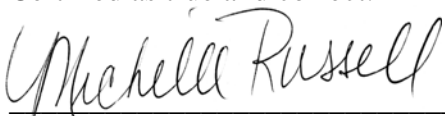
A motion to go into Closed Session was moved by Commissioner McGlinchey, seconded by Commissioner Lohbauer and unanimously approved at 10:21 a.m.

The Committee returned from Closed Session at 10:52 a.m.

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

The meeting was adjourned at 10:53 a.m.

Certified as true and correct:



Michelle L. Russell, HR Specialist

Date 9/15/17