

Adopted 4/1/14

PERSONNEL & BUDGET COMMITTEE MEETING

Richard J. Sullivan Center
Terrence D. Moore Room
15C Springfield Road
New Lisbon, New Jersey
March 4, 2014
9:30 a.m.

MINUTES

Members Present

Richard Prickett (Acting Committee Chairperson), Gary Quinn

Members Absent

Alan W. Avery, Jr., William Brown, D'Arcy Rohan Green, Fran Witt, Ed McGlinchey (1st Alternate).

Staff Present

Executive Director Nancy Wittenberg, John Bunnell, Donna Connor, Donna Graham, Stacey Roth, and Michelle Russell.

Acting Chairperson Prickett called the meeting to order at 9:45 a.m.

Adoption of Minutes from the October 29, 2013 Personnel and Budget Committee Meeting

Commissioner Quinn moved the adoption of the minutes of the October 1, 2013 Personnel and Budget Committee meeting. Acting Chairperson Prickett seconded the motion and all voted in favor.

Acting Chairperson Prickett asked if the Commission should revisit the idea of holding a 35th Anniversary event, which was briefly discussed at the last meeting. Following a discussion, Acting Chairperson Prickett asked for a motion to recommend holding an anniversary event to the full Commission. The motion was moved by Commissioner Quinn and unanimously approved.

FY 2013 Financial Statements, Schedules and Notes

Donna Connor told the Committee that the FY 2013 Financial Statements, Schedules and Notes will soon be ready for CPA review, and she discussed a one-year extension with our current accounting firm. The Committee agreed. Ms. Connor noted that the FY 2013 audit will likely begin the first week in April.

FY 2014 Budget Update

Ms. Connor provided information on the FY2014 Budget Update. She reported that application fees are extremely low and that we may receive only half of the budgeted amount. This might necessitate budget revisions. Recommendations for budget revisions will

be brought to the next Committee meeting. There was also a discussion concerning the need for an additional vehicle for the upcoming field season. Following the discussion, the Committee agreed to pursue the purchase of a new vehicle now. An existing vehicle will be sold at auction at the end of the field season.

Financial Updates:

Check Registers (November 2013 through February 2014). Ms. Connor reviewed the registers and provided details, including answering questions on why union dues are not part of electronic funds transfers and the status of certain software purchases.

Electronic Funds Transfer (EFT) Disbursements (November 2013 through February 2014). Ms. Connor provided information on the EFTs, payroll disbursements and ACHs.

Application Fees Update. Donna Connor reported that application fees are extremely low and will continue to be closely monitored and reviewed to see if there is a trend.

Employee Actions (November 2013 through February 2014)

Ms. Russell reviewed the employee actions. She noted that there will be two retirements effective June 1, 2014, and a new staff member began employment on January 13, 2014. The Business Services Manager position recruitment is being finalized.

Public Comment

There were no comments.

Other Items of Interest

Ms. Connor announced that April 1st is the target date for the Pre-Audit Conference and that the FY 2015 budget preparation process has begun.

Closed Session

A motion to go into Closed Session was moved by Commissioner Prickett, seconded by Commissioner Quinn and unanimously approved at 10:35 a.m.

The Committee returned from Closed Session at 10:45 a.m.

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

The meeting was adjourned at 10:46 a.m.

Certified as true and correct:



Michelle L. Russell, HR Specialist

Date 3/20/14