

**Southern Illinois Workforce Development Board
American Job Center Committee Meeting Minutes
Virtual Meeting Conducted via ZOOM
Tuesday, June 23, 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: Christina Hutcheson, Jillian Van Zandt, Debra Jackanicz, Karl Tabing, Christina Shelton, Kathy Lively, Cindy Webb, Michelle Cerutti, Randy Osborn, Scott Wernsman, Laura Hammond

Absent: Kay Fleming, John Otey, Penny Valentine, Joan Jablonski, Kim Wilkerson, Paulette Hamlin, Angela Imhoff, Karen Ogden, Sandy Snowden, Katlyn Newman, Many Bernhard

Board Staff Present: Kathy Lively

One-Stop Operator Staff Present: Cindy Webb

III. Orders of the Day

A. Business.

- 1. AJC Reopening Discussion.** Good Guidance has been given in in regards to re-opening the Resource Room at AJC. With moving into Phase 4 a protocol has been established to allow clients to access the AJC Resource Room. Those protocols include: having an online referral form for referrals made to partners, providing masks for clients, allowing limited access to computers (will have saran wrap over keyboard, and will be sanitized after each client use), No partners will be accessible at the AJC at this time. A discussion occurred in regards to hiring security on a month to month basis.
- 2. Guidance for MOU reconciliation due to COVID related costs** At this point the MOU will not be reopened. Cost for security personal would be paid out of Title IB. If an outside security firm is hired it would be on a month to month basis.
- 3. MOU Signatures update** signatures are still be received from state agencies.
- 4. DOL Monitoring Update** Kathy Lively thanked everyone who had been involved with the DOL monitoring visit and especially thanked those who had completed a phone interview. The Federal DOL was very impressed with the partnerships within WIOA 25.

IV. Matters from the floor. Christina Hutcheson reported RLC will be offering face to face classes along with hybrid. MTC has received a Disaster Recovery Grant to sanitize playground

equipment and answering phones. Karla Tabing reported JALC will offer classes at this point not sure if it will be face to face, hybrid, or online for Adult Education classes.

VI. Adjournment. A motion to adjourn was made by Christina Hutcheson and seconded by Michelle Cerutti. Motion passed and the meeting was adjourned at 9:00 a.m.

Minutes prepared and submitted by Karla Tabing.