

**PERSONNEL & BUDGET COMMITTEE MEETING**

Richard J. Sullivan Center  
Terrence D. Moore Room  
15C Springfield Road  
New Lisbon, New Jersey  
November 17, 2015  
9:30 a.m.

MINUTES

Members Present

Alan W. Avery (Committee Chairperson), Richard Prickett, Gary Quinn, and Fran Witt.

Members Absent

William Brown, Joe DiBello, D'Arcy Rohan Green, Jane Jannarone, and Ed McGlinchey.

Staff Present

Executive Director Nancy Wittenberg, John Bunnell, Donna Graham, Paul Leakan, Larry Liggett, Jessica Lynch, Dawn Rago, Stacey Roth, and Michelle Russell. Amy Herbold from the Governor's Authorities Unit was also present.

Committee Chairperson Avery called the meeting to order at 9:35 a.m.

Adoption of Minutes from the June 2, 2015 & June 30, 2015 (open and closed session)  
Personnel and Budget Committee Meetings

Since there was no quorum at the prior Committee meeting, no formal Committee recommendation on the adoption of the June 2, 2015 minutes actually occurred. Accordingly, these minutes require a readoption. Commissioner Prickett moved the adoption of the June 2, 2015 Personnel and Budget Committee meeting minutes. Committee Chairperson Avery seconded the motion and Commissioner Quinn abstained.

Commissioner Prickett moved the adoption of the minutes of the June 30, 2015 Personnel and Budget Committee meeting. Committee Chairperson Avery seconded the motion.

RFP-Update (Paul Leakan and Dawn Rago)

Dawn Rago and Paul Leakan provided an overview and update on the RFP for the Visitor's Center. The request for approval to award will be brought to the next Personnel & Budget Committee meeting and the following Commission meeting.

Financial Updates:

Check Registers (June-October 2015: Consolidated). Jessica Lynch reviewed the registers

and provided details.

Electronic Disbursements - EFT; Direct Deposit; ACH (June-October 2015: Consolidated). Ms. Lynch reviewed information on the EFTs, payroll disbursements and ACHs.

Application Fees Update. Application fees are at 43% of the budget, with eight months remaining and with a year-to-date total of \$226,889.99.

Employee Actions (June-September 2015)

Michelle Russell reviewed the employee actions and noted that a Resource Planner has been hired, several internships have ended, and a few family leaves have occurred.

Other Items of Interest: Dental Benefit Resolution

Ms. Russell explained that staff members have been unhappy with the current dental plans. A volunteer committee was formed and it thoroughly analyzed several different dental plans. The committee recommended that the Commission join the State Health Benefits (SHBP) Program Employee Dental Plan. The SHBP requires a resolution in order to participate in their plans. Following the discussion, the Committee reviewed and recommended Commission approval.

Ms. Russell also noted that a new CWA rep has been assigned to the Commission.

Public Comment

None

Closed Session

A motion to go into Closed Session was moved by Commissioner Prickett, seconded by Commissioner Quinn and unanimously approved at 10:05 a.m.

The Committee returned from Closed Session at 11:12 a.m.

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

The meeting was adjourned at 11:13 a.m.

Certified as true and correct:



Michelle L. Russell, HR Specialist

Date 12/15/15