
WorkLink Finance Committee

Meeting Minutes

Date: Wednesday, March 25, 2026

Time: 3:00 PM

Location: Microsoft Teams

1. Call to Order & Introductions

Chair Stephanie Collins called the meeting to order at 3:00 PM. Committee members and staff introduced themselves.

Attendance:

Stephanie Collins (Chair), Dr. Galen Dehay, Shonna Williams, Kelly Parnell (representing Burris Nelson), Renee Alexander, Stan Hill, Victoria Britton, and Windy Graham.

2. Approval of Minutes – January 21, 2026

The committee reviewed and approved the minutes from the January 21, 2026 meeting.

- **Motion:** Dr. Galen Dehay
 - **Second:** Shonna Williams
 - **Vote:** Approved unanimously
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3. Operator & Program Updates – Presented by Renee Alexander

Renee provided updates on operator performance, program progress, and current invoicing. No performance concerns or compliance issues were identified.

4. Director's Update – Presented by Victoria Britton

a. RFP Status Update

- The RFP proposal submission deadline is Friday.
- Board members will review the bidder conference slide deck at the upcoming Board meeting.

b. PY26 Allocations

- Allocation notifications from the state are anticipated in mid- to late-May.

c. Rapid Response / Incumbent Worker Training (IWT) Grants

- Vanguard and KP Components training projects have been awarded and are pending start dates.
- Discussions with DEW continue regarding potential modifications to Vanguard's training requirements, specifically related to blueprint-reading components.

5. Cost-Reduction Initiatives – Presented by Windy Graham

WorkLink continues to implement cost-saving measures and vendor consolidation strategies. Completed actions include:

- Reduced Adobe licensing, saving **\$29.33/month**.
- Discontinued Constant Contact, saving **\$95.40/month** (~\$1,200 annually).
- Discontinued SurveyMonkey, saving **\$400 annually**; replaced with Microsoft Teams polling.
- Transitioned IT services from Technology Solutions (**\$199.99/month**) to VC3 (ACOG vendor).
- Discontinued Zoom (**\$17.11/month**) and fully transitioned to Microsoft Teams.

6. PY2025 Adult/Dislocated Worker (DW) and Program Restoration Grant (PRG) – WorkLink Staff

Budget Status

- PRG expenditures are currently lower than projected.
- Adult/DW budgets remain tight following MOU reimbursements.

Funding Options Considered

1. Maintain current charges on Adult/DW and modify PRG (staff recommendation).
2. Reassign allowable costs back to PRG.
3. Implement a hybrid approach.

Committee Recommendation

The committee recommended proceeding with a **line-item modification to PRG** to absorb potential overages and reduce audit risk within the Adult/DW grants.

7. Other Business

Staffing Update

- Jennifer Kelly has announced her planned departure effective **June 30, 2026** (end of program year).
- Recruitment planning has begun.

Office Space Planning

- As WorkLink evaluates options for new Clemson office space, Dr. Dehay noted the college's willingness to support outreach and relationship-building with potential site partners.
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8. Upcoming Deadlines

- **RFP Proposal Deadline:** Friday following the meeting
 - **WorkLink Board Meeting:** April 1, 2026
 - **PY26 Provider Announcement:** April 20, 2026
 - **Next Finance Committee Meeting:** May 27, 2026 at 3:00 PM
 - **Jennifer Kelly Departure:** June 30, 2026
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9. Adjournment

The meeting adjourned at approximately 3:38 PM.
