

Southern Illinois Workforce Development Board
AJC (One Stop) Committee Meeting Minutes
Tuesday, March 12, 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

Members Present: Kay Fleming, Michelle Cerutti, Karla Tabing, John Otey, Christina Hutcheson, Penny Valentine, Randy Osborn, Jillian VanZandt, Kristina Shelton, Scott Wernsman, Edrye Kelly.

Members Absent: Debra Jackanicz, Paulette Hamlin, Rosie Naumovski, Joan Jablonski-Baxter, Paulette Hamlin, Angela Imhoff, Sandy Snowden, Mandy Bernhard, Rebecca Henry, Kaitlyn Newman.

Board Staff Present: Kathy Lively

One-Stop Operator Staff Present: Alan Summers

III. Orders of the Day

A. Approval of Minutes. Minutes from the February 15, 2019, One Stop Committee meeting were reviewed. Karla Tabing made a motion to accept the minutes as written. Penny Valentine seconded the motion. Minutes were approved.

B. New Business.

- 1. Partner Cross Training.** Cross training sessions have started. It is the goal that all cross training be completed between March and June, 2019. Training will be offered by the following programs in the month indicated: DHS/March, MERS Goodwill and Rehabilitation Services/April, Adult Education/May, ManTraCon/June. Partners are asked to provide feedback about cross trainings to Alan Summers with any suggestions.

C. Old Business.

- 1. AJC/One Stop Operator report.** The February referral report was distributed. Numbers on the report were discussed. Exit survey is being conducted and more surveys are being captured by resource room staff.
- 2. AJC Referral Form:** Age vs. DOB. The decision was made to remove age and replace with date of birth. This will help programs in the verification process.
- 3. Discuss Referral Follow Up.** There was discussion about the level of follow up. What services have referrals actually received? Alan suggested sending a list of

referrals at certain times within the year for partners to verify what services were accessed.

4. **Perkins Update from RLC and JALC:** An Administrator's meeting is scheduled for April. Perkins is now required to develop a four-year plan. Hoping to receive more information in April.

5. Partner Updates.

March 27, 2019: JALC Job Fair.

April 10, 2019: City of Carbondale and IDES will conduct a Carbondale/Jackson County Job event.

April 11, 2019: An evening Open House at John A. Logan College.

April 25, 2019: Rend Lake College Job Fair at the Doubletree in Mt. Vernon.

IV. Matters from the Floor. Will County has developed an on-line Business Services Orientation. This is something for consideration for our AJC/One Stop. Hopefully, it will be possible to utilize or learn from Will County.

Adult Education APC Partner Meetings can be combined with other partner meetings.

V. Recognition of Guests. None

VI. Adjournment. A motion to adjourn was made by John Otey and seconded by Randy Osborn. The motion passed and the meeting was adjourned at 9:00 a.m.

Minutes prepared and submitted by Kay Fleming.