

RESOURCE ANALYSIS & BUDGET

February 27, 2018

Members Present

Hunter Kintzing, Chair
Michelle Mullen, DWD
Les Vail, WDB Chair
Vonnie Jackson, WDB Staff

Kate Albano, DWD
Michelle Shirey, WDB Executive Director
Eileen Gallo, WDB Staff
Bridget DiGiambattista, WDB Staff

Members Absent

Michael Girone, Co-Chair
Tom Fletcher, Business

Mike Burke, GC Treasurer's Office
Jim Robinson, Business

Hunter opened the meeting at 9:10 am.

A motion to approve August 23, 2017 minutes was made by K. Albano, seconded by E. Gallo.

New Business

Infrastructure Funding Agreement (IFA) – Eileen reported the IFA is now included in the One Stop Operating Budget. This must be reviewed every quarter and must be documented that it was reviewed. We do not have our partners inputting their data.

Lease – Michelle stated we pay \$19.02 sq/ft for lease at the AJC, because when lease was done, we did not have signed lease, therefore we can only pay what the Freeholder Board passed on a resolution. What the budget shows is additional & escalating costs, which we do not pay, we do budget for it. For the new building, Michelle indicated the WDB, the GC Chamber, and the AJC (State) should each have their own direct lease to RCGC.

A motion to negotiate the lease separately as the One Stop lease and the WDB lease separate from the State was made by L. Vail, seconded by H. Kintzing.

Cost Allocation Plan – Vonnie provided handout of cost allocation plan there are a few addendums and attachments. We are looking to get a look at first quarter time & attendance reporting of how much time our staff is spending in each funding stream. The new WIOA requires we have cost allocation plan, it is based on us determining a fair distribution of direct & indirect costs.

Michelle reported a budget amendment was done for GCIT, contract amount was not changed, the money was allocated differently because their bus is now outdated and insurance will not cover the bus. The cost from our grant will be \$13,000, GCIT will be putting in the rest of funds. Michelle approved the money to be moved from a salary line item to a transportation line item.

The next meeting will be scheduled for end of April or beginning of May.

Respectfully submitted,

Bridget A. DiGiambattista, WDB Staff