

## RESOURCE ANALYSIS & BUDGET

April 8, 2025

### Zoom Participants

Michael Girone, Chair	Tom Bianco, GC Economic Development
Tracey Giordano, GC Treasurer's	Stephen Hart, DWD
Brandon Jurakhan, Business	Michelle Mullen, DWD
Michelle Shirey, WDB Director	Alicia Battaglia, Commissioner Aide
Allison Spinelli, WDB Staff	Bridget DiGiambattista, WDB Staff

Michael opened the meeting at 2:00pm.

A motion to approve March 4 minutes was made by T. Bianco, seconded by S. Hart

Mike introduced new member Brandon Jurakhan from NJCar.

### Status / Update

Michelle reviewed the committees updated mission statement, goals & objectives, and action items for 2025 (attached).

Michelle reported our PY23 funding must be fully expended by June 30, 2025. Overall, we are at 80% but there are a few areas that coincided with some goals we were looking at such as technology upgrades, trainings and professional development, career services and procurements. A motion to accept the planned use of these funds was made by S. Hart, seconded by T. Bianco

Stephen reported the One Stop is seeing increase in enrollment with adult and dislocated clients. At this morning's meeting, they are over 25 enrolled which surpassed enrollments for last year, the last few training orientations have been over 70% of attendance. They are looking at over 100 people per month that are attending the training orientation and are receiving services about WIOA grant funding. The WFNJ unit will be meeting with Literacy NJ which is an outside vendor to provide ESL services who will assist any WFNJ applicant with ESL needs who are not able to go to RCSJ. A meeting will be held with workforce NJ technical advisors to discuss work readiness activities and how to document. The AJC has new marketing material for information about services for: One Stop, Veteran Services, Disabilities, Job Seeker, WIOA, Employer, Youth Education. Each card has brief summary and a QR code to the different website.

Allison provided the monitoring scheduled for July 1, 2024 – 6/30/2025. A copy of the monitoring scheduled is attached. The first page shows competitively procured contract and share service agreements. Each contract lists vendor, program year funding, contract term, monitoring planned dates, participant served, participants completed, and monitoring outcome. New this year, fiscal monitoring must be planned, which we've asked for technical assistance from Office of Internal Audit to help prepare a plan. She will also be monitoring the One Stop Career Center and One Stop Operator contract. The One Stop Career Center has to be certified as part of the WDB and has to be conducted annually and the WDB received certification in February 2025. The next 2 pages show individual training accounts who are occupational training vendors which is a 2-part process. To become a vendor, they must be included on the State's eligible training provider list as an approved vendor and program. They have to execute a document with County of Gloucester to be able to receive the students. An on-site visit is scheduled with each vendor and review their compliance with Gloucester County contract, review compliance with eligible training provider list information, speak with instructors/staff and collect participant surveys.

A motion for adjournment was made by A. Spinelli, seconded by S. Hart.

The next meeting will be held July 8, 2025.

Respectfully submitted,

Bridget A. DiGiambattista, WDB Staff