

GSETA Fiscal Committee Meeting January 31, 2020 Burlington County

A meeting of the GSETA Fiscal Committee was held at 10am on January 31, 2020 in Burlington County. Those in attendance were:

Joanne McGhee, Atlantic County
John Fata, Atlantic County
Angela Bortnick, Bergen County
Vi Pinto, Bergen County
Aaron Cream, Camden County
Barbara Pape, Camden County
Leslie Williams, Camden County
Jaime Gomez, Cumberland/Salem/Cape May County
Anthony Bontempo, Cumberland/Salem/Cape May County
Cindy Nicholas, Cumberland/Salem/Cape May County
Lori Dilks, Salem County
Donna McKnight, Essex County
Ashley Rastelli, Gloucester County
Tina Sullivan, Hudson County
Victor Conforti, Hudson County
Claudia Dorsch, Middlesex County
Pamela Sheppard, Monmouth County
Gusxiang Ye, Newark
Jason Frazier, Newark
Leandra Santos, Ocean County
Melinda Emery, Ocean County
Cindy Shea, Ocean County
Cheryl Meyer, Ocean County
Jamie Busch, Ocean County
Paulina Siedlecki, Passaic County
Saundra Addison Britto, Somerset County
Paul Warsaw, LWD
James Reed, LWD
Emily Watts, LWD
Matthew Wolf, LWD
Erica Slaughter, LWD
Madella George, LWD
Theresa Valley, LWD
Bright Chinedu Nwafor, LWD
Mary Said, LWD
Ketia Cine, LWD
Jermica Claytor, LWD
Sally Trappe, LWD

ERICA SLAUGHTER – ACCOUNTING

- The next meeting will have due dates & closing programs.
- WFNJ Work Supports FY20 draw issues was because part of the funding comes from pure state funds. The Governor put a freeze on all state funds until 1/1/2020. We are communicating with the Governor's office and funding should be released. Erica will be checking the release to make sure. Also had the same issue with DHS funding.

- All FY19 WFNJ funds needed to be spent and drawn by 12/31/19 because DHS dollars are involved, and they close out 12/31/19 and it is very difficult to go back and do any adjustments after 12/31/19.
- New FY21 WFNJ funding's will more than likely stay the same amount but the allocations may change. May have some changes in the formula. Don't know what the formula changes are or how they will do the allocations. May reflect how much was spent prior year.
- The Treasury will be taking over allocation and therefore getting funding out faster. Also, with SAGE being implemented that will make all funding quicker.
- SYEPP – NGO should be announced very soon. Period will be the same. This funding comes from WIOA Youth.
- SAGE Update
 - Thanks to all those Counties that were part of the test environment. Either we have or are in the process of tweaking the bugs out of what the tests have found. The statewide startup will begin on April 1, 2020. The report will have flexibility.
 - You will be able to draw money before your reports are due. Be advised that Treasury has the option to freeze everything if you have not submitted your report and continue to draw funds.
 - As you may find bugs, SAGE is quick to fix them within minutes, hours or in some cases may take a few days. Training sessions are coming up that will be regional based for convenience of counties. Some of these sessions can train up to 200 people at a time. These are not a hands-on training, its more a demo. Everyone will get access before it goes live.
 - You are allowed up to 6 draw downs a month, with the last draw being on or before the 25th of each month. If you have reconciliation errors on your report, you will not be able to submit it. You must first put in your budget before you can draw down any funds.
 - Certification letters are built into the system. The system can only handle one year at a time. Each year will stand on its own. There will also be the footnote page as before to explain things.
 - The report will shut down after the 10th working day. You therefore need to send your reports on or before the 10th working day or call before to get an extension.
 - Be sure to get your June and December reports correct because the system will prepare rescissions the next day after report deadline and submission. Also, to note that Internal Audit will have access to look at all counties.
 - Each County will have to update procedures to reflect how to handle each county's approval and certifying reporting. It may/will differ from county to county.

Some questions were: Will certifier be able to edit, or does it have to go back to preparer? Erica will let us know. And lastly, everyone who has anything to do with financial reports, budgets and local area contracts needs to have access to SAGE.

TERRY VALLELY – INTERNAL AUDIT

- For the safety of your local area, report stand in costs every month.
- Inventory OMB 19-12 \$250 per item includes intangible items.
- Disposition of inventory items. Terry will look into the procedures and get back to us.
- Internal Audit was written up by USDOL for not implementing a follow up on findings before the next audits. We will not have local areas to reply with a deadline as to when the findings will be corrected and a system to track it.

- Question Costs – IDC – Initial Determination Letter – FDL- Final. They would appreciate that if you agree it's a questioned cost that you cut a check soon after. They do not want it to go to the FDL.
- Question Spending – Try not to spend funding on something you are unsure of. Call Internal Audit to make sure. Capital costs must be approved by Hugh Bailey. 200-439 CFP on Capital expenditures.
- Also, when we come out to audit, don't want to see One Stop Operator contracts that have been expired.

Next Meeting will be
Friday, April 24, 2020
In Monmouth County