

GSETA Minutes

9.21.21

Local Area/Contact	V	P	I
Atlantic			
Fran Kuhn	X		
Marian Woodson (ALT)			
Bergen			
Tammy Molinelli			
Carol Polack (ALT)			
Lynda Wolf (ALT)	X		
Burlington			
Zahirah Sabir			
Barbara Weir			
Kelly West			
Camden			
Frank Cirii	X		
Nidia Sinclair (ALT)			
Jeff Swartz	X		
Leslie Williams	X		
Cumberland/Salem/Cape May			
Terry Bryan (ALT)			
Jamie Gomez (ALT)			
Tom Halligan (ALT)			
Kathy Lockbaum	X		
Allison Spinelli	X		
Amy Ronketty (ALT)			
Essex			
Julius Montford	X		
Jobi Odeneve (ALT)	X		
Janine Schaeffer (ALT)			
Josette VanDyke (ALT)			
Howard Weiss	X		
Gloucester			
Tom Bianco			
Eileen Gallo (ALT)			
Michelle Shirley			
Greater Raritan			
Paul Grzella			
Monica Mulligan	X		
Christopher Peake (ALT)	X		
Hudson			
Leidy Ramirez	X		
Deanine Muniz (ALT)			
Keri Sullivan			
Jersey City			
Katrice Thomas	X		
Mercer County			
Kendra Lee	X		
Virgen Velez	X		

Local Area/Contact	V	P	I
Middlesex County			
Claudia Dorsch (ALT)			
Barbara Heyward (ALT)			
Kevin Kurdziel	X		
Diane Seavers	X		
Monmouth County			
Lawrence Sternbach			
Yolanda Taylor	X		
Morris/Sussex/Warren			
Jane Armstrong	X		
Victoria Bollhardt	X		
Diane Jainarine (ALT)			
Kelly O'Neill McGuire (ALT)			
Beth Rodgers (ALT)	X		
Manuela Schuster (ALT)	X		
Newark			
Eva Anochi (ALT)	X		
Karen Gaylord			
Orlando Mingo (ALT)			
Davetta Lane Thurman			
Ocean			
Candy Fortier			
Patricia Leahey			
Kim Liguori (ALT)	X		
Cheryl Meyer			
Leandra Santos (ALT)			
Passaic County			
Davidene Alpart	X		
Duwan Bogert			
Chrystal Cleaves (ALT)			
Sofia Comas-Phillips (ALT)			
Lauren Murphy			
Velanae Rojas (ALT)			
Union			
Perle Almeida			
Debbie-Ann Anderson (ALT)			
Antonio Rivera			

P = Attended by phone

V = Attended virtually

I = Attended in person

Blank= Not present

Welcome and Introductions

Kevin Kurdziel called the virtual meeting to order at 10:03AM and welcomed the membership to the September meeting. Kevin thanked everyone for being flexible with the new meeting date.

Attendance was taken via the chat feature of Zoom by Monica Mulligan.

Correspondence

Monica Mulligan reported that there was no correspondence, though Davi Alpart and Pat Leahey reached out to say that would not be able to make today's meeting due to schedule conflicts.

Approval of August 11, 2021 Minutes

The minutes of the 8/11/21 meeting were presented by Monica Mulligan.

Jeff Swartz made a motion to table the approval of the August minutes, Treasurer's Report and GSETA budget until the October meeting, as there was not a quorum. Leslie Williams seconded the motion. There were no objections.

Treasurer's Report

Leslie Williams presented the August Treasurer's Report (attached). She indicated that the August bank reconciliation and bank statement and have been provided to the Executive Committee. She noted that the asset report shows a balance of \$219,434.67. The AR Aging report shows what was still outstanding as of 8/31/21. There were many deposits that came in in September. Leslie indicated that the membership invoices were sent out in July along with the W-9 form. There are some outstanding invoices for Disruption by Design. If your local area is listed, please be in contact with Leslie so that this can be resolved. There are also two outstanding membership dues that remain unpaid from last program year. She reminded the group that payments should be sent to her attention at the Camden 1111 Marlkrass Avenue address. She also indicated that she cannot pay invoices without having Kevin Kurdziel's approval first, as she cannot pay anything out without his approval.

President's Report

Kevin Kurdziel thanked everyone for their understanding of the rescheduled meeting date, as he had to be out of town due his father-in-law's passing. He expressed appreciation for everyone who reached out with their condolences.

The GSETA Budget has been completed and sent out via e-mail to membership. It will be discussed at next month's meeting.

Kevin indicated that planning continues for GSETA virtual conference scheduled for November 15th and November 16th. NJDOL has expressed interest in the topics of the conference and plans to send their staff. The conference will bring in revenue to GSETA and will He indicated that Allison Spinelli will give a more detailed report. Allison will give a more detailed update. He expressed his thanks to everyone who has been putting so much time into planning the conference. He asked that local send as many staff as possible and to share the conference information with partners. NJDOL is planning on sending staff and he expects a great turnout for this event.

Kevin reported spoke with Rob Osario-Angelo about resuming the quarterly meeting with the Executive Committee and expressed that he wanted to make these meetings productive and be outcome based. Hugh Bailey agreed with this approach. Kevin also asked the Commissioner to record and opening address for the conference. He is waiting for an answer on this.

Kevin indicated that he and Fran Kuhn met with Hugh Bailey and it seems that they are moving in a direction to involve GSETA in its decision making processes.

Kevin briefly talked about the end to the federal UI and said that offices did not seem to have a deluge of individuals coming into the offices. He feels that is a result of the good communication in getting the word out that the local offices are not UI offices, the signs that were posted and the increase in security in some local areas. The plan is for in-person services to resume on October 18th. Kevin's understanding is that there will be training sessions on the new appointment scheduling system prior to the offices opening. Questions about this system can be directed to Gary Carr. There is also the understanding that there will be regional meetings happening to discuss NJDOL's opening which will include information on policy and practices for both staff and customers (temperatures, masks, vaccinations).

The Executive Committee is having a strategic planning session on Friday, December 3rd to discuss the direction of GSETA in terms of initiatives and policy development. The information discussed will be shared with membership at the GSETA Retreat, which will be held sometime in the spring of 2022.

Kevin mentioned the possibility of hiring a part-time Executive Director for GSETA that can be dedicated to moving things forward, as GSETA members are spread thin with their regular workload. Kevin points to the success of many other national associations with this model.

2021 Virtual Conference

Allison Spinelli reported that the Conference Committee will be meeting on September 28th at 1:00pm with the website management company to discuss registration options, including the interface with QuickBooks Books Allison also noted that the Conference Committee will be meeting on September 29th at 2PM with Motown Digital, the mobile platform company that is managing the conference. Once committee members are trained, they can work with presenters on recording their presentations and can then prepare the sell sheet to market for additional sponsors. Allison indicated that Lincoln Tech is donating \$10,000.00 Smith and Solomon is giving \$2500.00 and there are four other agencies that have committed \$500.00 each. Allison will submit info to Leslie for invoicing purposes. Allison listed some of the speakers and topics for the conference tirelessly coordinated by Pat Leahey and Pat Fenn: Angela Mayfield will be presenting 5 Skills That Give Extra Edge and Understanding Feedback and Criticism; Elizabeth Sanders Park will be presenting Teach It Quick and Reclaiming Your Mojo; Teresa Dorsey will present Who Is the Captain of Your Ship; Coach D will present on Diversity, Equity and Inclusion; Linda Crockett and Ken Ryan will present on Data Driven Recovery Strategies for NJ; Rick Maher will present 7 Traits of Agile Organizations; Ron Knight will present the Washington Update and John Aramini will present on Business Engagement Strategies. Further descriptions of each workshop will be forthcoming. This will all be posted on the website once finalized. The committee will also be looking at dates and locations for next year's conference.

Committee Updates:

Operations Committee: Fran Kuhn indicated that the last meeting was September 7th and Dr. Jubanyik was on the call and reported that all servers are being replaced and everything will not be on the cloud (WLL). There are some concerns about how this will impact Aztec. Local areas will be contacted about issues they may be having during this transition. She also indicated that she believes the transition to Hi-Set will be smooth. Melissa Moddy and Ahmad McDougale reported that mandates are still on track to come back in January. They are still considering a voluntary WFNJ activities model. In terms of One Stop openings, it seems that all local areas have different policies when it comes to staff and customers. Master contracts were discussed in regard to face-to-face vs. virtual services. A skill assessment survey was sent out to all local areas. An OJT draft policy will be sent out shortly for review, so keep an eye out for that. Fran reminded the group of the upcoming GSETA Institute training entitled Be in The Know. NJDOL is in the planning stage of an NGO for OJT.

MIS: Diane Seavers reported that the committee will be meeting the last Wednesday of September. She indicated that a state AOSOS Service Delivery Guide will be coming out shortly and following that guide will be a part of the monitoring process going forward. Once finalized, it will be sent out. A team came together to create an AOSOS Toolkit which can be used in training new staff. Lynda Wolf and Jamie Gomez were instrumental in its creation. Diane also indicated that if anyone needs “canned” reports to please let your MIS person know to bring it to Kamlesh Patel’s attention (NJDOJ). He does attend the committee meetings.

Fiscal Committee: Allison Spinelli reported that the committee met on September 20th. She indicated that there was a glitch in SAGE for FY22 WLL funds that prevented a draw down. This should be resolved soon. Allison reminded everyone that the final WFNJ draws for PY20 must be fully liquidated by December 31st or the funds will be rescinded. Allison noted that the allocations for Futureworks from NJDOJ did not get into some local budgets because of the timing of the award. These funds were to be used by June 30th. If your area falls into this category, Erica Slaughter indicated that an extension can be requested - submit it to Hugh Bailey. If there are technical issues with your submission of monthly reports to the state through SAGE, you are to send an e-mail to Erica, Bill and Terry letting them know of the issue and then the report will not be marked late. NJDOJ audits for FY21 have been completed and they will begin FY22 audits in October. They will be virtual monitoring. As part of the submission of cash draws, back-up documentation must be included. The committee is waiting for clarification from NJDOJ on what is considered supplies vs. equipment vs. capital purchases. At a certain level, requests to use the funds are supposed to be made to Hugh Bailey, but the line demarcating this is not clear. Julius had a question about the inventory list – Allison will share with him what she uses.

Monitoring Committee: Yolanda Taylor reported the September 16th meeting was postponed due to her mother’s passing. The next meeting will be held in November.

Policy and Legislation: Kevin Kurdziel indicated that this committee will be established after the conference and before the end of the year.

Youth Committee: Kevin Kurdziel reported the youth committee will be meeting on October 4th.

Open Discussion

Jeff Swartz indicated that he requested of Yolanda Allen and Baden Almonor a list of points of contact/directory for specific issues. Kevin indicated that Fran had asked for this as well and they indicated that they would send something out. Jeff also indicated that some areas still do not have access to LOOPS and this remains a concern. Virgen Velez indicated that she is interested in training for local staff on LOOPS now that they have access. Allison indicated that she has a desk guide for LOOPS. She will send out to Monica Mulligan for distribution to the membership.

Diane Seavers had a question for Fran Kuhn about a grant opportunity for the purchase of laptops/computers for WFNJ. Fran did not have any additional information except that local areas could request to use their WFNJ funds for this purpose. Diane also asked if the WFNJ committee was meeting yet. Fran indicated that this was still in the planning stage.

Allison Spinelli made a motion for GSETA to send a donation to the American Heart Association in memory of Yolanda Taylor’s mother. Jeff Swartz seconded the motion. There were no objections or abstentions.

Adjournment:

Fran Kuhn made the motion to adjourn the meeting. Diane Seavers seconded it. There were no objections or abstentions. The meeting was adjourned at 11:22AM. Next GSETA meeting is scheduled for October 12, 2021 at 10:00AM via Zoom

Garden State Employment and Training Association
Notes to Financial Statements
For the Period Ending August 31, 2021
(For meeting date September 21, 2021)

The Statement of Financial Position (or Balance Sheet) shows our total assets of \$205,676.29 which was reconciled to the bank statement balance of \$192,807.29.

Bank Balance as of 08/31/2021	\$196,520.34
Less uncleared transactions	<u>(\$ 8,938.67)</u>
Total Bank Accts on Statement of Financial Position	\$187,581.67
Plus Accts. Receivable	<u>\$ 31,853.00*</u>
Total Assets	\$219,434.67

**See A/R Aging Detail Report.*

The Bank Reconciliation along with the 2021 August Bank Statement has been provided to the Executive Committee.

Statement of Activity -This report reflects all funds collected and deposited as well as all checks paid in the month of August.

GSETA Institute Statement of Activity:

Unpaid invoices for the "Disruption by Design" Workshop

- Morris/Sussex/Warren
- Newark WDB / Newark Works
- Monmouth County WDB
- Greater Raritan WDB

GSETA Budget to Actual: This report will be included once the final 2021-2022 budget is approved.

Membership Information

All areas (39) have been invoiced for 2021-2022 membership for a total \$27,300. 11 membership dues have been received as of September 13, 2021.

Two membership invoices remain unpaid from 2020-2021.

- City of Newark
- Passaic County

Garden State Employment and Training Association, Inc.

Statement of Financial Position

As of August 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Main Operating Account	187,581.67
Total Bank Accounts	\$187,581.67
Accounts Receivable	
Accounts Receivable (A/R)	31,853.00
Total Accounts Receivable	\$31,853.00
Total Current Assets	\$219,434.67
TOTAL ASSETS	\$219,434.67
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
Opening Balance Equity	156,944.15
Retained Earnings	40,632.14
Net Revenue	21,858.38
Total Equity	\$219,434.67
TOTAL LIABILITIES AND EQUITY	\$219,434.67

Garden State Employment and Training Association, Inc.

A/R Aging Summary

As of August 31, 2021

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Atlantic County Workforce Development Board		700.00				\$700.00
Bergen County Workforce Development Board		1,400.00				\$1,400.00
Burlington County Workforce Development Board		2,100.00				\$2,100.00
Camden County One-Stop Career Center	700.00					\$700.00
Camden County WDB		1,400.00				\$1,400.00
Cape May County Division of Workforce Development	700.00					\$700.00
Essex County Division of Training & Employment	700.00					\$700.00
Gloucester County Department of Economic Development One-Stop Operator	700.00					\$700.00
Gloucester County Workforce Development Board	700.00					\$700.00
Greater Raritan Workforce Development Board	700.00				79.00	\$779.00
Hudson County One-Stop Center	700.00					\$700.00
Hudson County Schools of Technology	700.00					\$700.00
Lincoln Educational Services	2,500.00	2,500.00	2,500.00			\$7,500.00
Mercer County One-Stop Career Center	1,400.00					\$1,400.00
Middlesex County Office of Workforce Development	700.00					\$700.00
Monmouth County Division of Workforce	700.00					\$700.00
Monmouth Workforce Development Board	700.00				237.00	\$937.00
Morris/Sussex/Warren Employment & Training Services	700.00					\$700.00
Morris/Sussex/Warren Workforce Development Board	700.00				79.00	\$779.00
Newark Workforce Development Board	700.00				158.00	\$858.00
Newark WORKS	700.00				700.00	\$1,400.00
Ocean County Dept. of Human Services	700.00					\$700.00
Ocean County PIC	700.00					\$700.00
Ocean County PIC One-Stop	700.00					\$700.00
Passaic County WDB	700.00				700.00	\$1,400.00
Union County American Job Center	700.00					\$700.00
Union County One-Stop	700.00					\$700.00
Union County Workforce Development Board	700.00					\$700.00
TOTAL	\$19,300.00	\$8,100.00	\$2,500.00	\$0.00	\$1,953.00	\$31,853.00

Garden State Employment and Training Association, Inc.

Statement of Activity Detail

August 2021

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Ordinary Revenue/Expenditures								
Revenue								
GSETA Institute Registrations								
Disruption by Design								
08/10/2021	Pledge	1052	Mercer County Workforce Development Board	Institute	Registration for Virgen Velez	Accounts Receivable (A/R)	79.00	79.00
08/10/2021	Pledge	1052	Mercer County Workforce Development Board	Institute	Registration for John Rames	Accounts Receivable (A/R)	79.00	158.00
08/10/2021	Pledge	1052	Mercer County Workforce Development Board	Institute	Registration for Kendra Lee	Accounts Receivable (A/R)	79.00	237.00
08/10/2021	Pledge	1052	Mercer County Workforce Development Board	Institute	Registration for Shanele Gooch	Accounts Receivable (A/R)	79.00	316.00
Total for Disruption by Design							\$316.00	
Total for GSETA Institute Registrations							\$316.00	
Membership Dues								
2021-2022 Membership Dues								
08/18/2021	Pledge	1092	Passaic County Workforce Development Center	General	Membership Dues - Davidene Alpart	Accounts Receivable (A/R)	700.00	700.00
08/18/2021	Pledge	1091	Passaic County One-Stop	General	Membership Dues - Lauren Murphy	Accounts Receivable (A/R)	700.00	1,400.00
08/18/2021	Pledge	1068	Salem County Board of Social Services	General	Membership Dues - Kathy Lockbaum	Accounts Receivable (A/R)	700.00	2,100.00
08/27/2021	Pledge	1066	Cumberland County Workforce Development Board	General	Membership Dues - Allison Spinelli	Accounts Receivable (A/R)	700.00	2,800.00
08/27/2021	Pledge	1078	Jersey City Employment & Training Programs	General	Membership Dues-Katrice Thomas	Accounts Receivable (A/R)	700.00	3,500.00
08/27/2021	Pledge	1081	Middlesex County Workforce Development Board	General	Membership Dues - Kevin Kurdziel	Accounts Receivable (A/R)	700.00	4,200.00
08/30/2021	Pledge	1074	Greater Raritan One-Stop Operator	General	Membership Dues - Monica Mulligan	Accounts Receivable (A/R)	700.00	4,900.00
Total for 2021-2022 Membership Dues							\$4,900.00	
Total for Membership Dues							\$4,900.00	
Total for Revenue							\$5,216.00	
Expenditures								
GSETA Conference								
08/17/2021	Bill	5096	Motown Digital, LLC	Conference	Virtual Event Services	Accounts Payable (A/P)	4,837.50	4,837.50
Total for GSETA Conference							\$4,837.50	
Legal & Professional Services								
Consulting Services								
08/17/2021	Bill	July 31	Advise EDU	Institute	1st of 6 Equal Payments	Accounts Payable (A/P)	1,500.00	1,500.00
08/25/2021	Bill	August 2021	Advise EDU	Institute	2nd of 6 Equal Payments	Accounts Payable (A/P)	1,500.00	3,000.00
Total for Consulting Services							\$3,000.00	
Website Maintenance								
08/25/2021	Bill	GSTW01-070521	Dina Moy	General	Website Maintenance for July 2021 FINAL BILL	Accounts Payable (A/P)	285.00	285.00
Total for Website Maintenance							\$285.00	
Total for Legal & Professional Services							\$3,285.00	
Office/General Administrative Expenses								
Dues, Subscriptions & Memberships								
08/17/2021	Bill	602212	CCWDB	General	Monthly fee for Constant Contact June 3rd and July 3rd	Accounts Payable (A/P)	140.00	140.00
08/17/2021	Bill	602212	CCWDB	General	Monthly QuickBooks Fee for May 30th and June 30th	Accounts Payable (A/P)	140.00	280.00
Total for Dues, Subscriptions & Memberships							\$280.00	
Postage								
08/17/2021	Bill	602212	CCWDB	General	Postage from Click-N-Ship 5.19.2021	Accounts Payable (A/P)	7.95	7.95
Total for Postage							\$7.95	
Total for Office/General Administrative Expenses							\$287.95	
Printing								
08/31/2021	Bill	21-58854	AcuPrint	General	Yard Signs Central to explain UI not being present in the building	Accounts Payable (A/P)	872.78	872.78
08/31/2021	Bill	21-58854	AcuPrint	General	Yard Signs South to explain UI not being present in the building	Accounts Payable (A/P)	588.00	1,460.78
08/31/2021	Bill	21-58854	AcuPrint	General	Yard Signs North to explain UI not being present in the building	Accounts Payable (A/P)	570.39	2,031.17
Total for Printing							\$2,031.17	
Total for Expenditures							\$10,441.62	
Net Revenue							\$ -	
							5,225.62	

Bank Balance 6/30/21	\$	192,807.29
Revised Available Balance	\$	192,807.29

Projected Income		
GSETA Membership Dues (\$700 x 37)	\$	25,900.00
Conference Income	\$	2,500.00
GSETA Institute (300 x \$79)	\$	23,700.00
Total Income	\$	52,100.00

Total Available Funds	\$	244,907.29
Expenses		
GSETA Website Maintenance)	\$	6,400.00
Constant Contact (\$70 X 12)	\$	840.00
Annual Planning Retreat	\$	-
Food Service for General Mtg (\$300 cap x 12 mths)	\$	-
Food Service for Committee Meetings	\$	-
Insurance	\$	2,450.00
Corporate Annual Filing Fee	\$	65.00
Donations	\$	500.00
Audit and Tax Filing Fees	\$	10,350.00
Quickbooks (\$70 x 12)	\$	840.00
Postage	\$	500.00
Supplies	\$	300.00
Advocacy	\$	5,000.00
Conferences	\$	3,000.00
Institute	\$	25,000.00
Virtual Conference	\$	50,000.00
Memberships	\$	1,000.00
Professional Development	\$	5,000.00
Professional Services (Contracted Staff)	\$	25,000.00
Zoom Account (Webinar Annual License)	\$	1,000.00
Total Expenses	\$	137,245.00
Projected Fund Balance	\$	107,662.29
Projected Year-End Balance	\$	107,662.29

Bank Balance 6/30/20	\$	157,327.56
Ice Bond Fraud Reimbursement	\$	50,000.00
Revised Available Balance	\$	207,327.56
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Projected Income		
Membership Dues (\$700 x 37)	\$	25,900.00
Conference Income	\$	2,500.00
GSETA Institute (300 x \$79)	\$	23,700.00
Total Income	\$	52,100.00
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Total Available Funds	\$	259,427.56
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Expenses		
Website Maintenance (\$285 x 12)	\$	3,420.00
Constant Contact (\$70 X 12)	\$	840.00
Annual Planning Retreat	\$	-
General Mtg (\$300 cap x 12 mths)	\$	-
Service for Committee Meetings	\$	-
Insurance	\$	2,450.00
Corporate Annual Filing Fee	\$	65.00
Donations	\$	500.00
Audit and Tax Filing Fees	\$	10,350.00
Quickbooks (\$70 x 12)	\$	840.00
Postage	\$	400.00
Supplies	\$	240.00
Advocacy	\$	5,000.00
Conferences	\$	2,500.00
Memberships	\$	1,000.00
Professional Development	\$	5,000.00
Professional Services (Contracted Staff)	\$	25,000.00
Website Redesign & Hosting	\$	30,000.00
Account (Webinar Annual License)	\$	1,000.00
Total Expenses	\$	88,605.00
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Projected Fund Balance	\$	170,822.56
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Transfer of Equity (Conference)	\$	50,000.00
Transfer of Equity (Institute)	\$	25,000.00
Projected Year-End Balance	\$	95,822.56
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