

PERSONNEL & BUDGET COMMITTEE MEETING MINUTES

February 28, 2012
9:30 a.m.

- Members Present: John Haas (Committee Chairperson), D'Arcy Rohan Green, Robert Jackson, Fran Witt
- Members Absent: William Brown, Ed McGlinchey, Gary Quinn, Sean Earlen (Alternate), Mark Lohbauer (Alternate)
- Staff Present: Nancy Wittenberg, John Bunnell, Donna Connor, Robyn Jeney, Paul Leakan, Dawn Rago, Stacey Roth, Michelle Russell
- Others Present: Theresa Lettman

Chairperson Haas opened the meeting.

Chairperson Haas introduced the first agenda item, Adoption of Minutes from the January 3, 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 January 3, 2012 was moved by Commissioner Jackson, seconded by Commissioner Witt and unanimously approved.

Chairperson Haas introduced the next agenda item, Insurance Update. – Dawn Rago provided additional information about joining a Joint Insurance Fund (JIF). The committee suggested that an analysis be conducted to see if it is worth doing an RFP for a different insurance broker instead of pursuing a JIF.

Robyn Jeney entered the meeting at 9:40 a.m.

Chairperson Haas introduced the next agenda item, Discussion on Unemployment Reserves– Donna Connor reported that the unemployment reserve is overspent due to the extended benefits programs and that funds need to be transferred into this account to meet the Commission's obligations. Following a discussion of some options, it was recommended that the Committee make a motion to the full Commission to transfer up to \$100,000, taken on an as needed basis, from the Reserve for Retirees' Health Benefits to the Reserve for Unemployment Compensation to cover Commission payments of unemployment claims. With no comments or questions, Chairperson Haas asked for a motion. The recommendation of the Personnel and Budget Committee to transfer the money was moved by Commissioner Witt, seconded by Commissioner Jackson and unanimously approved.

Chairperson Haas introduced the next agenda item, Research Technician Recruitment.- Nancy Wittenberg stated that the Governor's Office approved this recruitment which will be funded by grant money. Michelle Russell reviewed the recruitment plan.

Chairperson Haas introduced the next agenda item, Status of Workplace Review Consultant Contract. – Nancy Wittenberg explained that the Commission is reviewing proposals to have a firm review our work processes. DEP has given indications that it will finance the project.

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

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

Electronic Funds Transfer (EFT) Disbursements (January and February 2012). Donna Connor provided information on the EFTs, payroll disbursements and ACHs.

Application Fees Update. Donna Connor reported that the fees received in February were the highest during this fiscal year and that she is optimistic that the budgeted amount will be reached.

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

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

Employee Actions (January and February 2012) – Michelle Russell reviewed the employee actions and noted one employee had recently resigned.

Michelle Russell stated that apparel can be ordered by the Commissioners with the Pinelands Commission logo at their own expense.

Donna Connor stated that she has been told that the FY 2013 State appropriation was not cut in the Governor's budget.

Donna Connor explained that the auditors have begun fieldwork at the Commission. Chairperson Haas noted that the Audit requires a lot of the staff's time.

Theresa Lettman left the meeting at 10:30 a.m.

Chairperson Haas asked for a motion to go into Closed Session at 10:31 a.m. The motion was moved by Commissioner Jackson, seconded by Commissioner Witt and unanimously approved.

The Committee returned from Closed Session at 11:07 a.m.

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

The meeting was adjourned at 11:09 a.m.

Certified as true and correct:



Michelle L. Russell, HR Specialist

Date March 23, 2012