

GSETA Fiscal Committee Meeting

November 22, 2021

Zoom

A zoom meeting of the GSETA Fiscal Committee was held at 10am on November 22, 2021. The attached list is those who signed in on the chat.

ERICA SLAUGHTER – ACCOUNTING

- Erica has a new job title - Director of the Office of Finance & Accounting. (Congratulations to her!) Sally Frappe will cover Erica's prior responsibilities.
- Anna McCullen is leaving, Kathy Bencivengo will serve as interim until the new CFO is on board on December 20, 2021.
- An email will be sent when WLL funding is able to be drawn.
- Close out reports will be required when funding ends
- Certification letters are to be attached to your SAGE draw vouchers addressed to Erica Slaughter, Director of the Office of Finance & Accounting.
- DHS closeout date is 12/31/21 so all SFY21 WFNJ funds should be drawn by then. It is difficult to get them to open the account after December 31st.
- WIOA reporting – the June 2022 PY 20 accruals will be reported as drawn and disbursed on a final July 2022 report

EMILY WATTS – INTERNAL AUDIT

Updates:

- Monitoring will be remote for state fiscal year 2022 (SFY2022)
- Each SAGE payment voucher (aka cash draws) must have an uploaded miscellaneous attachment. The attachment should be either a spreadsheet or accounting system run that totals the requested drawdown amount. On a quarterly or semi-annual basis OIA will request two or three invoice samples from the payment voucher support documentation. Cash Drawdown support reviews will be conducted independently of fiscal monitoring.
- For 2021 Any fees or charges paid to a consultant who provides services under WIOA shall be limited to a cap of \$750 per day, or \$93.75 per hour (representing an eight-hour work day). <https://www.dol.gov/agencies/eta/grants/resources>

Important Reminders:

- To use "Stand in costs" to pay for questioned costs they must be:
 - Reported as Stand in costs in the LAR under the stand in costs column as it is incurred.
 - Reported in the month that the questioned cost occurred.
 - Recorded in the accounting system and paid for with other non-WIOA/WFNJ grants and allowable costs
 - Cannot be "in-kind" or donations

Note: Stand in costs are zeroed out at the end of each year on July 1 each year. They do not roll over despite WIOAs two-year grant year.

- Equipment and software items over \$5,000 each must be necessary and reasonable for the performance of the award and have prior written approval from:
 - Assistant Commissioner of Workforce Development - Hugh BaileyAlways copy: Director of Workforce Development -Yolanda Allen, Executive Assistant – Denise Givens, (DOL)

- The new OIA survey will start asking if the WDB has an annual monitoring program and monitoring reports of the One-Stop. OIA will start requesting copies of these to review at a later time.
- OIA is available for technical assistance on fiscal related questions

OIA contact information as of 11/17/2021:

Director of OIA: Theresa Vallely, Theresa.Vallely@dol.nj.gov

Assistant Director of OIA: Irene Torunoglu, Irene.Torunoglu@dol.nj.gov

Always copy: Executive Assistant: Barbara Gagliardi, Barbara.Gagliardi@dol.nj.gov

Fiscal Monitoring staff:

Paul Warsaw Paul.Warsaw@dol.nj.gov

Matthew Wolf Matthew.Wolf@dol.nj.gov

Bright Nwafor Bright.Nwafor@dol.nj.gov

Emily Watts Emily.Watts@dol.nj.gov

Mariam Said Mariam.Said@dol.nj.gov

Dora Mann Dora.Mann@dol.nj.gov

James Reed James.Reed@dol.nj.gov

Next virtual committee meetings in 2022 TBD

10:04:47 From cnicholas to Everyone : Everyone please sign in the chat.
10:05:03 From cnicholas to Everyone : Cindy Nicholas
10:05:06 From Melinda Emery, Ocean to Everyone : Melinda Emery, Ocean
10:05:08 From Ashley Rastelli to Everyone : Ashley Rastelli, Gloucester County
WDB
10:05:08 From acream to Everyone : Aaron Cream, Camden County
10:05:14 From Jamie Busch to Everyone : Jamie Busch, Ocean County
10:05:15 From Greg Rindosh to Everyone : Greg Rindosh, Burlington
10:05:16 From Irene Torunoglu to Everyone : Irene Torunoglu, DOL OIA
10:05:17 From Emily to Everyone : If you don't hear anything don't forget to
click join computer audio on the lower left corner.
10:05:22 From Emily to Everyone : also Emily watts OIA
10:05:23 From David Flum to Everyone : David Flum - Morris County ETS
10:05:26 From angbor@bergen.org to Everyone : Angela Bortnick
10:05:33 From Cheryl Meyer to Everyone : Cheryl Meyer, Ocean County
10:05:41 From n9jshep to Everyone : Pamela Shepherd, Monmouth County
10:05:47 From yeg to Everyone : Grace Ye - Newark
10:05:48 From Matt Wolf to Everyone : Matthew Wolf NJDOL OIA
10:05:48 From Theresa Washington to Everyone : Theresa Washington - Monmouth
County
10:05:50 From Anthony Bontempo to Everyone : Anthony Bontempo, Cumberland County
10:05:50 From lagslau to Everyone : Erica Slaughter
10:05:51 From Paul Warsaw to Everyone : Paul Warsaw Office of Internal Audit
10:05:55 From Marinou Awad to Everyone : Marinou Awad, NJDOL
10:05:59 From Caitlyn McGee to Everyone : Caitlyn McGee - DOL F&A
10:06:04 From CN to Everyone : Chinedu Nwafor NJDOL OIA
10:06:12 From lagferr to Everyone : Marie Ferrell Dept of Labor
10:07:11 From Lori.Dilks to Everyone : Lori Dilks - Salem County
10:16:49 From Sally Trappe to Everyone : Sally Trappe NJDOL