

Summary:

The GSETA Monitoring Committee convened to discuss compliance, performance goals, and continuous improvement within the committee's framework. Kelly O'Neill McGuire opened the session by outlining the committee's objectives, followed by Kendra Lee from the Department of Labor, who introduced her team and addressed current staffing challenges, noting a shortfall of four members. Despite these issues, Kendra expressed confidence in her team's dedication and responsiveness.

Kendra provided updates on the review of local policies for Program Year 24, indicating that 21 out of 252 planned policies were missing. She mentioned that reports were released in October, with guidance issued to assist local areas in addressing observations corrections due by April, followed by a follow-up in May. Additionally, Kendra highlighted ongoing training initiatives, including a repeat of the "Fiscal Force Awakens" workshop and the need for AOSOS training, with plans for virtual sessions in the first quarter of the upcoming year.

Mark Van Kampen discussed the annual monitoring process, and youth placement outcomes, emphasizing the state's failure to meet employment measures in specific quarters and the critical nature of accurate documentation. He confirmed that self-attestation could be used to validate documentation for youth attending community college, addressing concerns raised by Davidene Alpart regarding the challenges of obtaining official documentation. The need for uniform monitoring policies was also discussed, with input from Fran Kuhn and John Bicica regarding the development of additional guidance from the New Jersey Department of Labor.

The meeting concluded with discussions on the monitoring of WorkFirst New Jersey, where issues related to data entry in AOSOS were highlighted. Davidene Alpart raised concerns about improper reporting, while checklists were suggested to improve efficiency in locating necessary documents. Kelly encouraged further suggestions to streamline the process. The session wrapped up with a reminder for members to submit agenda topics for the next meeting scheduled for February 2026.

Topics:

Team Introductions and Monitoring Committee Purpose

Kelly O'Neill McGuire opened the GSETA Monitoring Committee meeting, emphasizing the committee's role in compliance and performance goal achievement. Kendra Lee from the Department of Labor introduced her team members, including new supervisor Raul Ludizaca, chief Patricia Richardson, chief John Bicica and noted that some technical assistants were attending a symposium but remained responsive via email.

Monitoring Updates and Future Planning

Kendra Lee discussed monitoring local policies for Program Year 24, highlighting that 21 of 252 planned policies were missing. Reports were shared in October, and guidance was released to assist local areas in making necessary corrections by April. Exit interviews for monitoring updates began on November 10th and will continue into December, focusing on findings and recommendations for service delivery improvements. If there is something we overlooked, if there's something that you know you sense maybe corrected. And you can provide evidence. Then we can most certainly discuss that and see if that will then cause us to update the report.

Kendra provided information on the PY 25 Monitoring Cycle:

For program year 25, there will be three cycles:

1. The procurement process is 1st and we've asked everyone to submit their procurement documents via teams and we are still waiting for six local areas to finish. Documents must be uploaded to Teams, so if you have not done so already, please begin to upload your documents. There's going to be a cursory review just to make sure we have all of the information and these are the appropriate documents, the appropriate contract years and then the monitors. Upon completing the exit interviews in those draft reports, we're going to have some training on procurement. Then they're going to be able to do a deep dive into your documents.
2. The second monitoring cycle will be governance and that will happen in May and so there will be looking at sub recipient monitoring policies and that's again going back to your report.
3. Consolidate Title I, Title III, RESEA will be looking at your website and required agreements and then in August we will go back to the consolidated title I, Title 3 and RESEA review. That is an on-site and file review and review of required signage and partner access.

Upcoming Training Initiatives

Kendra announced that the "Fiscal Force Awakens" training will be offered again virtually on December 15th at 1:00pm, following its initial presentation at the GSETA conference. She acknowledged the demand for AOSOS training and is working with the WISE unit to organize multiple training sessions in quarter three to accommodate the learning needs of new staff.

Monitoring Initiatives and Updates

Kendra highlighted the significance of the RISE training series and the submission of Greatness Goal Report Cards, urging local areas to assess their Monitoring goals. She also discussed the ongoing budget submissions and the positive feedback received regarding the new monitoring approach. Additionally, Kendra mentioned the availability of dashboards for deeper insights into performance metrics.

Resource Sharing and Q&A Session

Kendra Lee provided an overview of resources from the RISE slide deck, reminding the Committee of their availability to support local goals. She confirmed that the slides would be

shared with the Committee and offered to answer any questions. Kelly encouraged members to ask questions while Kendra was still present, but no questions were raised.

Data Validation and Youth Placement Outcomes

Mark Van Kampen provided an overview of the data validation monitoring process, which includes desk audits and reviews conducted from July to August. He pointed out that the state did not meet youth employment measures in the second and fourth quarters, stressing the need for better documentation practices to reduce errors in reporting. Mark explained the significance of completion dates for participants who exit programs and how this impacts data accuracy.

Documentation and Data Validation for Youth Employment

Mark addressed the documentation needed for youth attending training, stating that case notes are generally sufficient for validation purposes, and can use emails or texts. Davidene Alpart raised concerns about the challenges of obtaining official documentation, and Mark clarified that self-attestation is acceptable. Kelly O'Neill McGuire facilitated the discussion, ensuring that all questions regarding the documentation process were addressed.

Updates on Monitoring Policies and Fiscal Guidance

Fran Kuhn addressed the importance of having a consistent monitoring policy across local areas, expressing concern about the timeline for its development. John Bicica indicated that the New Jersey Department of Labor is working on this guidance and will check with Kendra Lee. He said that fiscal guidance is in development. Diane Paz mentioned that her local area has submitted fiscal monitoring documents and is awaiting feedback.

File Review Processes and Time Estimates

Kelly brought up Anthony Scott's file review form, which he is refining to enhance monitoring practices. Anthony is focused on aligning his approach with the Department of Labor's guidelines. Mark Van Kampen and John Bicica contributed to the conversation by discussing the time it takes to review files, indicating that it can range from 20 to 45 minutes depending on the organization and file organization.

Monitoring Challenges and Data Entry Issues for WorkFirst New Jersey

Fran expressed concerns regarding the monitoring of WorkFirst New Jersey and the lack of alignment between funding and data in AOSOS with a need to provide a guide on what needs to be entered into AOSOS for WFNJ. Davidene emphasized that the dashboard process is intended to improve data accuracy but acknowledged the cumbersome nature of data collection. Allison

Spinelli added that the information while available, is often located in different areas, complicating the process.

Discussion on AOSOS Reporting and Challenges

Davidene Alpart pointed out that the reporting of AOSOS was inadequate and the challenges the team has to ensure proper documentation. Alicia Oatman asked the committee what would make it easier from a monitoring perspective. The need for a more organized approach to file reviews. Kelly suggested that implementing checklists could facilitate the Monitoring team's functions. Kelly encouraged further suggestions to improve the process perhaps to be discussed at the next meeting.

Action Items:

- * Local area exit interviews will be scheduled by December 9th unless extenuating circumstances are communicated to Ilana.
- * Local areas will submit their procurement documents via Teams as soon as possible.
- * Kendra Lee will coordinate with the WISE unit to offer training sessions in quarter three.
- * Local areas will revisit their Greatness Goal Report Cards and action plans to assess and set new goals regarding Monitoring.
- * Kendra will share the slide deck from her presentation with the Monitoring Committee.
- * Mark Van Kampen will share the slide deck regarding youth placement outcomes with the Monitoring group.
- * John Bicica has requested a meeting with Sherrie Jenkins regarding a guide on what needs to get entered into AOSOS, and the timeframe as to when the entries need to be made, and will follow up with the committee.

Key Questions:

- * What are the expectations for local areas regarding the submission of procurement documents?
- * How will the new training sessions be structured to accommodate the needs of the participants?
- * How will the Monitoring Committee address the challenges faced with AOSOS data entry and the WFNJ dashboard?

