

MINUTES

GSETA Operations Committee

04/07/2025

Call to Order –

1. Fran Kuhn called the meeting to order at 10:02 am. The minutes were reviewed and a motion by Kim Liguori to approve the minutes with a second by Chris Peak. All approved.

Role of WIOA pod – Kendra Lee

1. Program Oversight and Development.
2. A presentation of a slide deck which will be sent out along with these minutes.
3. There will be a virtual meeting on 4/29/2025 from 10-12.
4. Purchases Guidance was reviewed. This guidance was issued to the WDB's at the end of February.
[Purchase Guidance PY24-5.pdf](#)
5. Types of information to be listed in a local area policy – criteria for purchasing equipment. 3 quotes, approval process, budget allocation, procurement procedures/inventory management, audit.
6. The WIOAPOD is creating policy guidance on all local policies.
7. Quick Guide Fact Sheets are available from both NJDOL and USDOL.
8. Regional Improvement Strategy Exchange (R.I.S.E) Sessions have been scheduled and an email will be going out to the local areas. 9-3 with 45 minutes for lunch.
9. LOOPs access was given immediately upon submission of paperwork.

New LMI System – Dr. Nicol Nicola

1. There are many reports generated from the unit.
2. Lightcast was purchased by Burning Glass. NJDOL used to be able to access many reports with many features.
3. The Department is trying to get access to data and microdata but there will be additional costs associated with this request. Hopefully access will be granted by 2026.
4. NJDOL will begin sending reports on the 10th of every month regarding job postings.

Open Discussion, Adjourn & Next Meeting

- Ferandel Almonor detailed Greater Raritan's approach to collecting job preference data. He is working on a SOP and is willing to share. Please send an email to him.
- Meeting Adjourned at 10:57 AM.
- Next Meeting: Monday, May 5, 2025, at 10:00AM. May be postponed due to a conference.