

Southern Illinois Workforce Development Board
AJC (One Stop) Committee Meeting Minutes
Tuesday, December 10, 2019, 8:00 a.m.

I. Call to Order

The One-Stop Committee was called to order at 8:05 a.m.

II. Roll Call

Present: Kay Fleming, Michelle Cerutti, Penny Valentine, Randy Osborn, Kristina Shelton, Karla Tabing, Sarah Corbett, Scott Wernsman, and John Otey

Absent: Debra Jackanicz, Paulette Hamlin, Rosie Naumovski, Edrye Kelly, Sandy Snowden, Mandy Bernhard, Jillian VanZandt, Rebecca Henry, and Katlyn Newman, Joan Jablonski-Baxter, Christina Hutcheson, Karen Ogden, and Cindy Webb

Board Staff Present: Kathy Lively

One-Stop Operator Staff Present:

III. Orders of the Day

A. Approval of Minutes. Minutes from the November 19, 2019, AJC/One Stop Committee meeting were presented. Penny Valentine made a motion to accept the minutes as written. Randy Osborn seconded the motion. Minutes were approved.

B. Business.

1. **AJC Website (Theresa Smith).** Theresa explained about URL and hosting sites. It was decided that there would be a work group that will meet to discuss details that include purchasing a URL, webhost, .com or .org, domain name, etc. Theresa will email a written explanation of what she discussed today to the group. A conference call has been scheduled for Thursday, January 9, 2020, for this workgroup to make recommendations. Recommendations will be shared with the group before final decisions are made. Members of this workgroup are: Karla Tabing, Michelle Cerutti, Theresa Smith, Cindy Webb, a representative from DHS and IDES.
2. **AJC/One Stop Operator report.** AJC/One Stop data from the Annual Report for the SIWDB was shared.
3. **Service Integration Goals – Report Out (select chairs and set meeting dates)**
 - a. Goal 9 Processes are Streamlined & Aligned (Mt. Vernon): The meeting which had been scheduled to begin discussing this goal was cancelled. Michelle is in the process of trying to reschedule.
 - b. Goal 7 Staff Collaborate on Customer Assessment: A survey of all partners revealed that Title 1B and Title II partners are the only partners that require an assessment for entry into programming. The common assessment is the TABE 11/12. As a result, it was decided that it is unnecessary to prepare an assessment matrix. This goal has been completed.

- c. Goal 4 Communication Across Partners: As indicated above in the narrative under AJC Website, there will be a workgroup that will work to develop an AJC website.
 - d. Goal 3 Cross Training: Cindy Webb was not present due to illness and was unable to provide a report.
4. **Review AJC Work Plan which includes Regional Planning Dates.** We will hold a meeting to begin working on the Region 8 plan immediately after the next AJC/One Stop meeting on January 14, 2020. This meeting will be from 9:00 a.m. to 12:00 p.m. Kathy will email everyone a copy of the current Regional Plan. Before the meeting on the 14th, partners are asked to review and update their information in the current plan and be sure to update contact names. The colleges are asked to update programs offered by their institutions.
 5. **Partner Updates.**

IV. Matters from the floor.

1. Penny Valentine requested a copy of the draft Orientation PowerPoint for review before submitting information for IDES.

V. Recognition of guests. Theresa Smith

VI. Adjournment. A motion to adjourn was made by Karla Tabing and seconded by John Otey. Motion passed and the meeting was adjourned at 9:20 a.m.

Minutes prepared and submitted by Kay Fleming.