

**Southern Illinois Workforce Development Board**  
**AJC (One Stop) Committee Meeting Minutes**  
**Tuesday, May 14, 2019, 8:00 a.m.**

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**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, Karla Tabing, Christina Hutcheson, Penny Valentine, Randy Osborn, Jillian VanZandt, Kristina Shelton, Scott Wernsman, Karen for Angela Imhoff, John Otey and Joan Jablonski-Baxter.

**Absent:** Debra Jackanicz, Paulette Hamlin, Rosie Naumovski, Paulette Hamlin, Edrye Kelly, Rebecca Henry, Kaitlyn Newman, Sandy Snowden, Mandy Bernhard.

**Board Staff Present:** Kathy Lively

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

**III. Orders of the Day**

**A. Approval of Minutes.** Minutes from the April 9, 2019, One Stop Committee meeting were reviewed. Karla Tabing made a motion to accept the minutes as written. Joan Jablonski-Baxter seconded the motion. Minutes were approved.

**B. New Business.**

1. **Integrated Services Summit.** Comments were made regarding the summit. It was stated that training is becoming redundant for partners who regularly attend each summit.
2. **Design of Potential Resource Room.** This item is on the agenda asking for approval to move the location of the One Stop to a new location being developed by Greater Egypt Regional Planning and Development Commission. There would be no changes to the MOU at this time. It was decided that front-line resource room staff should be included in the design of the new space.

**C. Old Business.**

1. **AJC/One Stop Operator report.** The April referral report was distributed. Numbers on the report were discussed.
2. **AJC Referral Form:** No changes were suggested at this time.
3. **Discuss Referral Follow Up.** Moving forward, the referring partner will help a customer make immediate contact with the referred partner by helping the customer make a phone call to the identified partner contact. This should happen regardless of whether the referral originates from an on-site or off-site

partner. It is hoped that putting customers in immediate direct contact will help with customer follow through. Partners should continue to follow the established procedure in forwarding a copy of the Common Intake/Referral Form to the One Stop Operator.

**4. Partner Updates.**

**IV. Matters from the Floor.**

**V. Recognition of Guests.**

**VI. Adjournment.** A motion to adjourn was made by Joan Jablonski-Baxter 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.*