

## WDB RESOURCE ANALYSIS & BUDGET

November 18, 2025

### Present

Mike Girone, Chair  
Susan Heiken, GCIT  
Ashley Rastelli, WDB Staff  
Bridget DiGiambattista, WDB Staff

Stephen Hart, DWD  
Alicia Battaglia, Commissioner Aide  
Allison Spinelli, WDB Staff

Mike opened the meeting at 2:00 pm.

A motion to approved July 8, 2025 minutes was made by A. Spinelli, seconded by A. Rastelli.

### **Status / Update**

#### Review & Approve Revised PY25 Budget/Recommendation to CEO

Ashley presented revised PY25 Budget and explained DOL is requiring us to use a budget template. We need approval to submit to the updated budget template to NJDOL.

A motion to approve the submission of the revised PY25 Budget template was made by M. Girone, seconded by S. Heiken.

#### Review IGX & Budget Status Reports

Ashley presented prior year expenditures and reviewed spending. We have \$49,000 remaining in WIOA; \$4,800 remaining in dislocated; and \$34,000 remaining in youth; we will be returning \$4,000 in TANF to the state. We must use old funds before using any new funds.

#### Review Procurement Committee Recommendations for Competitive Contracting

Allison reported we received 2 responses to RFP for Career Services that closed on Oct. 28, 2025. Both businesses proposed funding for 6-month period as requested in the RFP and funding for full year. After reviewing both proposals, their ratings were very close and it was decided to award both agencies. This action will be on GCIA Board meeting agenda for approval on November 20, 2025. Based upon approval, contracts will be scheduled to begin January 1, 2026.

#### Review Performance at One Stop

Stephen reported dash board performance for adult dislocated youth overall was good. He reported that based on audit of records for adult, dislocated & youth program files, they did overall awesome. In summary, we more than exceeded each category: Adult POS was at 75% with the minimum USDOL statutory of 50%, Adult and DW entered training at 90%, 18 out of 20 received industry recognized credentials, the Youth program reached 100%, all ten records documented was above the 85% expectation of USDOL. He is working with JaNea to establish a process that once a customer completes training they will be referred back to our ES partners to assist with job search assistance, this will be in addition to the school's assistance.

### **New Business**

Local Plan – Allison reported each WDB is required to create a 5-year Local Area Plan and are required to review and update the Plan every 2 years. We are working with Triad Associates to assist with the update which will include changes in local labor force and economy, substantial outreach (e-survey) and interviews from clients, and incorporate feedback from clients from the survey responses. The update will also include an overview of changes in planning policies outcomes service delivery, statement of ongoing agreement and connection to NJ Plan, and will highlight new youth program. We will have to create a new plan in 2026. We sent out a stakeholder input survey with a goal to get at least 60 responses and the survey will close Friday, Nov. 21. We were approved for an extension to submit the draft to SETC by Dec. 3, 2025 and will concurrently post the Plan update for the required 30-day public comment period.

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

Next meeting TBD pending Executive Cmt. approval.

Respectfully submitted,

Bridget A. DiGiambattista, WDB Staff