

Southern Illinois Workforce Development Board
AJC (One Stop) Committee Meeting Minutes
Tuesday, February 15, 2019, 8:00 a.m.

I. Call to Order

The One-Stop Committee was called to order at 8:05 a.m. The regularly scheduled meeting of February 12 (Lincoln's Birthday) was rescheduled to February 15.

II. Roll Call

Members Present: Kay Fleming, Michelle Cerutti, Karla Tabing, John Otey, Christina Hutcheson, Penny Valentine, Rebecca Henry, Randy Osborn, Jillian VanZandt, Kaitlyn Newman.

Members Absent: Debra Jackanicz, Paulette Hamlin, Rosie Naumovski, Joan Jablonski-Baxter, Paulette Hamlin, Kristina Shelton, Scott Wernsman, Angela Imhoff, Sandy Snowden, Mandy Bernhard.

Board Staff Present: Kathy Lively

One-Stop Operator Staff Present:

III. Orders of the Day

A. Approval of Minutes. Minutes from the January 8, 2019, One Stop Committee meeting were reviewed. Christina Hutcheson made a motion to accept the minutes as written. Randy Osborn seconded the motion. Minutes were approved.

B. New Business.

1. **Navigator Position—Review Job Description.** A copy of the job description was distributed. Anyone who would like to make changes to the description were asked to contact Kathy Lively.
2. **Partner Cross Training.** An update will be provided at the next scheduled meeting.

C. Old Business.

1. **AJC/One Stop Operator report.** The January referral report was distributed. Numbers on the report were discussed. Clarification was needed regarding "Referrals To" and "Referrals From."
2. **Direct Linkage Checklist Submissions.** Direct linkage checklists were discussed.
3. **AJC Referral Form:** There were no needed changes to the referral form.
4. **Perkins Update from RLC and JALC:** No report.
5. **Partner Updates.** Kathy Lively reported that there is one month left in the SNAP/EPIC grant and three months remaining in the MSSC grant. John Otey

indicated that the U.S. Census Bureau are preparing for the 2020 census and that there will be lots of jobs available. Jobs start at \$14.30/hr plus mileage. Jobs will begin in June 2019 and last into the latter part of 2020.

IV. Matters from the Floor. None

V. Recognition of Guests. None

VI. Adjournment. A motion to adjourn was made by Karla Tabing and seconded by Christina Hutcheson. The motion passed and the meeting was adjourned at 8:45 a.m.

Minutes prepared and submitted by Kay Fleming.