

PERSONNEL & BUDGET COMMITTEE MEETING

Richard J. Sullivan Center
Terrence D. Moore Room
15C Springfield Road
New Lisbon, New Jersey
May 3, 2019

MINUTES

Members Present

Alan Avery, (Committee Chairperson), William Pikolycky, Richard Prickett, and Mark Lohbauer.

Members Absent

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

Staff Present

Executive Director Nancy Wittenberg, Jessica Lynch and Zobeida Concepcion

Governor's Authorities Unit representative Craig Ambrose (on the telephone).

Commissioner Avery called the meeting to order at 9:50 a.m.

Adoption of Minutes from the February 26, 2019 Personnel and Budget Committee Meeting

Commissioner Prickett moved the adoption of the minutes (open and closed session) of the February 26, 2019 Personnel and Budget Committee meeting. Commissioner Lohbauer seconded the motion.

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

Financial Updates:

Check Register (February 2019 to March 2019) – Business Services Manager Jessica Lynch highlighted the more noteworthy purchases/checks on the register.

Electronic Disbursements – EFT, Direct Deposit, ACH (February 2019 to March 2019). Ms. Lynch reviewed information on payroll deductions, pension and health benefits.

Application Fees – Ms. Lynch said that the application fees have exceeded the budgeted amount. She said the Commission is currently at 110% of the anticipated application fees.

Employee Actions

Human Resources Manager Zobeida Concepcion reviewed the Employee Actions. Research

Scientist Jeffrey Dragon began employment on April 2, 2019. He was hired as a replacement for Dane Ward. Regulatory Programs Coordinator April Field began employment on April 22, 2019. Commissioners and staff discussed recruiting methods.

Draft resolution authorizing a change of its fiduciary institution

The Bank of Princeton acquired Beneficial Bank, which has long served as the Commission's fiduciary institution. A motion was moved by Commissioner Prickett to approve the draft resolution, seconded by Commissioner Lohbauer and unanimously approved.

Public Comment

There was no public comment.

Executive Director Updates

Executive Director Wittenberg discussed the Edmunds system software updates, Bowman auditors and the upcoming audit for Fiscal Year 2019.

Ms. Concepcion gave an update on the ratification of the 2015-2019 Communications Workers of America (CWA) contract. Across the board increases and payments were completed in the beginning of April. Negotiations for the 2019-2023 CWA contract have already been scheduled. Commissioners and staff discussed upcoming health benefit issues that may arise during negotiations.

Closed Session

A motion to go into Closed Session was moved by Commissioner Prickett, seconded by Commissioner Lohbauer and unanimously approved at 10:14 a.m. The Committee discussed a personnel matter.

Return to Open Session

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

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

The meeting was adjourned at 12:11 p.m.

Certified as true and correct:



Zobeida Concepcion, Human Resources Manager

Date July 29, 2019