

Southern Illinois Workforce Development Board
AJC (One Stop) Committee Meeting Minutes
Tuesday, February 11, 2020, 8:00 a.m.

I. Call to Order

The One-Stop Committee was called to order at 8:00 a.m.

II. Roll Call

Present: Kay Fleming, Michelle Cerutti, Penny Valentine, Kristina Shelton, Karla Tabing, Sarah Corbett, Christina Hutcheson, Karen Ogden, Randy Osborn, Sandy Snowden, Jillian VanZandt, John Otey, Joan Jablonski-Baxter

Absent: Debra Jackanicz, Kim Wilkerson, Paulette Hamlin, Mandy Bernhard, 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 January 14, 2020, AJC/One Stop Committee meeting were presented. A typographical error was pointed out in #1 under Business. The word “Stoop” should be changed to “Stop.” Jillian VanZandt made a motion to accept the minutes as written. Christina Hutcheson seconded the motion. Minutes were approved.

B. Business.

- 1. AJC/One Stop Operator report.** AJC/One Stop data was shared. Partner updates to the Orientation PowerPoint are due to Cindy Webb today. The presentation is still 33 pages long. Only two updates have been received. Referral reports have been expanded. It was questioned whether customer satisfaction surveys were still being completed. The answer is yes.
- 2. Service Integration Goals – Report Out (select chairs and set meeting dates)**
 - a. Goal 9 Processes are Streamlined & Aligned (Mt. Vernon): A tentative date for the next meeting is set for February 25 at 1:00 p.m. It was stated that Mt. Vernon referrals have increased.
 - b. Goal 7 Staff Collaborate on Customer Assessment: This goal has been completed.
 - c. Goal 4 Communication Across Partners: Theresa Smith said that partners can post to the AmericanJobCenterSI Facebook and LinkedIn pages. There was discussion about a newsletter and partners submitting success stories. These stories should be submitted to Theresa Smith.
 - d. Goal 3 Cross Training: Cross training is scheduled after each Interagency Meeting held at MTC. The next cross training will highlight Lincoln Land.

3. **Referral Form.** Information regarding the development of a statement from State partners would take a considerable amount of time. As a result, it was decided to add a short universal release statement to the referral form.
4. **Partner Updates.**

IV. Matters from the floor. Partners were asked to send Michelle Cerutti a list of counties served in their districts. This will assist in development of the Region 8 Plan and provide helpful information to AJC staff when making referrals.

V. Recognition of guests. Theresa Smith

VI. Adjournment. A motion to adjourn was made by Karla Tabing and seconded by Sandy Snowden. Motion passed and the meeting was adjourned at 8:45 a.m.

Minutes prepared and submitted by Kay Fleming.