

**Executive Committee Meeting
SPECIAL MEETING
ONE STOP WALK-THROUGH
AND CERTIFICATION RECOMMENDATION
Southern Illinois Workforce Development Board
MAN-TRA-CON Corporation, Marion, Illinois
June 22, 2017 11:15am**

MINUTES

Attending in Person: SIWDB Chair Mary Roe, Terance Henry, Milton Maxwell, Cary Minnis
Teleconferencing: Rosie Naumovski (joined later in person)
Members Absent: Debra Jackanicz, Rex Cusumano
Others present: Kathy Lively, Staff, Tammy Kirk, SIWDB Secretary

I. Call to Order – Chair Mary Roe called the meeting to order at 11:19a.m.

II. Orders of the Day

- a. One Stop Walk Through** – Ms. Lively provided the committee with an overview of the One-Stop requirements and copies of the desk audit to be completed during the walk-through. The Committee then left the meeting room for the walk-through.

At the conclusion of the walk-through of the American Job Center Comprehensive Center, utilizing the check list provided by DCEO, the committee reconvened to discuss the results. The Committee was very pleased with the One-Stop and determined the One-Stop to meet all guidelines. A few members submitted suggestion for improvements.

- b. One Stop Certification Recommendation** – Based on the results of the walk-through, Mr. Minnis made a motion to recommend the One Stop for certification. Seconded by Ms. Naumovski. Motion carried.

III. Adjournment – A motion was made by Mr. Henry to adjourn the meeting as all business for the day had been completed. The motion was seconded by Mr. Minnis. The motion passed committee and the meeting was adjourned at 9:54a.m.

Members of the Committee:

Mary Roe – Chair

Terance Henry – 3rd Vice Chair

Milton Maxwell – Parliamentarian

Rosie Naumovski – 1st Vice Chair

Debra Jackanicz – 4th Vice Chair

Kathy Lively - Staff

Rex Cusumano – 2nd Vice Chair

Cary Minnis - Treasurer

Tammy Kirk – SIWDB Secretary