

Southern Illinois Workforce Development Board
AJC (One Stop) Committee Meeting Minutes
Tuesday, January 14, 2020, 8:00 a.m.

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, Penny Valentine, Kristina Shelton, Karla Tabing, Sarah Corbett, Scott Wernsman, Christina Hutcheson, and Karen Ogden.

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

Board Staff Present: Kathy Lively

One-Stop Operator Staff Present: Cindy Webb

III. Orders of the Day

A. Approval of Minutes. Minutes from the December 10, 2019, AJC/One Stop Committee meeting were presented. Christina Hutcheson made a motion to accept the minutes as written. Karla Tabing seconded the motion. Minutes were approved.

B. Business.

1. **AJC/One Stop Operator report.** AJC/One Stop data was shared. The AJC/One Stop report will be expanded to include Mt. Vernon number beginning in January.
2. **Service Integration Goals – Report Out (select chairs and set meeting dates)**
 - a. Goal 9 Processes are Streamlined & Aligned (Mt. Vernon): Not all partners were able to attend the rescheduled meeting. It was recommended that Mt. Vernon remain an access site.
 - b. Goal 7 Staff Collaborate on Customer Assessment: This goal has been completed. It was discussed, however, that the career assessment used by MTC be shared with partners. Michelle will check to see if this assessment from Illinois WorkNet can be printed out.
 - c. Goal 4 Communication Across Partners: This committee met on January 9. Theresa Smith reported that based on the discussions at that meeting that the AJC/One Stop website has been established. To access the website, individuals can search AmericanJobCenterSI.org or .com. The website is being hosted on the MTC server. Also established are Facebook and LinkedIn pages.
 - d. Goal 3 Cross Training: The goal is to take cross training on the road. The PowerPoint is still in the revision process.
3. **Referral Form.** There was discussion about adding a universal release of information statement to the form.

4. Partner Updates.

IV. Matters from the floor.

V. Recognition of guests. Theresa Smith

VI. Adjournment. A motion to adjourn was made by Karla Tabing and seconded by Scott Wernsman. Motion passed and the meeting was adjourned at 8:55 a.m.

Minutes prepared and submitted by Kay Fleming.