

Garden State Employment & Training Association Monitoring Committee February 19, 2025  
Meeting Summary

Attendees

Davidene Alpart – Passaic	Diane Paz – Morris/Sussex/Warren
Oswaldo Arango – DOL	Diane Piggot - Newark
John Bicica – DOL	Raji Ramachandra - DOL
Victoria Bollhardt – Morris/Sussex/Warren	James Reed - DOL
Christy DiLeonardo	Mariam Said
Luz Dow – DOL	Anthony Scott – Cumb/Salem/Cape May
Christian Estevez	Allison Spinelli
Daysi Gonzalez	Frank Stillitano
Paul Grzella – Greater Raritan	Keri Sullivan - Hudson
Ye (Grace) Guoxiang – Newark	Sabrina Sullivan - DOL
Richelle Hardison – Camden	Yolanda Taylor - Monmouth
Nicholas Intromasso – Monmouth	Chiara Tramo
William McDaniel – Essex	Teresa Valley - DOL
Tammy Molinelli – Bergen	Mark Vankampen - DOL
Alicia Oatman – Atlantic	Monica VanPelt
Innocent Okemezie – Newark	Kelly West - Burlington
Kelly O’Neill-McGuire – Morris/Sussex/Warren	Sonja Williams - Newark

The quarterly GSETA Monitoring Committee convened to discuss compliance, fiscal integrity, and performance goals. Kelly O’Neill McGuire welcomed participants and introduced Terry Valley from the Office of Internal Audit, who provided an overview of fiscal monitoring. The meeting aimed to align new members with the committee's expectations and foster collaboration among attendees. Allison Spinelli noted a shift in focus from program to fiscal monitoring, while Emily Watts emphasized the responsibilities of Workforce Development Boards in overseeing sub-recipients and the importance of delineating roles between the boards and One-Stop Career Services.

Emily Watts elaborated on the differences between findings and areas of concern in compliance monitoring, stressing that unaddressed areas of concern could lead to future findings. She outlined recent changes in the audit program, including payroll reviews and cash disbursement reconciliations. James Reed highlighted the need for detailed documentation of monitoring activities, which should be continuously updated to reflect evolving risks. The discussion also covered the transition from a narrow focus on one-stop centers to a broader approach that includes oversight of various subrecipients, with an emphasis on proper procurement practices.

The committee reviewed the Core Monitoring Guide from the USDOL, which provides templates and forms for program, administrative, and fiscal monitoring. Emily encouraged participants to utilize the guide while acknowledging that not all content may be applicable to their needs. The conversation also addressed the monitoring responsibilities of various entities,

including the chief elected official and the fiscal agent, with a focus on ensuring prudent fund usage. William McDaniel introduced a daily monitoring review tool for documenting compliance during visits, while Kelly raised questions about the monitoring of training vendor schools, seeking input from attendees.

### **Introduction and Purpose of the GSETA Monitoring Committee Meeting**

Kelly O'Neill McGuire opened the quarterly GSETA Monitoring Committee meeting, encouraging participants to introduce themselves in the chat. She highlighted the committee's objectives, which include compliance with regulations, fiscal integrity, and continuous improvement in service delivery. Terry Vallely from the Office of Internal Audit was introduced to provide a fiscal monitoring overview.

- Purpose and responsibilities of the quarterly monitoring committee.

### **Program Monitoring and Fiscal Responsibilities**

Allison Spinelli noted that the committee's focus has transitioned to fiscal monitoring due to its increased priority. Emily Watts explained that Workforce Development Boards are responsible for monitoring their sub-recipients and that there should be a clear separation between the roles of the boards and One-Stop Career Services to avoid conflicts. She also mentioned the need for separate cost allocation plans and proper tracking of expenditures.

- Importance of maintaining separation between Workforce Development Boards and One-Stop Career Services.

### **Areas of Concern and Recent Changes in Compliance Monitoring**

Emily Watts explained the importance of differentiating between findings, which are clear non-compliance issues, and areas of concern, which serve as warnings for potential future findings. She mentioned the addition of a full payroll review to the audit program and the need to reconcile cumulative cash disbursement totals. Additionally, she noted recent changes to the uniform guidance, including an increase in the de minimis indirect rate and the single audit threshold.

### **Monitoring Subrecipients and Program Evaluation**

James Reed outlined the expectations for monitoring programs, stressing the need for detailed documentation of tests, results, and monitoring activities. He indicated that this documentation should evolve with changing risks and should be similar across different local areas. Theresa Vallely noted the shift from monitoring one-stop centers to a broader approach that includes various subrecipients, emphasizing the importance of having proper reports and programs in place.

### **Financial Monitoring of Subrecipients**

Emily Watts outlined key monitoring practices for subrecipients, including checking payroll registers for compliance with salary caps and verifying fringe benefit rates. Theresa Vallely added that monitoring responsibilities should be clearly defined in MOUs and contracts,

ensuring that the Workforce Development Board is aware of fiscal issues. James Reed stressed the importance of establishing clear communication channels for information transmission from subrecipients.

#### Core Monitoring Guide and Training Resources

Emily introduced the Core Monitoring Guide from the USDOL resources page, emphasizing its extensive coverage of program, administrative, and fiscal monitoring. She pointed out that while the guide is lengthy, it contains valuable resources, including templates in the appendix. Theresa added that their program was built off this guide but significantly condensed.

- Resources available for sub-recipient monitoring and fiscal oversight.

#### Monitoring Responsibilities and Oversight

James Reed clarified that the chief elected official is responsible for monitoring funding, while the Workforce Development Board oversees program implementation. Theresa Vallely highlighted the necessity for rigorous financial monitoring of sub-recipients, including reviewing their cost allocation plans and timekeeping systems to ensure compliance and prevent double billing.

#### Monitoring Program Updates

Kelly asked if there was a monitoring schedule, and it was confirmed that there isn't a fixed schedule, as it is determined on a risk-based basis. Luz noted that they have visited four areas and are planning to visit Somerset soon. Theresa emphasized the federal requirement for annual monitoring of all local areas, which has continued even during the pandemic.

#### Monitoring Tool Presentation by William McDaniel

William McDaniel shared a daily monitoring review tool that assists monitors in documenting their visits to vendors. The form captures essential details such as date, vendor information, and outcomes, while also encouraging descriptive feedback on the vendor's environment and operations. This information is valuable for compliance assessments and can be used in reports for the WIB board.

- Discussion on corrective actions and monitoring processes for vendors.

#### Industry Value Credential List and Vendor Monitoring Updates

Kelly O'Neill McGuire provided an update on the industry value credential list, indicating that it is managed by the Department of Education, which is focused on K-12 education. She inquired about the monitoring of training vendor schools and mentioned her communication with Nancy Heiler, who directed her to the Training and Evaluation Unit. Monica VanPelt clarified that the responsibility for monitoring vendors lies with the board, and that site visits are for new schools.

### **Action Items**

Theresa Vallely will ensure that the document regarding fiscal monitoring is shared in the chat.

#### **Completed**

Emily Watts will share the Core Monitoring Guide with participants after the meeting.

#### **Completed**

Kelly O'Neill McGuire will collect questions from participants and send them all at once to the Fiscal Team. Send questions for Theresa's team to Kelly.

William McDaniel will provide a daily monitoring review form to participants for their use. And Kelly O'Neill McGuire will distribute the form to the participants. **Completed**

### **Key Questions**

What is the role of the fiscal agent in monitoring sub-recipients?

What is the responsibility of the Workforce Development Board in monitoring sub-recipients?

How often are monitoring visits conducted for local areas?

What is the process for corrective actions when vendors do not respond to monitoring reports?