

GSETA Meeting Minutes

4/10/24

Virtual via Zoom

Local Area/Contact	Virtual
Atlantic County	
Fran Kuhn	X
Bergen	
Tammy Molinelli	X
Burlington	
Barbara Weir	X
Kelly West	X
Camden	
Frank Cirii	X
Jeff Swartz	X
Leslie Williams	X
Cumberland/Salem/Cape May	
Christy DiLeonardo	X
Jamie Gomez	X
Essex County	
Jobi Odeneye	X
Valentina Richardson-Green	X
Howard Weiss	X
Gloucester	
Eileen Gallo	X
Michelle Shirey	X
Allison Spinelli	X
Alisha Thompson (ALT to S. Hart)	X
Greater Raritan	
Paul Grzella	X
Monica Mulligan (ALT to C. Peake)	X
Christopher Peake	X
Fernandel Almonor	X
Hudson	
Keri Sullivan	X
William Holt	X
Middlesex County	
Kevin Kurdziel	X
Monmouth	
Yolanda Taylor	X
Morris/Sussex/Warren	
Victoria Bollhardt	X
Kelly O'Neill McGuire	X
Diane Paz	X
Karen Lauridsen (ALT to D. Paz)	X
Newark	
Karen Gaylord	X
Ocean	
Kimberly Clayton (ALT K. Liguori)	X
Kim Liguori	X
Cheryl Meyer	X
Passaic County	
Davidene Alpart	X
Sofia Comas-Phillips	X
Velanae Rojas (ALT to D. Alpart)	X
Union County	
Antonio Rivera	X
Staff	
Samantha Pfeiffer	X

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Welcome and Introductions

Kevin Kurdziel called the meeting to order at 10:03AM and welcomed membership to the April meeting.

Correspondence

Monica Mulligan indicated that the only correspondence she received was an email from Lynda Wolf indicating that she could not attend the meeting today due to an event in her local area.

March 13, 2024 Minutes

The minutes of the March 13, 2024 GSETA General Membership meeting were presented by Monica Mulligan.

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

Treasurer's Report

Allison Spinelli presented the Treasurer's Report through April, 2, 2024 (see attached). Allison explained that the report includes the Statement of Financial Position, which has the account balance; the Accounts Receivable report, which takes into consideration the projected receivables; the Year-to-Date Statement of Activity which reflects the expenses and revenue; the Activity Detail which shows the activity for March only and the A/R Aging reports, which is a summary of all outstanding invoices. She will continue to work to resolve these.

Yolanda Taylor made a motion to approve the Treasurer's Report as presented; Antonio Rivera seconded it. There were no objections or abstentions. The motion passed.

President's Report

Kevin Kurdziel reported that WIOA reauthorization passed the house and has been moved to the senate. He indicated that WIOA reauthorization is bipartisan. Kevin highlighted some changes in the legislation as follows: 50% of allocation must go directly to upskilling workers and 50% to staffing; an increase in the cap for Incumbent Worker Training; Title II to include digital literacy; change from reference to "out of school youth" to "opportunity youth" with 65% of allocations going to opportunity youth with emphasis on work-based learning and ITAs for in-school youth. For more detailed information, Kevin indicated GSETA members can look at [Committee on Education & the Workforce | Republicans \(house.gov\)](#).

Kevin indicated that his goal is to build a bridge to the future for GSETA with a smooth transition between the existing Executive Committee and the new officers that will be elected in May and then start their terms in July. He feels like this will be a smooth transition since there is an Executive Director in place that can assist.

Antonio Rivera asked if the WIOA authorization still included an increased set-aside for states. Kevin Kurdziel indicated that this is still included and called the "critical industry skill fund." Antonio indicated he is concerned because there will be a trickle-down effect from the states to the local areas if states hold back more. It will impact local budgets. Kevin indicated that many states are not happy with the 50%/50% split between training for and staffing and that Michigan is taking the lead advocating on that issue. Jeff Swartz indicated that GSETA should also take the lead on issues like this. Kevin indicated that the timing is right for GSETA because there will be a new governor in place. He would like GSETA to be able to educate

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gubernatorial candidates and the new administration and serve as an advisory body that identifies key workforce issues. Karen Gaylord indicated that there are some big budget decisions that need to be made by the state and that these issues should be vetted with GSETA for feedback. She indicated that the state needs to remain open minded in its approach and consider advanced manufacturing, broadband and construction. She indicated that the state has not given resources for mega projects and is missing strategic opportunities to other states. Kevin indicated that GSETA should play a more active role in the agenda at the SETC. Antonio Rivera indicated that the GSETA President should be on the SETC agenda.

Executive Director Report

Samantha Pfeiffer reported that there are a number of GSETA members that will be attending conferences in San Antonio, Washington DC and Hersey, PA utilizing the GSETA training funds. She indicated that conference planning continues. Registration will open May 1st and will cost \$645 through June 30, 2024 and \$695.00 beginning July 1, 2024. She reminded membership that if utilizing the GSETA training funds to register, they must go through the WDB Director from the local area. Samantha also indicated that the GSETA Institute is moving along and has two Wellness Wednesdays scheduled in April.

Nominations/Election of officers May 2024

Samantha Pfeiffer indicated that a list will be going out today or tomorrow that indicates who is eligible to be nominated for GSETA Executive Board positions based on being a primary member who attended at least 75% of meetings over the last two years. Samantha reminded membership that nominees must be primary members, not alternates. Samantha indicated that she confirmed with Allison Spinelli that dues have been paid for by all primary members. Voting will take place at the May 8th GSETA meeting, which will be held in person at a location to be determined. Coffee and donuts will be served in the morning followed by lunch afterwards (9AM – 1PM). Samantha also indicated that there will be a vote at the next meeting on the following by-law changes: allowance of virtual meetings, virtual voting, one additional membership slot per local area and an increase in dues to \$900.00. Karen Gaylord asked how attendance was tracked for the meetings since that was a benchmark for eligibility to run for the Executive Committee. Samantha and Monica Mulligan explained that this is done via the chat feature of Zoom combined with a note of who was represented on screen and the minutes, which include attendance that are sent to membership for review. Karen indicated that if GSETA has a business account with Zoom there is a feature that allows the administrator to account for everyone that logged on.

Training Funding

Kevin Kurdziel indicated that at the last GSETA meeting concerns were raised about the training dollars that each local area was invoiced for by GSETA. He indicated that he and Samantha are continuing in discussion with NJDOL about how to resolve the issues that were raised. In one recent meeting with NJDOL, Baden Almonor and Sarah Singer Quast indicated that they may pull back the funding because they had not considered some of the issues that have arisen. Kevin indicated he has also reached out to Yolanda Allen to let her know that there must be a solution because if the funds are pulled back now by NJDOL, GSETA would not be able to absorb its committed costs. NJDOL has made it clear that they do not want to get involved in any procurement process for training. Howard Weiss asked if the training funds have been cleared to pay for NJDOL staff for this year and next. Kevin indicated that this is one of the issues they are trying to work out with NJDOL. Fran Kuhn indicated that he feels this process will be worked out. His bigger concern is that local ES staff do not seem to know that any training funds are available for them right now. He indicated that NJDOL needs to communicate this to its local staff. Kevin indicated that he agrees and will continue to work on all of this with Baden Almonor. Tammy Molinelli indicated that if the WDB is paying for training for staff, outcomes of the training need to be reported to the WDB by those who attend. Kevin indicated that they are thinking about working with someone who can manage the institute and the related data outcomes. Antonio Rivera indicated that he supports NJDOL supporting GSETA. He indicated that local areas should be

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aware that de minimus cost should be built in for admin work. He stated that the Uniform Guidance supports this and that the de minimus rate has increased in 2024. Karen Gaylord asked if Antonio was referring to the subleasing that local areas are doing for workspace for state staff. Antonio indicated that leasing would fall under the IFA while the de minimus rate refers to the indirect costs associated with the grant.

Local Governance

Samantha Pfeiffer indicated that local areas may be in the process of going out for RFP, awarding contracts, and working with new vendors. She indicated that all the training done on local governance is up on the GSETA YouTube channel and will also be catalogued on the GSETA website for easy access for whoever needs this information.

NAWB Conference

Kevin Kurdziel indicated that he enjoyed attending the NAWB conference in Washington DC. He said that this was a good opportunity for networking, sharing best practices and using a measuring stick to see where New Jersey is compared to other states. He indicated that there was a robust discussion about the TEGE outlining marketing and outreach. Kevin indicated that Antonio Rivera co-lead a regional convening. Antonio reported that this session allowed conversation about concerns and challenges facing local areas. He indicated that the hope is for the feds to pivot and give more direct support to local areas. Kevin indicated that Samantha Pfeiffer has a good working relationship with Carmen Rodriguez from USDOL.

Committee Updates

Operations – Fran Kuhn reported that at the April meeting the one topic was the reinstatement of TANF sanctions. The information received from DFD and NJDOL speaks to a watered-down sanctioning process where TANF clients can be on a pro rata status for up to six months before benefits are terminated. In this time period, benefits are cut based upon the size of the household. There is still a question about the obligation of local areas to try to engage TANF customers who fall into non-compliance. The state says there is no obligation, but there is concern about how this approach would play out during a fair hearing. There is also a major concern that DFD is not sending out a standard letter to TANF recipients letting them know about the reinstatement of sanctions. DFD is leaving this up to the local areas to do. The consensus is that the state should be doing this so that information is standard across the state. Paul Grzella reported that he had a recent meeting with Sheree Jenkins and her team to review the spend down of local grant funds. He indicated that the state team does not seem to have a full grasp of how funds move through SAGE with encumbrances and expenses. He wants to ensure that there are no further cuts in funding based on the information that is not understood by the state team. Howard Weiss asked if there has been any more discussion of the GA and SNAP fund being separated in allocation. Paul indicated he did not get a chance to speak to Sheree about this, as they were focused on the spending in SAGE.

Monitoring – No report and no meetings scheduled right now.

MIS – Next meeting is scheduled for 4/24/24. While Terry Bryan is no longer a GSETA member, she volunteered to run this committee as an interim measure.

Youth Committee – Kim Ligouri indicated that the committee is scheduled to meet June 5, 2024.

Fiscal Meeting – Victoria Bollhardt reported that the committee will meet on May 21, 2024.

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WDB Directors – Kevin Kurdziel reported that the next meeting is scheduled for 4/15/24.

Open Discussion

Howard Weiss asked if there was any update on co-enrollment. Kevin Kurdziel indicated that it seems to be on hold for the moment as the state cancelled the meeting with WDB directors to discuss.

Victoria Bollhardt indicated that in discussion with NJDOL, Sheree Jenkins indicated that only 33% of TANF funds had been used statewide and that only one local area has used 75% of its funds. Victoria indicated that NJDOL must be realistic with the use of funds, as sanctions are just being put back in place. Howard Weiss asked if anything was mentioned about another three-month extension to spend down WFNJ funds. NJDOL is considering this. Karen Gaylord indicated she has had similar discussions with NJDOL about the spend-down of WIOA funds and has walked them through the books so they can better understand the projections and obligations. Antonio Rivera indicated that NJDOL is under pressure to respond to USDOL, so this is trickling down to the local areas.

Karen Gaylord announced the opening of the new One Stop office at 375 McCarter Highway in Newark and invited GSETA to use the meeting space in that new location.

Adjournment:

Paul Grzella made a motion to adjourn the meeting; Antonio Rivera seconded the motion. There were no objections or abstentions. The motion passed. The meeting was adjourned at 11:33 AM.

Garden State Employment and Training Association, Inc.

Statement of Financial Position

As of April 2, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Main Operating Account	255,268.80
Total Bank Accounts	\$255,268.80
Accounts Receivable	
Accounts Receivable (A/R)	478,097.93
Total Accounts Receivable	\$478,097.93
Total Current Assets	\$733,366.73
TOTAL ASSETS	\$733,366.73
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	249,003.84
Total Equity	\$733,366.73
TOTAL LIABILITIES AND EQUITY	\$733,366.73

Garden State Employment and Training Association, Inc.

Statement of Activity

July 1, 2023 - April 2, 2024

	TOTAL
Revenue	
GSETA Annual Conference 2022	
2022 Conference Registration	275.00
Total GSETA Annual Conference 2022	275.00
Sales	786,569.90
Total Revenue	\$786,844.90
GROSS PROFIT	\$786,844.90
Expenditures	
Bank Charges & Fees	110.00
Consulting	67,343.88
GSETA Conference	200,416.11
Consulting	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	82,375.00
Total GSETA Institute	82,375.00
Insurance	1,558.62
Legal & Professional Services	1,270.70
Audit and Tax Service	5,750.00
Website Maintenance	6,571.50
Total Legal & Professional Services	13,592.20
Meeting Expense	10,796.05
Office/General Administrative Expenses	
Dues, Subscriptions & Memberships	2,515.38
Office Supplies & Software	7,121.00
Postage	13.20
Total Office/General Administrative Expenses	9,649.58
Other Business Expenses	33.00
Professional Development	50,000.00
Conferences	11,925.00
Total Professional Development	61,925.00
Reimbursable Expenses	1,638.18
Rent & Lease	833.90
Total Expenditures	\$537,778.93
NET OPERATING REVENUE	\$249,065.97
Other Expenditures	
Other Miscellaneous Expense	62.13
Total Other Expenditures	\$62.13

Garden State Employment and Training Association, Inc.

Statement of Activity

July 1, 2023 - April 2, 2024

	TOTAL
NET OTHER REVENUE	\$ -62.13
NET REVENUE	\$249,003.84

Garden State Employment and Training Association, Inc.

Statement of Activity Detail

March 1 - April 2, 2024

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Ordinary Revenue/Expenditures								
Expenditures								
Consulting								
03/20/2024	Bill	2	Telling Your Story LLC	General	Additional Support after Retreat - final invoice #2	Accounts Payable (A/P)	2,980.38	2,980.38
03/21/2024	Bill	MARCH2024	Samantha Pfeiffer	Conference	Consulting Services for 2/26/24 to 3/29/24 Conference (46 hours @ \$49)	Accounts Payable (A/P)	2,254.00	5,234.38
03/21/2024	Bill	MARCH2024	Samantha Pfeiffer	Institute	Consulting Services for 2/26/24 to 3/29/24 Institute (47 hours @ \$48)	Accounts Payable (A/P)	2,256.00	7,490.38
03/21/2024	Bill	MARCH2024	Samantha Pfeiffer	General	Consulting Services for 2/26/24 to 3/29/24 General (79 hours @ \$46)	Accounts Payable (A/P)	3,634.00	11,124.38
Total for Consulting							\$11,124.38	
GSETA Institute Training Vendor								
03/01/2024	Bill	2758	New York Wired for Education	Institute	Custom Learning Management Subscription for 50 registrants	Accounts Payable (A/P)	50,000.00	50,000.00
03/12/2024	Bill	1-2024NJ	MaryAnn Lawrence	Institute	Funding for 45 CWDP's for State of New Jersey and authorized by GSETA at \$525 each	Accounts Payable (A/P)	23,625.00	73,625.00
Total for Training Vendor							\$73,625.00	
Total for GSETA Institute							\$73,625.00	
Legal & Professional Services								
Website Maintenance								
03/01/2024	Bill	2437 & INV-28023-24	Bayshore Solutions/Spinutech, LLC	General	GSETA Website Maintenance Web Support (2.75hour) - INV-28023-24	Accounts Payable (A/P)	467.50	467.50
03/01/2024	Bill	2437 & INV-28023-24	Bayshore Solutions/Spinutech, LLC	General	GSETA Website Hosting Mar. 2024 - Invoice 2437	Accounts Payable (A/P)	173.50	641.00
Total for Website Maintenance							\$641.00	
Total for Legal & Professional Services							\$641.00	
Office/General Administrative Expenses								
Office Supplies & Software								
03/21/2024	Bill	MARCH2024	Samantha Pfeiffer	General	Reimbursement for DropBox account	Accounts Payable (A/P)	72.00	72.00
Total for Office Supplies & Software							\$72.00	
Total for Office/General Administrative Expenses							\$72.00	
Professional Development								
Conferences								
03/04/2024	Bill	Forum-JO-MVP	National Association of Workforce Boards	Institute	2024 Conference Registration for J. Odeneye and M. VanPelt	Accounts Payable (A/P)	2,700.00	2,700.00
03/05/2024	Bill	200015988 & 200015989	National Association of Workforce Development Professionals	Institute	2024 Annual Conference: H. Weiss & J. Schaeffer	Accounts Payable (A/P)	1,500.00	4,200.00
03/05/2024	Bill	266	PA Workforce Association	Institute	2024 Conference Registration: C. Peake, S. Banderia, P. Grzella	Accounts Payable (A/P)	1,675.00	5,875.00
03/20/2024	Bill	NAJA-Monmouth	National Association of Job Training Assistance	Institute	NAJA Annual Conference Registration for Y. Taylor & P. Shephard	Accounts Payable (A/P)	1,580.00	7,455.00
Total for Conferences							\$7,455.00	
Total for Professional Development							\$7,455.00	
Reimbursable Expenses								
03/21/2024	Bill	MARCH2024	Samantha Pfeiffer	General	Reimbursement for hotel for NAWB conference	Accounts Payable (A/P)	299.15	299.15
Total for Reimbursable Expenses							\$299.15	
Total for Expenditures							\$93,216.53	
Net Ordinary Revenue							\$ -	93,216.53
Other Revenue/Expenditure								
Other Expenditure								
Other Miscellaneous Expense								
03/04/2024	Bill	March 2024	Fiserv-CloverConnect	Conference	Credit Card Processing Fee	Accounts Payable (A/P)	43.50	43.50
Total for Other Miscellaneous Expense							\$43.50	
Total for Other Expenditure							\$43.50	
Net Other Revenue							\$ -43.50	
Net Revenue							\$ -	93,260.03

Garden State Employment and Training Association, Inc.

A/R Aging Summary

As of April 2, 2024

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Ashton Stripling					300.00	\$300.00
Atlantic County Workforce Development Board					36,060.87	\$36,060.87
Bergen County Workforce Development Board					47,428.65	\$47,428.65
Camden County WDB					40,841.55	\$40,841.55
Charles Wallace					175.00	\$175.00
Christine Gillespie					225.00	\$225.00
Council of Carpenters					300.00	\$300.00
Cumberland County Workforce Development Board					53,768.16	\$53,768.16
Deborah Fleming					79.00	\$79.00
Dun & Bradstreet					600.00	\$600.00
Essex County Division of Training & Employment					700.00	\$700.00
Gloucester County Workforce Development Board				18,605.73		\$18,605.73
HCJC Workforce Development Board				51,106.72	975.00	\$52,081.72
Hudson County Schools of Technology					1,300.00	\$1,300.00
Jacqueline Jetter					470.00	\$470.00
Jeannette Stevens					175.00	\$175.00
Kate Read					79.00	\$79.00
Leaders For Life NJ					1,200.00	\$1,200.00
Lillian Pichardo-Mancheno					175.00	\$175.00
Maureen Ochse					875.00	\$875.00
Mercer County Workforce Development Board				22,477.15	600.00	\$23,077.15
Michelle Deflippo					150.00	\$150.00
Morris/Sussex/Warren Workforce Development Board				38,794.01		\$38,794.01
Newark Workforce Development Board				50,199.95		\$50,199.95
Newark WORKS					7,200.00	\$7,200.00
Ocean County Dept. of Human Services				35,179.72		\$35,179.72
Passaic County Workforce Development Center				57,287.42		\$57,287.42
Paula Genschow					600.00	\$600.00
Rebecca Clarke					600.00	\$600.00
Rutgers, The State University of NJ					600.00	\$600.00
Samantha Ross					300.00	\$300.00
Sarah Singer-Quast					470.00	\$470.00
the Work Effect					600.00	\$600.00
Union County American Job Center					1,800.00	\$1,800.00
Union County One-Stop					700.00	\$700.00
Virgen Velez					4,800.00	\$4,800.00
Welsey Jones					300.00	\$300.00
TOTAL	\$0.00	\$0.00	\$0.00	\$273,650.70	\$204,447.23	\$478,097.93