

**Southern Illinois Workforce Development Board
AJC (One Stop) Committee Meeting Minutes
Tuesday, August 13, 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

Present: Kay Fleming, Michelle Cerutti, Karla Tabing, Christina Hutcheson, Penny Valentine, Randy Osborn, Karen Ogden for Angela Imhoff, Kristina Shelton, and Katlyn Newman

Absent: Debra Jackanicz, Paulette Hamlin, Rosie Naumovski, Edrye Kelly, Sandy Snowden, Mandy Bernhard, Joan Jablonski-Baxter, Jillian VanZandt, Scott Wernsman, Rebecca Henry, and John Otey

Board Staff Present: Kathy Lively

One-Stop Operator Staff Present: Cindy Webb

III. Orders of the Day

A. Approval of Minutes. Minutes from the July 9, 2019, One Stop Committee meeting were reviewed. Penny Valentine made a motion to accept the minutes as written. Randy Osborn seconded the motion. Minutes were approved.

B. New Business.

1. Service Integration Self-Assessment.

The Service Integration Guide materials provided prior to the One Stop meeting today, were discussed by the partners. The following was decided by the partners:

- No outside facilitator is necessary for the process.
- Kathy Lively will lead the exercises with assistance from the One Stop Operator and partners.
- Each partner agreed to send the Self-Assessment to the staff believed to be the best to complete within their respective agency.
- A meeting date of August 27 was set by the group to convene for the Service Integration first meeting.
- The partners will bring the completed self-assessments to the August 27, 1:00pm meeting (optional lunch at 12:30)
- Each partner will determine a summary of integrated services from agency input.

- After discussion of the continuum and purpose of the service integration assessment, the group will identify other partners who may need to be involved.
- The assessments will be entered into a spreadsheet at the 8/27 meeting.
- The final meeting will be held immediately following the September 10th One Stop Meeting. The group will choose 3-4 goals to work on and develop teams to work on strategies.
- An additional meeting will be scheduled if necessary.

Partners identified only Appendices B, E and G to be sent to the group as word documents so as to be “fillable” documents. The attached document contains only the chosen appendices. (G is the fillable Self-Assessment)

2. **Design of Potential Resource Room – estimated move in date December, 2020.**
The new space will have less square footage in the resource room, however, the other space for offices will be set up for better usage.

C. Old Business.

1. **AJC/One Stop Operator report.** Cindy Webb asked that referring partners mark the box for the referral agency on the Common Intake Referral Form when customers mark “I need help with.” It was discussed that cross training should happen quarterly. There was a suggestion that this cross training happen after the quarterly interagency meeting since many partners are at MTC for that meeting.
2. **AJC Referral Form:** Career Connect Re-entry will be removed from the form.
3. **Partner Updates.**

IV. Matters from the Floor.

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 9:05 a.m.

Minutes prepared and submitted by Kay Fleming.