

## RESOURCE ANALYSIS & BUDGET

May 3, 2018

### Members Present

Hunter Kintzing, Chair  
Kate Albano, DWD  
Michelle Shirey, WDB Director  
Vonzora Jackson, WDB Staff  
Bridget DiGiambattista, WDB Staff

Michael Girone, Co-Chair  
Michelle Mullen, DWD  
Tom Bianco, GC Economic Development  
Ashley Rastelli, WDB Staff

### Members Absent

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

Tom Fletcher, Business  
Les Vail, WDB Chair

Hunter opened the meeting at 9:10 am.

A motion to approve February 27, 2018 meeting minutes was made by T. Bianco, seconded by M. Girone.

### **Review & Status**

Infrastructure Funding Agreement – Michelle reported we are required by SETC to have an infrastructure funding agreement, an MOU, and a cost allocation plan. Gloucester County has executed all of these portions required by SETC, however, the State has not executed any of them. We have also sent our annual report to SETC.

Vonnie stated we are consistent with spending money with our plan. WIOA-we are spending on time with exception of \$4,000 in adult due to a client recently dropping from a class. They have changed the rules for the adults and now have to count unemployment as income. Michelle questioned if we should allocate less money to Adult ITA's and put to a different program. TANF-everything must be encumbered by June 30, 2018 and will be spent.

Michelle stated the Engage by Cell program is doing extremely well, with over 12,000 views and we have over 3,000 subscribers. We have not done a lot of marketing for this program but will be doing advertising for the Engage by Cell with SJ Media (online buy) and also an ad on the inside cover of SJ Biz magazine. We will also run on a loop at the County store.

Cost Allocation Plan – Vonnie provided copy of CAP for reporting time 1/1/18 – 3/31/18. She reported the plan was put together by our consultant, everything has been reconciled with only a few adjustments needed in fringe and indirect costs. Employee time sheets have been included. Michelle introduced new employee, Ashley Rastelli, Accounting Assistant under Economic Development. A motion to approve the presented Cost Allocation Plan and present at Full WDB Conference was made by M. Girone, seconded by T. Bianco. Michelle would like the plan emailed to the committee.

### **New Business**

Atlantic City Electric Project - Michelle reported ACE proposed to put \$6.2 million in South Jersey Economic Development Infrastructure and Workforce over the next 6 years. The contract will be executed at the April 18, 2018 Freeholder Board meeting. The Gloucester County part of the contract will be for \$540,000 over 6 years and will be used for support programing for their workforce needs. Gloucester County portion will cover the Women in Sustainable Energy program (WISE) and the pre-math qualification program.

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

Respectfully submitted,

Bridget A. DiGiambattista, WDB Staff