

Adopted 7/3/12

PERSONNEL & BUDGET COMMITTEE MEETING MINUTES

May 29, 2012
9:30 a.m.

Members Present: John Haas (Committee Chairperson), Ed McGlinchey, Gary Quinn, Fran Witt

Members Absent: William Brown, D'Arcy Rohan Green, Richard Prickett (Alternate)

Staff Present: Nancy Wittenberg, Donna Connor, Paul Leakan, Larry Liggett, Michelle Russell

Others Present: Theresa Lettman

Chairperson Haas opened the meeting.

Chairperson Haas introduced the first agenda item, Adoption of Minutes from the May 1, 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 May 1, 2012 was moved by Commissioner McGlinchey, seconded by Commissioner Witt and unanimously approved.

Chairperson Haas introduced the next agenda item, Resolution: To Authorize the Executive Director to Continue to Expend Funds for Fiscal Year 2013 at the Same Level of Expenditures as Fiscal Year 2012 until the Adoption of the Fiscal Year 2013 Budgets. – Donna Connor informed the Committee of the reason behind this resolution and stated that this is done at the end of each fiscal year to keep the office running until the adoption of the new budget. Following the discussion, Chairperson Haas asked for a motion to recommend Commission approval of the resolution. The motion was moved by Commissioner Quinn, seconded by Commissioner Witt and unanimously approved.

Chairperson Haas introduced the next agenda item, FY 2013 Draft Operating Budget – Donna Connor reviewed the revenues and expenditures in detail. The proposed FY 2013 budgets will be discussed at the Committee's next meeting.

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

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

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

Application Fees Update. Donna Connor reported that the fees received in May have exceeded \$62,000.

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

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

Employee Actions (May 2012) – Michelle Russell reviewed the employee actions and noted that there were no changes this month.

A discussion on painting the Fenwick Manor building also occurred.

Chairperson Haas asked for a motion to go into Closed Session at 10:22 a.m. The motion was moved by Commissioner Quinn, seconded by Commissioner McGlinchey and unanimously approved.

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

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

The meeting was adjourned at 10:47 a.m.

Certified as true and correct:



Michelle L. Russell, HR Specialist

Date July 3, 2012