

PERSONNEL & BUDGET COMMITTEE MEETING

Richard J. Sullivan Center
Terrence D. Moore Room
15C Springfield Road
New Lisbon, New Jersey
February 8, 2013
10:40 a.m.

MINUTES

Members Present

John Haas (Committee Chairperson), William Brown, D'Arcy Rohan Green, Ed McGlinchey (1st Alternate), Richard Prickett (2nd Alternate)

Members Absent

Gary Quinn, Fran Witt

Staff Present

Executive Director Nancy Wittenberg, John Bunnell, Donna Connor, Donna Graham, Sue Grogan, Paul Leakan, Larry Liggett, Dawn Rago, Stacey Roth, Michelle Russell

Chairperson Haas called the meeting to order at 10:40 a.m.

Adoption of Minutes from the December 4, 2012 Personnel and Budget Committee Meeting
Commissioner Prickett moved the adoption of the minutes of the December 4, 2012 Personnel and Budget Committee meeting. Commissioner McGlinchey seconded the motion and all voted in favor. Commissioners Rohan Green and Brown abstained.

Accounting Services Update

Donna Connor explained that it was discussed at the last Personnel and Budget Committee meeting that the Commission would be rebidding the existing contract for the services of a Certified Public Accountant. However, in order to have the opportunity to better evaluate the specific future needs, the Commission will delay this action and keep the same accountant for the FY 2012 conversion and audit support.

Insurance Update

Donna Connor stated that the Commission crime and the general liability policies appear to have some duplication of coverage. To address this, a quote to increase coverage limits in the crime section of the GL policy has been requested in order to possibly cancel the stand alone crime policy. Commissioner Brown mentioned that it might be less expensive having a separate bond for those who handle money. A brief description of the role of the Office of Risk Management was given.

Financial Updates:

Check Registers (December 2012 and January 2013). Donna Connor reviewed the registers and provided details.

Electronic Funds Transfer (EFT) Disbursements (December 2012 and January 2013). Donna Connor provided information on the EFTs, payroll disbursements and ACHs.

Application Fees Update. Donna Connor reported that the fees received in December and January were the lowest during this fiscal year. Ms. Connor is still confident that fees will reach the annual budgeted amount.

Public Comment.

There were no comments.

Other Items of Interest:

Employee Actions (December 2012 and January 2013) – Michelle Russell reviewed the employee actions and noted that the newly hired Resource Planner began work at the Commission on January 7, 2013.

Closed Session

A motion to go into Closed Session was moved by Commissioner McGlinchey, seconded by Commissioner Pricket and unanimously approved at 11:07 a.m.

The Committee returned from Closed Session at 11:55 a.m.

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

The meeting was adjourned at 11:56 a.m.

Certified as true and correct:

Michelle L. Russell, HR Specialist

Date _____