

PERSONNEL & BUDGET COMMITTEE MEETING

The August 24, 2021 Personnel & Budget Committee meeting was conducted remotely. All participants were present via Zoom conference and the meeting was livestreamed through YouTube: <https://youtu.be/ZN1mauZpnhs>

MINUTES

Members Present

Alan Avery (Committee Chairman), Richard Prickett, Mark Lohbauer.

Members Absent

Gary Quinn, Jane Jannarone, William Pikolycky, and D'Arcy Rohan Green.

Staff Present

Acting Executive Director (ED) Susan Grogan, Jessica Lynch, Zobeida Concepcion, Stacey Roth, and Joel Mott.

Rudy Rodas, Governor's Authorities Unit.

Commissioner Avery called the meeting to order at 9:33 a.m.

Adoption of Minutes from the February 23, 2021 Personnel and Budget Committee Meeting

Commissioner Lohbauer moved the adoption of the minutes of the February 23, 2021, Personnel and Budget Committee meeting. Commissioner Prickett seconded the motion.

All Commissioners present voted in favor, and the minutes were approved.

Financial Updates

Check Register (January 2021 to June 2021) – Business Services Manager Jessica Lynch highlighted the more noteworthy purchases/checks on the register.

Electronic Disbursements – EFT, Direct Deposit, ACH (January 2021 to June 2021).

Application Fees – Ms. Lynch stated that the applications fees have exceeded the anticipated amount and are currently at 169% of the budgeted amount for FY2021.

Submission of application to BPU for a Local Government Energy Audit of the Commission's offices

Acting ED Grogan explained the Board of Public Utilities (BPU) Energy Audit process and benefits. The staff is proposing to submit an application for the Commission's offices. If chosen for this free energy audit, BPU's consultants would generate a report with comprehensive findings and suggested recommendations for improvements to the Commission property. With Commission approval, Jessica Lynch will gather the information

in order to complete and submit the application to BPU.

A motion to recommend the BPU application to the full Commission was moved by Commissioner Lohbauer. Commissioner Prickett seconded the motion. All Commissioners present voted in favor.

Review and discussion of the Commission's draft FY22 Budgets

Acting ED Grogan reviewed and discussed the use of money from the Katie Fund. Jessica Lynch reviewed the Operating Budget for FY2022. The budget for the Pinelands Conservation Fund was also reviewed.

A motion to recommend the draft budget to the full Commission was moved by Commissioner Lohbauer. Commissioner Prickett seconded the motion. All Commissioners present voted in favor.

Discussion: Executive Director Search Committee process and schedule

Commissioner Lohbauer recused himself from this discussion and was placed into the waiting room.

Chairman Avery gave an update on the Executive Director search. In June, Executive Director Nancy Wittenberg appointed Planning Director Susan R. Grogan as Acting Executive Director during her leave of absence in accordance with the Commission's Bylaws. After the passing of Executive Director Wittenberg, Chairman Prickett followed the same bylaw procedures and confirmed that Director Grogan would continue as Acting Executive Director.

At the same time, Chairman Prickett asked Commissioner Avery to research the past practices of the Commission to fulfill its statutory responsibility to hire an Executive Director. Shortly after the request, Commissioner Avery circulated to all Commissioners information on past searches the Commission had undertaken, the most recent job description that was used in the last search and the Recruitment Schedule, which also came from the last ED search. Commissioner Avery also recommended a five-member search committee be created and that it consist of four Commissioners and one public member, Terrence Moore, who was the first Executive Director of the Pinelands Commission and is intimately familiar with the requirements of that position.

At the August Commission meeting, Chairman Prickett, under the Commission's bylaws, established the search committee as recommended and the full Commission adopted a motion supporting the Chairman's actions. All these actions were consistent with past practices.

On Friday, August 20, 2021, the search committee met virtually to discuss the search process. Based on comments received from Commissioners and the discussion at the meeting, it was decided to make minor revisions to the Executive Director job description. Minutes from this meeting were distributed to all committee members. It is the intent of the Chairman, who leads the search committee, to distribute the materials to all Commissioners and to the Governor's Authorities Unit. The next step of the search process is to advertise the

position and await applications. Chairman Prickett is considering the best means to solicit written comment from staff with attributes they consider important in an Executive Director. That process will be forthcoming.

Following Commissioner Avery's update on this matter, Commissioner Lohbauer returned to the meeting.

Public Comment

There was no public comment.

Closed Session

There was no closed session.

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

The meeting was adjourned at 10:48 a.m.

Certified as true and correct:



Zobeida Concepcion, Human Resources Manager

Date 9/29/2021