

PERSONNEL & BUDGET COMMITTEE MEETING

Richard J. Sullivan Center
Terrence D. Moore Room
15C Springfield Road
New Lisbon, New Jersey
April 28, 2015
9:30 a.m.

MINUTES

Members Present

Alan W. Avery, Jr. (Committee Chairperson), Ed McGlinchey, Richard Prickett and Gary Quinn

Members Absent

William Brown, Joe DiBello, Jane Jannarone, D'Arcy Rohan Green and Fran Witt.

Staff Present

Executive Director Nancy Wittenberg, John Bunnell, Donna Graham, John LaMacchia, Paul Leakan, Larry Liggett, Jessica Lynch, Stacey Roth and Michelle Russell.

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

Adoption of Minutes from the February 3, 2015 Personnel and Budget Committee Meeting

Commissioner McGlinchey moved the adoption of the minutes of the February 3, 2015 Personnel and Budget Committee meeting. Commissioner Prickett seconded the motion and Commissioner Quinn abstained.

Financial Updates:

Check Registers (January, February & March 2015). Nancy Wittenberg reviewed the registers and provided details. Several questions were answered regarding specific checks. An explanation was provided concerning temporary staffing services.

Electronic Disbursements - EFT; Direct Deposit; ACH (January, February & March 2015). Jessica Lynch reviewed information on the EFTs, payroll disbursements and ACHs.

Application Fees Update. Application fees continue to be higher than expected and closed at \$61,082.37 at the end of March, for a year-to-date total of \$323,887.14. It was noted that there are three months remaining in the fiscal year.

Employee Actions (January, February & March 2015)

Michelle Russell reviewed the employee actions and noted that two interns have started at the Commission.

Public Comment

None

Other Items of Interest

There was discussion about the types of generators available for a potential purchase in case of emergencies. Ms. Wittenberg stated that the auditors have begun the annual audit at the Commission. Furthermore, the painting of Fenwick Manor, the paving of the parking lot, and new dental plans for employees were reviewed. Lastly, Commissioner Prickett recognized Ms. Wittenberg for going above and beyond the call of duty and feels that she does not get recognized for her efforts.

Closed Session

A motion to go into Closed Session was moved by Commissioner Prickett, seconded by Commissioner Quinn and unanimously approved at 10:15 a.m.

The Committee returned from Closed Session at 10:56 a.m.

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

The meeting was adjourned at 11:00 a.m.

Certified as true and correct:



Michelle L. Russell, HR Specialist

Date 4/28/15