

Southern Illinois Workforce Development Board
One Stop Committee Meeting Minutes
Tuesday, February 13, 8:00 a.m.

I. Call to Order

The One-Stop Committee was called to order at 8:00 a.m.

II. Roll Call

Members Present: Kay Fleming, Michelle Cerutti, Karla Tabing, Sandy Snowden, Rebecca Henry (by phone), John Otey, Joan Jablonski-Baxter.

Members Absent: Debra Jackanicz, Karl Maple, Lori Ragland, Jillian VanZandt, Kristina Shelton, Paulette Hamlin, Melanie Pecord, Christina Hutcheson, Penny Valentine, Angela Imhoff, Rosie Naumvoski.

Board Staff Present:

One-Stop Operator Staff Present: Mary Sullivan

III. Orders of the Day

A. Approval of Minutes. Minutes from the January meeting were not available for approval. Michelle Cerrutti indicated that she would work to get minutes prepared and to the Committee at the March meeting.

B. New Business.

1. Review Updated Intake and Referral Form. Mers Goodwill information has been added to the form.

2. Discuss Referrals being made and referral tracking. There was discussion about distributing the Intake and Referral Form on Tuesdays and Thursdays during orientation so that individuals are able to see and request services that they might not know are available to them. There was discussion about referrals made from one organization to another and the challenges that employee turnover presents.

C. Old Business.

1. AJC/One Stop Operator Report.

Staffing: In January there were three people working in the Resource Room. As of this meeting, there are only two. There is a search for two people to replace the vacancy. One major barrier to retaining AJC workers is transportation. Some workers rely on Rides Mass Transit. Rides Mass Transit is very unreliable and inconsistent. Rides Mass Transit has been contacted but their response was that whenever a pick up time is stated it is an estimated time.

There was good attendance at the expungement workshop.

There was discussion about the Customer Survey and how to follow up with individuals who indicated that their needs were not met. Since there is no identifying information on the survey it is impossible to know who needs follow up. A suggestion box might be helpful.

There will be a partner meeting on February 22 from 9 to 10 a.m.

A training schedule is being developed for front desk staff so that they can learn partner services available.

IV. Matters from the Floor.

- It was suggested that time be allotted during the meeting for committee members to announce what is going on in their programs. This used to be done, but not in quite in a while.
- Remember that the facility is available for workshops, meetings, etc.
- Reba Utley attends orientations regularly, but it is important to remember that orientations are open to all partners who would like to come and present information about their programs.
- Reminder of the MOU Negotiations Meeting to be held at the Rend Lake Marketplace in Mt. Vernon on February 15, at 10:00 a.m.

V. Recognition of Guests. Theresa Smith from ManTraCon.

VI. Adjournment. A motion to adjourn was made by Michelle Cerutti and seconded by Karla Tabing. The motion passed and the meeting was adjourned at 9:30 a.m.

Minutes prepared and submitted by Kay Fleming.