

Finance Committee Meeting Notes

Date: March 25, 2026, **Time:** 3:00 PM **Duration:** 38 minutes 50 seconds

Attendees:

- Victoria Britton
- Shonna Williams
- Stephanie Collins
- Stanley Hill
- Valencia Alexander
- Galen DeHay
- Kelly Parnell (sitting in for Burt Smeltz)
- Wendy Graham

Meeting Highlights:

1. Welcome and Introductions:

- Victoria Britton welcomed attendees and reminded them that the webinar was being recorded.
- Participants introduced themselves.

2. Approval of Previous Meeting Minutes:

- **Date of Previous Meeting:** January 21, 2026,
- **Motion to Approve:** Galen DeHay
- **Seconded by:** Shonna Williams
- **Outcome:** Minutes approved unanimously.

3. Operator and Program Updates:

- **Invoices Overview:**
 - **1055 Invoice:** Staff and operating costs are on track. Training costs and supportive service costs will see a drop in the next invoice due to approved training packets for welding and CDL training.
 - **1056 Invoice:** Similar results as 1055. Dislocated worker funding is slightly soft but expected to improve.
 - **1058 Invoice (Youth Invoice):** Spending is close to target, with plans to fully utilize training dollars and work experience stipends.
 - **Operator Adult (1092):** Expenditure at 61.2%, with plans to spend remaining funds on promotional materials and other needs.

- **Operator DW Invoice:** Expenditure at 65.1%, with plans to spend remaining funds on promotional materials and other costs by the end of the program year.

4. Director's Report:

- **Request for Proposals (RFP):**
 - Proposals are due Friday, March 27, 2026.
 - Provider for PY26 will be announced by April 20, 2026.
- **PY26 Allocations:**
 - Awaiting updates from the state, expected by mid-May.
- **Rapid Response and Incumbent Worker Training Grant Updates:**
 - Vanguard and KP Components began training in March and will conclude by the end of the month.
 - Potential modification to training agreements to include blueprint reading.
- **Cost-Cutting Measures:**
 - Discontinued services: Adobe licensing (\$29.33/month), Constant Contact (\$95.40/month), SurveyMonkey (\$400/year), and Zoom (\$17.11/month).
 - Exploring alternative internet providers to replace VIVE (\$1,009/month).
 - Transitioning IT services to VC3 for cost efficiency.
- **Clemson Office Lease:**
 - Current lease costs exceed \$10,000/month, with additional expenses for repairs.
 - Considering relocation to a smaller, more cost-effective space in the Clemson/Pendleton area when the lease ends in two years.

5. PY25 Adult, Dislocated Worker, and PRG Grants:

- **Budget Overview:**
 - PRG grant is winding down, and funds will be reallocated to cover tightness in the adult and dislocated worker budget.
 - Recommendation: Leave current charges on adult/dislocated worker and modify the PRG grant to absorb overages.

6. Other Business:

- **Upcoming Meetings:**
 - **WorkLink Board Meeting:** April 1, 2026.
 - **Next Finance Committee Meeting:** May 27, 2026, at 3:00 PM.

Meeting Adjourned.