

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

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**I. Call to Order**

The One-Stop Committee was called to order at 8:10 a.m.

**II. Roll Call**

**Members Present:** Kay Fleming, Michelle Cerutti, Karla Tabing, John Otey, Christina Hutcheson, Penny Valentine, Kristina Shelton, Scott Wernsman, Angela Imhoff, Sandy Snowden, Rebecca Henry, Randy Osborn, Mandy Bernhard.

**Members Present via phone:**

**Members Absent:** Debra Jackanicz, Paulette Hamlin, Rosie Naumovski, Joan Jablonski-Baxter, Paulette Hamlin.

**Board Staff Present:** Kathy Lively

**One-Stop Operator Staff Present:** Alan Summers

**III. Orders of the Day**

**A. Approval of Minutes.** Minutes from the December 11, 2018, One Stop Committee meeting were reviewed. Christina Hutcheson made a motion to accept the minutes as written. Angela Imhoff seconded the motion. Minutes were approved.

**B. New Business.**

- 1. Navigator Position.** Staff from specific partners are no long available to perform navigator duties. An option to hire a current Work Experience worker who has skills and experience was discussed. The committee agreed to make a recommendation to hire this Work Experience worker as navigator in the resource room.
- 2. Final Service Integration Policy.** Service integration policy was reviewed.
- 3. MOU Pre-Program Plan (can be revised).** A draft budget will be prepared and forwarded electronically to the committee for review. It appears that an FTE less than .25 will be questioned by the State. The budget including level dollars is being assumed.

**C. Old Business.**

- 1. AJC/One Stop Operator report.**
  - a. The December referral report was distributed to members present. Numbers on the report were discussed. As promised, Alan Summers

included information on the report that shows the number of referrals made by each partner.

- b. Partners are asked to use the common referral/intake form when submitting referrals to the One Stop Operator for tracking.
  - c. Cross training should start in January. It is the ultimate goal that cross training be offered to any partner staff who work with customers and make referrals.
2. **Direct Linkage Checklist.** There was continued discussion and further clarification regarding direct linkage. Kathy Lively will ask about whether adult education programs must sign separate direct linkage agreements. There is also a question about direct linkage for Perkins and the fact that direct referrals to Perkins are not made.
  3. **Partner Updates.** ManTraCon is not required to use the 11/12 TABE tests until July 1, 2019.

**IV. Matters from the Floor.** None

**V. Recognition of Guests.** Kaitlyn Newman from Centerstone. Kaitlyn will attend the One Stop meeting when Rebecca Henry is unable to attend.

**VI. Adjournment.** A motion to adjourn was made by Sandy Snowden and seconded by Karla Tabing. The motion passed and the meeting was adjourned at 9:15 a.m.

*Minutes prepared and submitted by Kay Fleming.*