

PERSONNEL & BUDGET COMMITTEE MEETING

The September 29, 2020 Personnel & Budget Committee meeting was conducted remotely. All participants were present via Zoom conference and the meeting was livestreamed through YouTube: <https://youtu.be/yTjMFxSq3jQ>

MINUTES

Members Present

Alan Avery (Committee Chairman), 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, Zobeida Concepcion, Susan Grogan, Gina Berg, Stacey Roth, and Paul Leakan.

Craig Ambrose, Governor's Authorities Unit, on the phone.

Commissioner Avery called the meeting to order at 9:31 a.m.

Adoption of Minutes from the March 3, 2020 Personnel and Budget Committee Meeting

Commissioner Lohbauer moved the adoption of the minutes of the March 3, 2020, Personnel and Budget Committee meeting. Commissioner Pikolycky seconded the motion.

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

Financial Updates:

Check Register (February 2020 to July 2020) – Business Services Manager Jessica Lynch highlighted the more noteworthy purchases/checks on the register.

Electronic Disbursements – EFT, Direct Deposit, ACH (February 2020 to July 2020).

Application Fees – Ms. Lynch stated that the applications fees are currently at 31% budgeted based on FY20 revenue.

Employee Actions

Human Resources Manager Zobeida Concepcion reviewed the Employee Actions:

- Retirements – Jean Montgomerie (effective August 1, 2020).
- Resignation - Kelly Christopher (effective March 13, 2020).
- Promotion – April Field (Chief Permit Administrator, effective March 3, 2020).

Application Fees Projections Presentation

Gina Berg, Planning Specialist, presented the Application Fees Projections Powerpoint presentation (The presentation slides can be viewed at:

[https://www.nj.gov/pinelands/home/presentations/Fee%20Projections%20Presentation%20\(September%2028%202020\).pdf](https://www.nj.gov/pinelands/home/presentations/Fee%20Projections%20Presentation%20(September%2028%202020).pdf))

FY2021 Budget Preparation & Planning

Ms. Lynch asked for guidance on the FY21 budget preparation. .

Public Comment

There was no public comment.

Executive Director Updates

ED Wittenberg gave a brief update on the FY19 state audit.

Closed Session

A motion to go into Closed Session was moved by Commissioner Pikolycky, seconded by Commissioner Prickett and unanimously approved at 10:30 a.m.

Return to Open Session

The Committee returned from Closed Session at 11:08 a.m.

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

The meeting was adjourned at 11:08 a.m.

Certified as true and correct:

Certified as true and correct:



Zobeida Concepcion, Human Resources Manager

Date 11/9/20