

**Southern Illinois Workforce Development Board
AJC (One Stop) Committee Meeting Minutes
Tuesday, December 11, 2018, 8:00 a.m.**

I. Call to Order

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

II. Roll Call

Members Present: Kay Fleming, Michelle Cerutti, Karla Tabing, John Otey, Christina Hutcheson, Penny Valentine, Kristina Shelton, Scott Wernsman.

Members Present via phone:

Members Absent: Randy Osborn, Sandy Snowden, Angela Imhoff, Mandy Bernard, Gretchen Morse, Rebecca Henry, Lori Ragland, Debra Jackanicz, Paulette Hamlin, Rosie Naumovski, Joan Jablonski-Baxter.

Board Staff Present:

One-Stop Operator Staff Present: Alan Summers

III. Orders of the Day

A. Approval of Minutes. Minutes from the November 13, 2018, One Stop Committee meeting were reviewed. Christina Hutcheson made a motion to accept the minutes as written. Scott Wernsman seconded the motion. Minutes were approved.

B. New Business.

- 1. Discuss December AJC Schedule (days closed).** The AJC/One Stop Resource Room will be closed from Monday, December 24, through Tuesday, January 1.
- 2. Direct Linkage Checklist—see page 54 of Gov Guidelines.** There was discussion of the new guidelines and direct linkage responsibilities. Each partner must determine how direct linkage will happen and insure that responsibility is met. Partners are asked to complete the Direct Linkage Compliance Checklist (page 59 of the Governor’s Guidelines—Revision 3) as it applies to their program. Partners will bring the completed checklist to the next One Stop/AJC meeting to use in completion of the checklist for the One Stop/AJC. Michelle Cerutti will send an email to all partners with instructions and a copy of the Checklist prior to the January meeting.
- 3. Affiliate/Access Site Discussion.** Partners are asked to review the definitions of Access Site and Affiliate Center in the Governor’s Guidelines—Revision 3 on page 32. The January meeting will include discussion as to whether or not the Mt. Vernon Access Site remain the same or change to an Affiliate Center.

C. Old Business.

1. **AJC/One Stop Operator report.** The November 2018 referral report was distributed to members present. Numbers on the report were discussed. Alan Summers indicated that he hopes to be able to present information on the next report that shows each partner who made referrals and to whom they were made.
2. **Discuss Referrals/referral tracking.** There was continued discussion and further clarification as to what constitutes a referral.
3. **Partner Updates.** Kristina Shelton and Scott Wernsman shared that Perkins will be required to prepare a four-year plan. This next year, 2020, is a transition year requiring only a one-year plan. A four-year plan must be in place in 2021. Partnership input is now a requirement.

IV. Matters from the Floor. None

V. Recognition of Guests. There were no guests present.

VI. Adjournment. A motion to adjourn was made by John Otey and seconded by Karla Tabing. The motion passed and the meeting was adjourned at 9:05 a.m.

Minutes prepared and submitted by Kay Fleming.