

****WorkLink Workforce Development Board**

Joint Committee Meeting Minutes**

Date: 1.21.26

Attendees: Mike Wallace, Galen Dehay, Billy Hunter, Stan Hill, Ann Marie Baker, Victoria Britton, Jennifer Campbell, Windy Graham

I. Call to Order / Quorum Status

The meeting began without a quorum; therefore, voting items were postponed. The committee proceeded with informational updates and discussions.

II. Key Discussion Points

1. Budget & Finance Updates

- Operating costs remain low in several program areas due to staffing shortages and delayed spending.
- The finance committee is planning strategic spending to realign expenditures with targets.
- January invoices are not yet reflected in the current budget; expenditures show **39.9%** as of December but are expected to increase once staffing stabilizes.

2. RFP Cycle Decision

- Committees approved **combining the Adult Operator, Dislocated Worker (DW) Operator, and Youth Program RFP cycles** into a single unified procurement cycle every four years.
- The Adult Operator contract will **not** be extended for its final year to align with the new timeline.

- Rationale: Increased efficiency, reduced frequency of RFPs, and better workload distribution for staff and providers.

3. High Performance Board Award

- WorkLink received **\$66,651**, with **\$50,000 allocated to Eckerd** for community service programming.
- Funds will carry into PY26, providing additional resources for the Youth Program.

4. KPI & Program Performance Updates

- A minor KPI deviation was noted (a small “red” area) but is not considered concerning.
- Incumbent Worker Program:
 - **Eugene Wexler** returned **\$44,000** due to inability to release staff for training—reflects strong business activity.
 - **Vanguard** and **KP Components** trainings awarded but not yet initiated; SEMEP monitoring progress.

5. Program-Specific Updates

Adult Operator (Invoices 1092 & 1223)

- Staff costs on track: 50.4% / 48.3%.
- Operating costs remain low; marketing and promotional efforts planned to increase necessary spending.
- Total contract spending within expected range (46%–47%).

Adult DW / Career Services (Invoice 1055 & DW on p.11)

- Staff costs: 50.5% and 55.8%.
- Operating costs low; strategic expenditures planned.

- Training costs at 29.4% but expected to rise.
- Supportive services at 48.1%.
- Total contract spending within range (46.9–51.2%).

Youth Program (Invoice 1058)

- Staff costs on target at 50%.
 - Operating costs at 25.5%; supply orders planned.
 - Training expenditures at 27%; expected to rise as credential exam vouchers are processed.
 - Supportive services at 58.9%.
 - Overall contract spending at 45.6%.
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III. Decisions Made

- **Approval of Minutes:** Postponed—lack of quorum.
 - **RFP Cycle Combination:** Approved by the One Stop Operations and Youth Committees.
 - **Use of High Performance Funding:** Noted allocation to Eckerd.
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IV. Task Assignments

Assigned Tasks

- **Billy Hunter / Stan Hill** – Develop a marketing/promo item spending plan for Adult Operator & Adult DW budgets.
- **Jennifer Campbell** –
 - Provide Vanguard/KP Components training update at February board meeting.

- Follow up with Anderson Economic Development (Burriss Nelson and David Collins) re: meeting availability.
 - Ensure January invoices appear in next board budget report.
 - Follow up on comprehensive center security grant proposal with the state.
 - Confirm quorum before future meetings.
 - **Victoria Britton** – Continue developing unified RFP and prepare timeline presentation for the board.
 - **Victoria Britton / Jennifer Campbell (WorkLink Staff)** – Monitor credential exam voucher submissions to ensure Youth Program spending targets are met.
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V. Deadlines

- **February Board Meeting:** Vanguard/KP Components training update (Jennifer C.).
 - **July:** Target implementation of combined RFP for Adult, DW, and Youth Programs.
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VI. Follow-Up Items

- Status check on operator marketing budget progress (Billy/Stan).
 - Maintain transparent communication on RFP timeline and WorkLink's historical procurement cycle (Victoria).
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