

**Southern Illinois Workforce Development Board
American Job Center Committee Meeting Minutes
Virtual Meeting Conducted via ZOOM
Tuesday, May 12, 2020, 8:00 a.m.**

I. Call to Order

The American Job Center Committee was called to order at 8:00 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, Christina Hutcheson, Sandy Snowden, Scott Wernsman, Mandy Bernhard, Randy Osborn, Jillian VanZandt, Kristina Shelton

Absent: Kim Wilkerson, Sarah Corbett, Joan Jablonski-Baxter, Paulette Hamlin, John Otey, Debra Jackanicz

Board Staff Present: Kathy Lively

One-Stop Operator Staff Present: Cindy Webb

III. Orders of the Day

A. Approval of Minutes. Minutes from the April 14, 2020, AJC/One Stop Committee meeting were presented. Christina Hutcheson made a motion to accept the minutes. Karen Ogden seconded the motion. Minutes were approved.

B. Business.

- 1. AJC Reopening Discussion.** As IWP President, Michelle Cerutti was asked to invite local directors to participate in a DCEO workgroup to discuss challenges and concerns of re-opening American Job Centers. Kathy Lively is also participating in this work group along with several workforce directors throughout the state. Our committee discussed increase marketing of online services through the AJC website, virtual job fairs, face-to-face by appointment only, and security in parking lots. Cindy Webb and Theresa Smith have been working on the Orientation PowerPoint and adding a voice-over. Cindy will email a draft of the current voice-over for the committee to review.
- 2. Elect New Committee Chair.** Kay Fleming, current Chair of the AJC Committee, will retire August 1, 2020. Nominations were requested to fill the soon-to-be vacated chair position. Christina Hutcheson nominated Karla Tabing. No other nominations were made nor did anyone else request that they be considered for the chair position. Karla Tabing accepted the nomination. Jillian VanZandt made a motion to elect Karla Tabing as the new Chair of the AJC Committee effective July 1, 2020. Christina Hutcheson seconded the motion. A vote was taken and the motion passed.

- 3. MOU Discussions.** Kathy Lively will email partner-specific information from MOU Sections 7 and 11 for each partner to review and update. Partners are asked to submit updated by May 18. It is noted that Vocational Rehabilitation did not have a representative present at this meeting.

IV. Matters from the floor. Cindy Webb reported that the Orientation PowerPoint video is just a draft and that work continues toward a final product. Cindy also stated that cross trainings will need to continue and that she is looking to conducting these trainings virtually.

Christina Hutcheson stated that she is using Animoto.com to create a presentation that promotes Rend Lake College adult education programming. She also stated that Google IT and Phlebotomy are classes that are being offered virtually and currently open for student enrollment during the summer.

Kathy Lively reported that Hyatt Reservations is permanently laying off 200 employees as a result of the COVID-19 pandemic.

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

Minutes prepared and submitted by Kay Fleming.