



GSETA Fiscal Committee Meeting  
Virtual via Microsoft TEAMS  
Tuesday, March 4, 2025, at 9:00 AM

**Agenda**

**NJDOL Office Internal Audit (OIA) Updates**

- Structural issues - separation of WDB and one-stop, fiscal agent designation
- One-day site visits – we may request a through, small inventory check or conduct an in-person exit conference
- Conducted an overview of our fiscal monitoring program 2/19 during GESTA monitoring committee meeting.
- We expect each area to have a fiscal component included in their fiscal monitoring of their subrecipients this year.
- If they award their career services or youth outside the county /city, they need to ensure the subrecipient has no other federal, state, city, or County grants. If they do have other grants, a written cost allocation plan must be obtained, and a timekeeping system at the sub-recipient to charge time to specific grants would also be best practices

**NJDOL Fiscal and Accounting**

- No updates at this time

**IGX Updates**

- Some local areas reported issues updating Elected Officials in IGX. Ann Lord responded that if anyone encounters difficulties, they can contact her and her team, Sean and Chitra, who would be happy to join a Teams call to provide support.
  - Ann Lord, [Ann.Lord@dol.nj.gov](mailto:Ann.Lord@dol.nj.gov)
  - Shawn Solivan, [Shawn.solivan@dol.nj.gov](mailto:Shawn.solivan@dol.nj.gov)
  - Chitra Tandul, [chitra.tandul@dol.nj.gov](mailto:chitra.tandul@dol.nj.gov)

**Q & A and Open Discussion**

**Upcoming Meetings:**

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

## **AI Meeting Minutes Summary:**

The discussion focused on key fiscal management issues within the Workforce Development Board, particularly the designation of a fiscal agent and the procurement process for youth services. Emily Watts highlighted the need for strong accounting controls typically found in counties, while Theresa Vallely emphasized the importance of understanding subrecipient contracts and the necessity of a cost allocation plan to avoid overbilling. Concerns were raised about the internal audit process and the challenges faced with the IGX application due to personnel changes, with Ann Lord offering support to address these issues.

Further discussions included the Summer Youth Work Experience Program and the handling of expenses related to the WIOA grant cycle. Denise noted that the Summer Youth grant is still under review, and Emily clarified that PY24 funding could cover expenses incurred after the PY23 funding cutoff. Vallely reiterated the importance of cost allocation plans to prevent double billing and financial misconduct, referencing a recent embezzlement case. The conversation concluded with a reminder for attendees to seek assistance with grants or contracts as needed, reinforcing the need for oversight and monitoring to ensure proper financial management.

## **Chapters & Topics:**

### **OIA Updates and Fiscal Monitoring Discussion**

Victoria Bollhardt opened the meeting and shared the agenda, which included updates from OIA. Emily Watts highlighted the statewide restructuring of the Workforce Development Board and the necessity of having a designated fiscal agent, preferably a county or city entity, to ensure proper oversight of funds. Theresa Vallely added that while some counties may designate the WDB as a fiscal agent, it is generally not preferred due to accountability concerns.

\* Overview of the upcoming site visits and monitoring processes for the year.

### **Procurement Process and Cost Allocation Plans**

Theresa Vallely highlighted key considerations in the procurement process for subrecipient contracts, especially for youth services. She stressed the importance of checking if organizations have other federal, state, or local grants and ensuring they have a cost allocation plan to avoid double billing for staff across multiple contracts. This oversight is crucial, particularly when smaller local organizations are involved.

### **IGX Application Process and Updates**

The meeting included discussions about the IGX application process, with Christy DiLeonardo expressing challenges in adding key personnel for contract reviews. Ann Lord offered to assist her and mentioned that they had successfully helped others with similar issues. Paul Grzella also raised a concern regarding a fiscal agent's inability to sign off, and Ann provided guidance on troubleshooting the issue.

\* Updates on the IGX application process and assistance for users facing difficulties.

### **Updates on Grant Applications and Funding Procedures**

Eric inquired about the timeline for feedback on the Summer Youth Work Experience Program and the process for handling late expenses related to the WIOA grant. Denise confirmed that the SWEP grant is currently under review. Emily explained that expenses incurred after the PY23 funding cutoff could be covered by PY24 funds, allowing for a transfer in the system.

\* Clarification on the use of next year's funds for expenses related to the WIOA grant period.

### **Cost Allocation Plans and Internal Controls**

Emily Watts remarked on the lack of crises in the meeting, which was a positive note. Theresa Vallely stressed the necessity of having cost allocation plans and effective timekeeping systems for subrecipients, especially in light of recent investigations into financial misconduct. She warned that without proper internal controls, there is a greater risk of embezzlement and other financial issues.

\* Importance of cost allocation plans for subrecipients and oversight of billing practices.

### **Grant Oversight and Cost Allocation Concerns**

Theresa Vallely highlighted the risks associated with grant management, particularly the potential for grantees to charge multiple grants for the same staff and expenses. She advised that organizations should be vigilant in asking about other funding sources and require a cost allocation plan to ensure fair distribution of costs.

Davidene Alpart supported this by noting that if grantees believe they are being monitored, they are more likely to adhere to proper practices.