

RESOURCE ANALYSIS & BUDGET COMMITTEE

March 4, 2025

Participants

Mike Girone, Chair

Stephen Hart, DWD

Michelle Shirey, WDB Executive Director

Allison Spinelli, WDB Staff

Bridget DiGiambattista, WDB Staff

Michelle Mullen, DWD

Tracey Giordano, GC Treasurer Office

Tom Bianco, GC Economic Development

Ashley Rastelli, WDB Staff

Mike opened the meeting at 2:00 pm.

A motion to approve October 30, 2024 minutes was made by T. Bianco, seconded by A. Spinelli.

Status / Update

Mike stated the committee will re-engage and will meet quarterly.

Review of Committee Executive Summary – Ashley presented the Executive Summary and reviewed the mission statement. She reviewed current members and discussed appointing a co-chair particularly with a finance background, she then outlined goals for 2025. Michelle suggested adding line in goals for the committee to make budget recommendations. The committee meeting schedule will include 2 in-person meetings and 2 Teams meetings. Goals & Objectives reviewed include meeting quarterly, ensure regular reporting to Full WDB Board on fiscal performance and policy; and fiscal information for annual report. Action steps for 2025 will be to review and approval of WDB budget projections when receiving Notice of Awards (NOA) of federal and state funding; review and approval of training vendor monitor reports; quarterly review of WDB and One Stop cost allocation plans (must have separate allocation plans); review One Stop performance measurements. Michelle suggested adding annual review of infrastructure funding.

Review of SAGE & Budget Status Reports – Ashley presented expenditures as of January 2024 and reviewed spending for WIOA we were awarded \$543,876 and have \$118,332 remaining; for Dislocated we were awarded \$718,325 and have \$185,348 remaining; and for Youth we were awarded \$599,372 and have \$92,505 remaining. For WFNJ we spent \$615, 619 and \$197,001 is going back to the State. We were awarded for GA/SNAP \$507,662 and have to return \$139,808 to the State. We were awarded for Learning Link \$56,500 and have returning \$22,034 and we did not spend SmartSteps and returning \$1,605 to the State.

Ashley also presented currently program year funds: Adult we were awarded \$454,479 and have remaining \$372,800; Dislocated awarded \$685,427 and have remaining \$517,119; Youth awarded \$494,362 and have remaining \$482,535, these funds are to be spent by June 30, 2026. WFNJ funds have to be spent by June 30, 2025 awarded \$752,704 and have remaining \$382,894; GA/SNAP awarded \$430,703 have remaining \$215,295; we were not awarded for WLL.

Discussion of Unexpended Youth Funds – Michelle noted we are in year 1.5 of 2-year contact and making very good progress with youth customers and their outcomes however they are not reflected in our performance and/or expenditures. Allison reported the program is currently under 50% expended and highlighted the need to increase spending to meet budget requirements. She stated in December RCSJ began to re-evaluate plans for providing career readiness and work experience activities. They hired an employment advisor to help identify work experience activities for the youth, aiming to increase engagement and spending. The advisor will work one on one with the youth and identify work experience activities for them to participate that are in direct alignment with what they are interested in pursuing as a career. For those that are unsure of career goal they will create opportunities for them to explore several different career options. The tool purchased they will use for career planning is called Kindling which is web-based and has a workbook. Allison reported \$92,505 funds that are available

through June 30, 2025, the majority of the funds are in the work experience budget. At last meet, they did a budget vs expenditure review and they are just under 50% expended on their budget and this is because they are at 52% on program side but a portion of their funds are dedicated to work experience and they are under for the work experience component. She is hopeful that getting the students engaged in the activities and the employment advisor salary being a direct experience charge will help to utilize those funds. As part of the fiscal monitoring process, she has to review the cost allocation plan that RCSJ has for staff working with youth program and Title II ABE program to make sure costs are allocated properly. She is hopeful there will not be a significant return of the youth funds. The allocation given this year was all PY23.

Michelle reported after reviewing the budget modification and approval, she must prepare a letter to RCSJ indicating approval so they can begin spending down on new budget allocation. Michelle stressed when obligations do not show on report it comes down to consistent billing, which she said they are working on to bill us so we can enter into Sage.

Review/Approval of Budget Modification - Allison presented proposed budget modification which included program funds which support salary, and supplies/materials, operating costs for education component; then work experience which support career planning services, staff time associated preparing for activities, and development participation of work experience activities. RCSJ is asking to re-allocate funds from student workers to incentives and support services for the participating youth. Allison stated there was a slightly higher cost for the software WellCheck they purchased. This software will keep all student information i.e., test scores, attendance, activities participation, etc. Tablets were going to be purchased for student workers to use for activities but since there were no student workers the tablets were not purchased and funds were re-allocated to classroom/office supplies. They increased ability to purchase GED vouchers and some went to incentive payments for achieving benchmarks. We tasked the RCSJ youth team to explore opportunities for the virtual work experience component based on feedback from State during technical assistance exercise.

A motion to approve budget modifications was made by M. Girone, seconded by A. Rastelli.

Technology Upgrades – Michelle reported there has been discussion to invest funds to upgrade technology to keep up with State and the needs of consumers. One product they are looking into is Adobe Pro so forms can be fillable for customers. We received a price quote which was pricier than we had expected.

We have secured 2 laptops from the County so staff from AJC can use for community outreach allowing staff to enter information in real-time and reduce relying on paper forms. We will work with County and State IT to make sure the computers can be used outside the office and continue to building in our budget a line item for technology upgrades.

Stephen reported the request is to allow staff to be able to be more mobile and moved within the One Stop allowing them to meet and take information from clients in the lobby area since visitors are not allowed in staff area. We will also be able to utilize a language line for those with different language ESL barriers to be able to communicate with the clients.

A motion to approve creation of new line item in O&E and explore price quotes and technology was made by T. Bianco, seconded by M. Girone.

Overview Performance Report FOR WIOA/WFNI – Michelle presented performance reports, highlighting areas showing the committee is meeting or exceeding goals in several areas, with some areas needing improvement. Some of the areas in red until time reporting changes since we are still taking into account some PY23 exits and outcomes. We have not taken into account the new enrolled youth and those outcomes. Staff recently participated in a training and learned how to better utilize function in ASOS to make sure measurable skill gains is being reported correctly in real-time instead of the end.

New Business

Michelle stated the committee discussed the possibility of going out to RFP for an in-school and/or supplemental out-of-school youth program to utilize available funds.

A motion for adjournment was made by M. Girone, seconded by T. Bianco.

The next meeting will be April 8, 2025.

Respectfully submitted,

Bridget A. DiGiambattista, WDB Staff