

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

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**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, Karla Tabing, Kathy Lively, Cindy Webb, Michelle Cerutti, Randy Osborn, Laura Hammond, Kay Fleming

**Absent:** Joan Jablonski, Kim Wilkerson, Paulette Hamlin, Sandy Snowden, Mandy Bernhard, Kristina Shelton, Scott Wernsman

**Board Staff Present:** Kathy Lively

**One-Stop Operator Staff Present:** Cindy Webb

**III. Orders of the Day**

**A. Business.**

- 1. AJC Reopening Discussion.** Discussion included concerns for IDS to open. Especially in Mt Vernon. The date for the reopen has been extended to July 22<sup>nd</sup>. Kathy and Jillian discussed the opening of AJC and having a comfort level for IDS with concerns of safety. Kathy also discussed the concerns of the number of cases increasing and how to balance health and safety with opening back up. Discussion occurred about taking temperatures, and who would take the temperatures. Security personal are being hired. AJC will offer access to computers for AE students needing to take the TABE. AJC has the ability to record the testing. Christina announced RLC was doing DRC training for TABE for remote testing if anyone was interested in participating she had open spots. AJC has orientation and referral form on website and ready to go.

**IV. Matters from the floor.** Christina Hutcheson reported RLC will be offering online classes in the fall. Karla Tabing reported JALC will be offering face to face classes. Laura Hammond is trying to get the flow of things and DHS is continuing to work remotely. DHS will be open to customers beginning on July 28, 2020. Debra Jackanicz reported they continue to work remotely. Their program is using “pipefile” to upload secure documents. The LIHEAP program is mostly elderly and there will be people available by phone to assist them to register. Debra gave the website for more information being [helpillinoisfamilies.com](http://helpillinoisfamilies.com). Entry into Crosswalk is very limited. Food pantry only person to person contact at this time.

Jillian Van Zandt reported that the new IDES director will begin August 10, 2020. Kathy Lively mentioned the referral form might need changed to accommodate new procedures.

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

*Minutes prepared and submitted by Karla Tabing.*