



GSETA Fiscal Committee Meeting
Virtual via Microsoft TEAMS
Tuesday, December 17, 2024 at 9:00 AM

Agenda

NJDOL Office Internal Audit (OIA) Updates

- Introducing new OIA Assistant Director, Luz Dow
- Emily Watts and James Reed have been prompted to Supervising Fiscal Monitors.
- Discuss changes to OIA New Fiscal Monitoring program (attached spreadsheet)
- OIA new policy, if WDB is non-responsive to the draft report final report will be sent out in 10 business days to the CEO or County Commissioner without WDB response.
- Separation of WDB and One-Stop Career Services on the ORG chart and WDB director and one-stop director report to separate chains of command
- Requesting new policies and procedure list for fiscal monitoring, must detail that the procedures are for WDB

NJDOL Fiscal and Accounting

- Closeout –
 - PY22/FY23 – WIOA grant ended 06/30/24. Final July report was due 08/15/24. Not all counties have submitted finals so please do so no later than this Friday, 12/20/24.
 - PY23/FY24 - WFNJ – all cash draws should be submitted no later than December 23rd. Final January report is due 02/15/25.
- PY24/FY25 – Please make sure the expenditure report matches the supporting documentation for all reports.

Q & A and Open Discussion

Upcoming Meetings:

- 3/4/25 at 9:00 AM via TEAMS
- 5/20/25 at 9:00 AM via TEAMS



AI Meeting Minutes:

Summary:

Victoria Bollhardt initiated the meeting, allowing participants to join before Theresa Vallely introduced Luz Dow as the new assistant director of internal audits and announced the promotions of Emily Watson and James Reed to supervisors in fiscal monitoring. Theresa emphasized the necessity of timely responses in fiscal monitoring, stating that reports must be issued regardless of whether the web director responds. She also highlighted the need for an organizational chart for the Workforce Investment Board (WIB) and its sub-recipients, asserting that the WIB should maintain its own budget and oversight responsibilities.

Theresa further stressed the importance of having comprehensive policies and procedures available on workforce development boards' websites, akin to previous requirements for one-stop centers. She noted ongoing compliance issues and the issuance of non-compliance letters by Dr. Yolanda Allen, the federal project officer for New Jersey. Sandy raised concerns about Bergen County's non-compliance, drawing from her own county's experiences, while Theresa acknowledged Middlesex County's proactive measures in addressing similar issues, contrasting them with the lack of engagement from other counties.

Victoria sought clarification on the responsibility for the state report, with Leslie explaining the current process involving the One Stop and the county's sign-off in the IGX system. Theresa reiterated the importance of fiscal monitoring and reporting, emphasizing collective responsibility among all parties. Pamela discussed Equus's role in submitting bills and preparing reports, while Sally provided an overview of the closeout requirements for the WIOA grant, urging timely submissions. The meeting concluded with a discussion on the challenges faced by counties that did not receive the Learning Link award in providing instructional services with WIOA funds, with Theresa indicating that guidance would be forthcoming for those not awarded innovation opportunity grants.

Chapters & Topics:

Introduction of New Team Members and Updates

Victoria Bollhardt welcomed attendees and noted the presence of several team members. Theresa Vallely introduced Luz Dow, the new assistant director of internal audits, highlighting her background and experience. Additionally, Vallely announced the promotions of Emily Watson and James Reed to supervisory roles in fiscal monitoring.

- * Introduction of Luz Dow as the new Assistant Director of Internal Audit.

Fiscal Monitoring and Organizational Structure Discussion

Theresa Vallely addressed the process of fiscal monitoring, noting that responses to draft reports are required within 30 days to ensure timely reporting to county executives. She emphasized the necessity of having an organizational chart for the WIB and its sub-recipients, as well as the importance of the WIB maintaining its own budget. Vallely also mentioned challenges in obtaining clear organizational structures and the need for compliance in monitoring roles.

- * Importance of having organizational charts and policies for Workforce Investment Boards (WIB).

Policies and Procedures for Workforce Development Boards

Theresa Vallely discussed the expectation for workforce development boards to maintain updated policies and procedures on their websites, highlighting concerns raised in previous audits. Tammy Molinelli suggested that a letter from Vallely's office could clarify the boards' responsibilities to stakeholders. Vallely acknowledged the challenges faced by local areas in achieving compliance and mentioned ongoing meetings addressing these issues.

Discussion on Fiscal Monitoring and Compliance Challenges

Sandy discussed how her county turned non-compliance into an opportunity for improvement, while Theresa praised Middlesex County for their swift response to compliance issues. She highlighted the challenges faced in getting cooperation from other counties, noting that some officials resist necessary changes. The conversation emphasized the need for better fiscal monitoring and clearer roles within workforce development boards.

Discussion on State Report Responsibilities and IGX System Sign-offs

Victoria Bollhardt raised concerns about the responsibilities for the state report, emphasizing that the WDB should be involved. Leslie Williams detailed the existing process where the One Stop submits invoices to the county for approval, while Theresa Vallely highlighted the historical context of the county's practices. Ann Lord suggested that additional authorized officials could be added in the IGX system to facilitate the sign-off process.

Monitoring and Reporting Updates

Theresa Vallely stressed the expectation from USDOL that all parties must be aware of their responsibilities regarding fiscal monitoring. Pamela Shepherd confirmed that Equus submits bills and prepares reports, and she is training a new monitor to handle fiscal and program monitoring. Vallely also recounted past challenges faced by Newark in meeting these requirements.

- * Discussion on fiscal monitoring processes and timelines.

- * Clarification of roles and responsibilities regarding fiscal monitoring and reporting.

Grant Closeout and Reporting Requirements

Sally Pezzino discussed the closeout process for the WIOA grant, highlighting that final reports were due and urging those who had not submitted to do so by the upcoming Friday. She also addressed the WFNJ for PY23 fiscal year 24, noting that the final January report is due in February and that drawdowns should be submitted by the 23rd to avoid processing delays.

- * Updates on grant closeout procedures and reporting deadlines.

Discussion on Learning Link Guidance and Funding Utilization

Pamela inquired about the provision of instructional services for counties that did not receive the Learning Link award, prompting a discussion on the use of WIOA funds. Theresa indicated that guidance is forthcoming for those not awarded innovation opportunity grants. Victoria and Sandy discussed potential coding for services and the importance of ensuring training providers are on the ETPL. The need for clear guidance was emphasized to avoid mismanagement of funds.

Action Items:

- * Victoria Bollhardt will share the attached spreadsheet for fiscal monitoring with the team.
- * The fiscal monitoring team will request organizational charts for the WIB and its sub-recipients to ensure proper oversight and compliance.
- * Luz Dow will reach out to Emily and Jimmy for additional information regarding fiscal monitoring.
- * Theresa Vallely will follow up with the team to ensure all WIBs have the necessary policies and procedures in place.
- * Sally Pezzino will ensure all requests for drawdowns in January are emailed by the sixth for final report accuracy.
- * Paul Grzella will send an updated list of all casita membership with emails to Sally Pezzino.
- * Theresa Vallely will forward the email regarding guidance on Learning Link to the appropriate parties.
- * The sender will forward an email to Kendra or Denise regarding Title One eligibility training as soon as possible.
- * The meeting minutes will highlight the pod and ensure guidance is provided in the follow-up email to the concerned parties.
- * Sally Pezzino will confirm the reporting requirements for PY24 expenditures and communicate any updates to the team.

Key Questions:

- * How can we clarify the roles of fiscal agents and WIBs in the monitoring process?
- * What are the specific policies and procedures that WIBs need to have in place?
- * What guidance will be provided for counties that did not receive innovation opportunity grants?

Notepad:

- * No notes