

**Southern Illinois Workforce Development Board  
AJC (One Stop) Committee Meeting Minutes  
Tuesday, September 10, 2019, 8:00 a.m.**

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**I. Call to Order**

The One-Stop Committee was called to order at 8:10 a.m.

**II. Roll Call**

**Present:** Kay Fleming, Michelle Cerutti, Christina Hutcheson, Penny Valentine, Randy Osborn, Jillian VanZandt, Karen Ogden, Rebecca Henry, and Katlyn Newman, Joan Jablonski-Baxter

**Absent:** Debra Jackanicz, Paulette Hamlin, Rosie Naumovski, Edrye Kelly, Sandy Snowden, Mandy Bernhard, Kristina Shelton, Scott Wernsman, Karla Tabing, 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 August 13, 2019, One Stop Committee meeting were reviewed. Christina Hutcheson made a motion to accept the minutes as written. Joan Jablonski-Baxter seconded the motion. Minutes were approved.

**B. New Business.**

**C. Old Business.**

1. **Service Integration Self-Assessment.** This will be discussed in a separate meeting scheduled immediately after this AJC (One Stop) Committee meeting.
2. **AJC/One Stop Operator report.** Partner meetings for staff housed at the AJC will now meet the first Thursday of every month at 9:00 a.m. The referral process is going well.
3. **AJC Referral Form:** An updated copy of the form will be emailed to all partners.
4. **Partner Updates.**

**IV. Matters from the Floor.**

1. Kathy provided an update on the new location. There had been some concerns that the new resource room was going to be too small. Plans were reviewed again and approximately ten feet has been added to the space.

**V. Recognition of Guests.**

**VI. Adjournment.** A motion to adjourn was made by Christina Hutcheson and seconded by Karen Ogden. The motion passed and the meeting was adjourned at 8:30 a.m.

*Minutes prepared and submitted by Kay Fleming.*