

**Southern Illinois Workforce Development Board  
AJC (One Stop) Committee Meeting Minutes  
Tuesday, July 9, 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, Karen Ogden for Angela Imhoff, John Otey, Rebecca Henry, and Katlyn Newman

**Absent:** Debra Jackanicz, Paulette Hamlin, Rosie Naumovski, Edrye Kelly, Sandy Snowden, Mandy Bernhard, Joan Jablonski-Baxter, Kristina Shelton, Scott Wernsman

**Board Staff Present:** Kathy Lively

**One-Stop Operator Staff Present:** Cindy Webb

**III. Orders of the Day**

**A. Approval of Minutes.** Minutes from the May 14, 2019, One Stop Committee meeting were reviewed. Christina Hutcheson made a motion to accept the minutes as written. Penny Valentine seconded the motion. Minutes were approved.

**B. New Business.**

1. **Service Integration Self-Assessment.** Must be completed and to the State by 9/30/19. Anyone interested in working on the assessment are invited to do so. The group agreed that it is important that all mandatory partners have representation on the work group. Other partners are encouraged to participate. Adult Education will be represented by Karla Tabing and Christina Hutcheson; IDES will be represented by John Otey. Other participants are asked to contact Kathy Lively by July 12.
2. **Design of Potential Resource Room – estimated move in date December, 2020.** An unofficial, rough draft of plans for the new resource room was shared. Suggestions were welcomed as work with the architect continues. Comments from customers and agency staff housed in the resource room have provided input based on their experience and observations.

**C. Old Business.**

1. **AJC/One Stop Operator report.** Cindy Webb has replaced Alan Summers as the AJC Operator. There will be a concerted effort to track automatic referrals to DHS and increase the number of customer exit surveys.

2. **AJC Referral Form:** No changes were suggested at this time.
3. **Partner Updates.**

#### **IV. Matters from the Floor.**

1. Penny Valentine indicated that IDES can help distribute program pamphlets for AJC partners.
2. Kathy Lively announced that the MOU was submitted.
3. Karla Tabing requested information about the process to switch Adult Education partner representatives on the SIWDB. Kathy Lively indicated that she would find out this process.

#### **V. Recognition of Guests.**

**VI. Adjournment.** A motion to adjourn was made by Christina Hutcheson and seconded by Karla Tabing. The motion passed and the meeting was adjourned at 9:00 a.m.

*Minutes prepared and submitted by Kay Fleming.*