GSETA Meeting Minutes 3/13/24 Virtual via Zoom

	Madainal
Local Area/Contact	Virtual
Atlantic County	
Fran Kuhn	X
Bergen	
Tammy Molinelli	X
Burlington	
Barbara Weir	Х
Kelly West	Х
Camden	
Frank Cirii	Х
Jeff Swartz	Х
Leslie Williams	Х
Cumberland/Salem/Cape May	
Christy DiLeonardo	Х
Jamie Gomez	Х
Bobbi-Jo Taylor (ALT J. Gomez)	Х
Amy Ronketty	Х
Essex County	
Valentina Richardson-Green	Х
Janine Schaeffer	Х
Gloucester	
Eileen Gallo	Х
Michelle Shirey	X
Allison Spinelli	Х
Alisha Thompson (ALT to S. Hart)	X
Greater Raritan	
Paul Grzella	Х
Monica Mulligan (ALT to C. Peake)	X
Christopher Peake	X
Fernandel Almonor	X
Hudson	~
Keri Sullivan	Х
William Holt	X
Middlesex County	^
Kevin Kurdziel	V
Monmouth	X
	V
Yolanda Taylor	Х
Morris/Sussex/Warren	
Victoria Bollhardt	X
Diane Paz	X
Beth Rodgers	Х
Newark	
Karen Gaylord	Х
Ocean	
Kimberly Clayton (ALT K. Liguori)	Х
Kim Liguori	Х
Cheryl Meyer	Х
Diane Monte	Х
Passaic County	
Davidene Alpart	Х
Sofia Comas-Phillips	Х
Velanae Rojas (ALT to D. Alpart)	Х
Guests	
Deanine Muniz (Hudson)	Х
Curtia Orr (Newark)	Х
Staff	
Samantha Pfeiffer	Х

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Welcome and Introductions

Kevin Kurdziel called the meeting to order at 10:02AM and welcomed membership to the March meeting.

Correspondence

Monica Mulligan indicated that there was no new correspondence.

February 14, 2024 Minutes

The minutes of the February 14, 2024 GSETA General Membership meeting were presented by Monica Mulligan.

Jeff Swartz made a motion to approve the minutes as presented; Yolanda Taylor seconded the motion. There were no objections or abstentions. The motion passed.

Treasurer's Report

Allison Spinelli presented the Treasurer's Report through March 6, 2024 (see attached).

Kevin Kurdziel reported that GSETA's non-profit status had been suspended while the finances have been straightened out due to the legal issues around the previous Treasurer. He indicated that the 501c3 status is now back in place and GSETA is in good standing with the IRS.

Leslie Williams made a motion to approve the Treasurer's Report as presented; Fran Kuhn seconded it. There were no objections or abstentions. The motion passed.

President's Report

Kevin Kurdziel reported that he has finished his medical treatments and thanked everyone for their support. He also indicated that he heard from Larry Sternbach, and he is enjoying retirement and wanted to send his well wishes to GSETA. Kevin introduced Valentina Richardson-Green, a new GSETA member from Essex County. Kevin indicated he would have to leave the meeting at about 10:30AM for another meeting.

Executive Director Report

Samantha Pfeiffer reported that conference planning and GSETA institute planning continue underway.

Antonio Rivera asked if GSETA would be paying conference fees up front or if staff would have to pay out of pocket and be reimbursed. Samantha indicated that GSETA is in the process of securing a credit card so that nobody would have to pay out of pocket.

Leslie Williams indicated that Camden County needs additional back-up documentation for some of the training. Samantha indicated she would talk to Leslie offline to discuss her needs.

Christy DiLeonardo indicated that the local area also needs additional documentation as there are questions about procurement for training. Kevin Kurdziel indicated that there is no need for procurement since the allocation for local areas from NJDOL earmarked 1% of the total grant fund from each area to go to GSETA. Christy indicated that she would still need

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additional documentation. Lelie Williams indicated that NJDOL issued a NJWIN addressing training. Antonio Rivera indicated that there are no procurement issues because the NJDOL has a policy in place indicating 1% of funds must go to GSETA. He indicated he could provide more information to Christy after the meetings. Frank Cirri expressed concerns about the training funds and how NJDOL would view that during an audit. Kevin Kurdziel indicated that he does not understand why New Jersey considers themselves different than any other state, as this process that GSETA is following is in alignment with what other states do with WIOA funds. Fran Kuhn indicated these training funds are necessary to sustain the GSETA Institute and give GSETA a national presence.

By-law Changes

Samantha Pfeffer indicated that with all the changes going on with the local governance policy, service integration and coenrollment, GSETA will be holding off making any changes right now and will leave any changes to the by-laws up to the new GSETA leadership that will be elected in May and start their terms in July.

Membership Levels

Samantha Pfeiffer indicated that she wanted GSETA to consider adding a new associate membership level for GSETA in the amount of \$250.00. Membership at this level will allow organizations to attend meetings and receive GSETA contact info. They would not have any voting rights.

Membership Dues

Samantha Pfeiffer reported that she and Allison Spinelli reviewed the GSETA budget for the last few years and determined that \$700.00 is not enough to keep the organization running when the Executive Director position is included. She indicated that in researching other states, \$1250.00 per membership seems reasonable for the new membership fee. Leslie Williams indicated that she would like to see a budget outline. Davi Alpart expressed interest in what GSETA dues support. Allison indicated that she is working on a budget that will separate conference from membership from professional development and will present that to members. She indicated that dues had not been raised since at least 2019, though the \$700.00 membership fee may have been in place longer than that. Antonio Rivera indicated that he supports raising the dues and it helps support capacity or GSETA since it is not fully reliant on volunteers to accomplish tasks. Samanth also asked GSETA to consider expanding the number of GSETA slots per local area from three to five. She also indicated that in the new program year, there would be stricter adherence to members vs. alternates attending. Tammy Molinelli gave her support for the dues increased indicating that GSETA must be all in if it wants to build capacity. Fran Kuhn agreed. Beth Rodgers indicated that this is a significant increase and inquired if the number of memberships were expanded, would there be any discount in membership dues. Monica Mulligan indicated that if membership per local area was increased from three to five, it would mean that there would be 85 primary GSETA members. Jamie Gomez asked if the increase in membership slots could be applied only to areas that represent more than one county. Leslie Williams indicated that she did not think 85 members would be difficult to manage, as she belongs to an organization that has about 300 members and they occasionally have inperson meetings. Yolanda Taylor asked who the additional memberships would be for if expanded from three to five. Antonio River stated that he thinks the expansion would be a terrible idea. He indicated that each local area is organized under one WDB and GSETA should follow that model. Victoria Bollhardt indicated that the three memberships would give one spot each for WDB, One Stop Operator and Career Services. Though her local area covers three counties, she manages services in all three – there are no separate entities providing services in the three counties. Jeff Swartz agreed that GSETA should keep things simple and remain with the 17 local areas and three membership slots. Frank Cirri suggested that GSET do some strategic planning for the organization. Antonio Rivera agreed, indicating GSETA should be updating the state on the direction it is taking and. Davi Alpart indicated that GSETA should re-evaluation the mission statement so that if

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everyone is all in, they know that they are all going in the same direction. Samantha will send out a survey on the topic of expanding membership slots to GSETA members.

Committee Consolidation

Samantha Pfeiffer indicated that with an on-going goal of reducing the number of meeting members need to attend, the topic of consolidating GSETA subcommittees was discussed. She indicated that members of the Executive Committee would take the lead with running subcommittees, with assistance from a co-chair. Davi Alpart indicated that if this change is made the by-laws would have to be updated.

Election of Officers

Samantha Pfeiffer indicated that she would be reaching out to Davi Alpart about the process of nominating and electing officer. Virgen Velez also has assisted in this area, but she is in the middle of a major monitoring. Samantha indicated that attendance from July – April would be included in the requirement for 75% meeting attendance for all nominees. If anyone is interested in any of the positions, please reach out to someone in that position now to find out more about the position. Nominees must also have their current year membership paid.

Transition of Officers

Samantha Pfeiffer indicated that elections will be in May and that the Executive Committee in June would allow for the old and the new officers to meet and transition.

Committee Updates

WDB Directors – Fran Kuhn reported that at the last meeting there was discussion of TEGL 323 on advertising and what can be done under this guidance. Jeff Swartz indicated that there was also discussion about the ETPL and IGX issues.

Operations – Fran Kuhn reported that NJDOL realized that it made some mistakes with the rollout of IGX but that they are in the process of trying to fix them. He indicated that Leslie Hirsch believes the problems should be worked out in the next week. Davi Alpart indicated that it did seem that there was some movement with changes in IGX. Fran also reported that there will need to be more discussion around co-enrollment and service integration. Samantha Pfeiffer indicated that there is a meeting scheduled with NJDOL to discuss training in this area.

Monitoring – Yolanda Taylor reported that they have not met and the 2024 meeting dates are being developed.

MIS -The next meeting is scheduled for 3/27/24. M/S/W may have someone interested in chairing. Samantha Pfeiffer indicated that she may run the next meeting since there is currently no chair.

Professional Development – Samantha Pfeiffer reported that the committee is meeting on 3/19/24. She reminded. She reported that there will be no Wellness Wendesdays in April and May, but they will resume in June. The MHANJ is providing these trainings for free.

Conference Committee – Samantha indicated that the committee is meeting on 3/15/24. They have two confirmed \$7500 sponsors and one \$1,000 sponsor. She is putting out a call for speakers and is looking for best practices from other states, youth, and apprenticeships for workshop slots. Samantha indicated that NJDOL indicated they will be registering 250 staff to attend the conference. Ideal from Atlantic County will be providing youth to again help direct people at the conference, as it worked out well last year.

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Youth Committee – Kim Ligouri reported that there is no update. The next meeting is scheduled for 6/5/24. Apryl Caldwell from Essex County volunteered to chair the committee. Samantha Pfeiffer indicated that she would follow up with her.

Fiscal Committee - Victoria Bollhardt reported that the committee met on 3/5/24. There will be a demo of the new system replacing Sage on March 19th from 1PM – 3PM. WDBs are encouraged to send representation as the new system will be replacing Sage. Terri Vallely from OIA indicated that USDOL is looking closely at the fiscal agent WDB organizational structure and that they may been requesting personnel files to make sure jobs were posted appropriately. They have also been requesting local treasury contacts. There was also a reminder from NJDOL to make sure supporting documents for state reports are uploaded to Sage. The next committee meeting is tentatively scheduled for 5/21/24. Antonio wanted to know if there was any policy updates around indirect costs. Victoria indicated that NJDOL indicated they are working on that, and that Emily Watts requested County contacts in treasury to discuss. Fran Kuhn indicated that that he had some discussion with OIA with for-profit organizations. Victoria indicated that OIA indicated Ramona was the USDOL contact on this issue.

Open Discussion

None

Adjournment:

Davi Alpart made a motion to adjourn the meeting; Yolanda Taylor seconded the motion. There were no objections or abstentions. The motion passed. The meeting was adjourned at 11:34 AM.

Statement of Financial Position

As of March 6, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Main Operating Account	248,503.58
Total Bank Accounts	\$248,503.58
Accounts Receivable	
Accounts Receivable (A/R)	578,123.17
Total Accounts Receivable	\$578,123.17
Total Current Assets	\$826,626.75
TOTAL ASSETS	\$826,626.75
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00
Total Accounts Payable	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
Opening Balance Equity	156,944.15
Retained Earnings	327,418.74
Net Revenue	342,263.86
Total Equity	\$826,626.75
TOTAL LIABILITIES AND EQUITY	\$826,626.75

Statement of Activity

July 1, 2023 - March 6, 2024

	TOTAL
Revenue GSETA Annual Conference 2022	
2022 Conference Registration	275.00
Total GSETA Annual Conference 2022	275.00
Sales	786,569.89
Total Revenue	\$786,844.89
GROSS PROFIT	
	\$786,844.89
Expenditures	110.00
Bank Charges & Fees	110.00
Consulting GSETA Conference	56,219.50
Consulting	200,416.11 1,500.00
Hotel Fees	68,481.79
Promotional	8,863.10
Supplies & Materials	662.52
Workshop Vendor	8,000.00
Total GSETA Conference	287,923.52
GSETA Institute	
Training Vendor	8,750.00
Total GSETA Institute	8,750.00
Insurance	1,558.62
Legal & Professional Services	1,270.70
Audit and Tax Service	5,750.00
Website Maintenance	5,930.50
Total Legal & Professional Services	12,951.20
Meeting Expense	10,796.05
Office/General Administrative Expenses	10,750.00
Dues, Subscriptions & Memberships	2,515.38
Office Supplies & Software	7,049.00
Postage	13.20
Total Office/General Administrative Expenses	9,577.58
Other Business Expenses	33.00
Professional Development	50,000.00
Conferences	4,470.00
Total Professional Development	54,470.00
Reimbursable Expenses	1,339.03
Rent & Lease	833.90
Total Expenditures	\$444,562.40
NET OPERATING REVENUE	\$342,282.49
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Other Expenditures	10.00
Other Miscellaneous Expense Total Other Expenditures	18.63 \$18.63

Statement of Activity July 1, 2023 - March 6, 2024

	TOTAL
NET OTHER REVENUE	\$ -18.63
NET REVENUE	\$342,263.86

Statement of Activity Detail

February 2024

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
	nue/Expenditures							
Expenditures	;							
Consulting								
02/22/2024		Feb. 2024	Samantha Pfeiffer	Conference	Consulting Services for 1/29/24 to 2/23/24 Conference (40 hours @ \$49)	Accounts Payable (A/P)	1,960.00	1,960.00
02/22/2024		Feb. 2024	Samantha Pfeiffer	General	Consulting Services for 1/29/24 to 2/23/24 General (38 hours @ \$46)	Accounts Payable (A/P)	1,748.00	3,708.00
02/22/2024 Total for Con		Feb. 2024	Samantha Pfeiffer	Institute	Consulting Services for 1/29/24 to 2/23/24 Institute (40 hours @ \$48)	Accounts Payable (A/P)	1,920.00 \$5,628.00	5,628.00
	-						φ 3,020.0 0	
GSETA Instit								
Training Ver 02/01/2024		10112228542	LinkedIn Corporation	Institute	LinkedIn Learning Pro for Government 2/1/24 to 6/30/24	Accounts Payable (A/P)	8,750.00	8,750.00
	aining Vendor	10112220342		monute			\$8,750.00	0,700.00
	ETA Institute						\$8,750.00	
							φ8,730.00	
Audit and Ta	essional Services							
02/05/2024		114222	Bowman & Company	General	Preparation of 1099 forms for the year 2023	Accounts Payable (A/P)	750.00	750.00
	dit and Tax Service		Dominan a Company	Gonoral		noocume r ayable (rrr)	\$750.00	700.00
Website Ma							• • • • •	
02/01/2024		2390 & INV-27550-24	Bayshore Solutions/Spinutech, LLC	General	GSETA Website Hosting Feb. 2024 - Invoice 2390	Accounts Payable (A/P)	173.50	173.50
02/01/2024		2390 & INV-27550-24	Bayshore Solutions/Spinutech, LLC	General	GSETA Website Maintenance Web Support (11.75hour) - INV-27550-24	Accounts Payable (A/P)	1,997.50	2,171.00
Total for We	ebsite Maintenance						\$2,171.00	
Total for Leg	al & Professional Services						\$2,921.00	
Professional	Development							
Conference	S							
02/22/2024	4 Bill	Forum-Burlington	National Association of Workforce Boards	Institute	2024 NAWB Conference Advance Registration for K. West and B. Weir	Accounts Payable (A/P)	2,700.00	2,700.00
Total for Co	onferences						\$2,700.00	
Total for Prot	fessional Development						\$2,700.00	
Total for Expe	enditures						\$19,999.00	
Net Ordinary R	Revenue						\$ -19,999.00	
Other Revenue	e/Expenditure							
Other Expend	diture							
Other Miscel	llaneous Expense							
02/05/2024		Feb. 2024	Fiserv-CloverConnect	Conference	Credit Card Processing Fee	Accounts Payable (A/P)	18.63	18.63
Total for Oth	er Miscellaneous Expense						\$18.63	
Total for Othe	er Expenditure						\$18.63	
Net Other Reve	enue						\$ -18.63	
Net Revenue							\$ -20,017.63	

A/R Aging Detail

As of March 6, 2024

DATE TF	RANSACTION TYPE	NUM	CUSTOMER	DUE DATE	AMOUNT	OPEN BALANCE
91 or more days pa	ast due					
08/04/2021 Pl	ledge	1071	Essex County Division of Training & Employment	09/03/2021	700.00	700.00
08/05/2021 Pl	• ·		HCJC Workforce Development Board	09/04/2021	700.00	700.00
11/10/2021 PI	ledge	1145	Christine Gillespie	12/10/2021	225.00	225.00
02/11/2022 PI	ledge	1281	Deborah Fleming	03/13/2022	79.00	79.00
02/14/2022 PI	ledge	1322	Kate Read	03/16/2022	79.00	79.00
08/08/2022 PI	ledge	1367	Hudson County Schools of Technology	09/07/2022	700.00	700.00
08/09/2022 PI	ledge	1384	Union County One-Stop	09/08/2022	700.00	700.00
09/08/2022 PI	ledge	1405	Maureen Ochse	10/08/2022	275.00	275.00
10/12/2022 PI	ledge	1594	HCJC Workforce Development Board	11/11/2022	275.00	275.00
12/20/2022 PI	ledge	1652	Michelle Deflippo	01/19/2023	150.00	150.00
01/11/2023 PI	ledge	1658	Jeannette Stevens	02/10/2023	175.00	175.00
01/11/2023 Pl	ledge	1659	Lillian Pichardo-Mancheno	02/10/2023	175.00	175.00
03/03/2023 PI	ledge	1665	Charles Wallace	04/02/2023	175.00	175.00
05/04/2023 PI	ledge	1681	Greater Raritan Workforce Development Board	06/03/2023	3,308.00	3,308.00
05/04/2023 PI	ledge	1677	Camden County WDB	06/03/2023	5,831.00	5,831.00
05/31/2023 PI	ledge	1700	Hudson County Schools of Technology	06/30/2023	600.00	600.00
05/31/2023 PI	ledge	1699	Leaders For Life NJ	06/30/2023	1,200.00	1,200.00
06/05/2023 PI	ledge	1709	Paula Genschow	07/05/2023	600.00	600.00
06/05/2023 PI	ledge	1711	Rebecca Clarke	07/05/2023	600.00	600.00
06/26/2023 PI	ledge	1739	Rutgers, The State University of NJ	07/26/2023	600.00	600.00
06/26/2023 PI	ledge	1740	Middlesex County Workforce Development Board	07/26/2023	1,200.00	1,200.00
08/14/2023 PI	ledge	1782	Maureen Ochse	09/13/2023	600.00	600.00
08/14/2023 PI	ledge	1787	Dun & Bradstreet	09/13/2023	600.00	600.00
	ledge	1779	Equus Workforce Solutions	09/13/2023	1,200.00	1,200.00
	ledge	1818	Mercer County Workforce Development Board	09/30/2023	600.00	600.00
08/31/2023 PI	ledge	1820	Virgen Velez	09/30/2023	1,200.00	1,200.00
	ledge	1823	Union County American Job Center	09/30/2023	1,800.00	1,800.00
	ledge	1826	Council of Carpenters	10/07/2023	300.00	300.00
	ledge	1829	Welsey Jones	10/07/2023	300.00	300.00
	ledge	1831	Ashton Stripling	10/07/2023	300.00	300.00
09/07/2023 PI	ledge	1832	Samantha Ross	10/07/2023	300.00	300.00
09/07/2023 PI	ledge	1833	Newark WORKS	10/07/2023	7,200.00	7,200.00
	ledge	1837	Virgen Velez	10/09/2023	3,600.00	3,600.00
	ledge	1845	Sarah Singer-Quast	11/01/2023	470.00	470.00
10/02/2023 PI	ledge	1847	Jacqueline Jetter	11/01/2023	470.00	470.00
10/02/2023 PI	ledge	1844	the Work Effect	11/01/2023	600.00	600.00
Total for 91 or more	e days past due				\$37,887.00	\$37,887.00
61 - 90 days past d	lue					
	ledge	1853	Atlantic County Workforce Development Board	12/31/2023	36,060.87	36,060.87
	ledge	1856	Camden County WDB	12/31/2023	40,841.55	40,841.55
	ledge	1854	Bergen County Workforce Development Board	12/31/2023	47,428.65	47,428.65
	ledge	1857	Cumberland County Workforce Development Board	12/31/2023	53,768.16	53,768.16
	ledge	1860	Greater Raritan Workforce Development Board	01/03/2024	17,666.81	17,666.81
	ledge	1859	Gloucester County Workforce Development Board	01/03/2024	18,605.73	18,605.73
	ledge	1862	Mercer County Workforce Development Board	01/03/2024	22,477.15	22,477.15
	ledge	1864	Monmouth Workforce Development Board	01/03/2024	31,827.83	31,827.83
	ledge	1867	Ocean County Dept. of Human Services	01/03/2024	35,179.72	35,179.72
	ledge	1865	Morris/Sussex/Warren Workforce Development Board	01/03/2024	38,794.01	38,794.01
	ledge	1869	Union County Workforce Development Board	01/03/2024	38,991.60	38,991.60
	ledge	1866	Newark Workforce Development Board	01/03/2024	50,199.95	50,199.95
	ledge	1861	HCJC Workforce Development Board	01/03/2024	51,106.72	51,106.72
	ledge	1868	Passaic County Workforce Development Center	01/03/2024	57,287.42	57,287.42
Total for 61 - 90 day	•	1000	Augulo County Working Bevelopment Center	01/00/2024	\$540,236.17	\$540,236.17
TOTAL	A - Lane, 200				\$578,123.17	\$578,123.17
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