

PERSONNEL & BUDGET COMMITTEE MEETING

Richard J. Sullivan Center
Terrence D. Moore Room
15C Springfield Road
New Lisbon, New Jersey
December 2, 2014
9:30 a.m.

MINUTES

Members Present

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

Members Absent

William Brown, Jane Jannarone, and D'Arcy Rohan Green.

Staff Present

Executive Director Nancy Wittenberg, Donna Graham, Paul Leakan, Larry Liggett, Jessica Lynch, Dawn Rago, Stacey Roth, and Michelle Russell.

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

Adoption of Minutes from the August 26, 2014 Personnel and Budget Committee Meetings

Commissioner Avery moved the adoption of the minutes of the August 26, 2014 Personnel and Budget Committee meeting. Commissioner McGlinchey seconded the motion and all voted in favor, with Commissioner Quinn abstaining.

Financial Updates:

Check Registers (September & October 2014). Ms. Wittenberg reviewed the registers and provided details. Several questions were answered regarding specific checks. Commissioner McGlinchey stated that the offices need backup power such as a generator in case of emergencies.

Electronic Disbursements - EFT; Direct Deposit; ACH (September & October 2014). Ms. Lynch reviewed information on the EFTs, payroll disbursements and ACHs.

Application Fees Update. Application fees closed at \$18,405.13 at the end of October for a year to date total of \$132,424.86. This is above the budgeted amount and much higher than last year at this point in the fiscal year.

Meeting Schedule-2015:

The proposed P&B meeting schedule for 2015 was distributed. It was proposed to hold a meeting every other month instead of monthly since many meetings have light agendas or are cancelled. There was agreement that Commissioners be given the Check Register on a monthly basis. Commissioner McGlinchey moved the adoption of the meeting schedule for 2015. Commissioner Quinn seconded the motion and all voted in favor.

Employee Actions (September & October 2014)

Ms. Russell reviewed the employee actions and noted that two employees returned from leave of absences and one employee has resigned. There was discussion on the options of a replacement for the now vacant position.

Public Comment

None

Other Items of Interest

None

Closed Session

A motion to go into Closed Session was moved by Commissioner McGlinchey, seconded by Commissioner Quinn and unanimously approved at 9:46 a.m.

The Committee returned from Closed Session at 10:15 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 Prickett and unanimously approved.

The meeting was adjourned at 10:18 a.m.

Certified as true and correct:



Michelle L. Russell, HR Specialist

Date 12/2/14