

**Southern Illinois Workforce Development Board
American Job Center Committee Meeting Minutes
Virtual Meeting Conducted via ZOOM
Tuesday, April 14, 2020, 8:00 a.m.**

I. Call to Order

The American Job Center Committee was called to order at 8:05 a.m. It should be noted that this meeting is a virtual meeting conducted via ZOOM.

II. Roll Call

Present: Kay Fleming, Michelle Cerutti, Karla Tabing, Karen Ogden, John Otey, Christina Hutcheson, Sandy Snowden, Scott Wernsman, Mandy Bernhard, Debra Jackanicz

Absent: Kim Wilkerson, Kristina Shelton, Sarah Corbett, Joan Jablonski-Baxter, Paulette Hamlin, Randy Osborn, Jillian VanZandt

Board Staff Present: Kathy Lively

One-Stop Operator Staff Present: Cindy Webb

III. Orders of the Day

A. Approval of Minutes. Minutes from the March 10, 2020, AJC/One Stop Committee meeting were presented. Karla Tabing made a motion to accept the minutes. Karen Ogden seconded the motion. Minutes were approved.

B. Business.

- 1. MOU Outcomes Report.** The MOU Outcomes Report is due April 15, 2020. There was discussion about the report and the fact that the State knows that we do not require intervention. A motion was made by Christina Hutcheson to accept the MOU Outcomes Report as presented. The motion was seconded by John Otey. A vote was taken and the motion passed.
- 2. Integrated Services-New One Stop/AJC Orientation.** The Orientation PowerPoint was reviewed again for accuracy. There was discussion about creating a voice-over for the Orientation. Cindy Webb will work with Theresa Smith to make this happen.
- 3. COVID-19 Discussions.** Partners discussed changes and challenges in programming and processes as a result of the COVID-19 pandemic.

IV. Matters from the floor.

VI. Adjournment. A motion to adjourn was made by Karla Tabing and seconded by Sandy Snowden. Motion passed and the meeting was adjourned at 9:00 a.m.

Minutes prepared and submitted by Kay Fleming.