

**Southern Illinois Workforce Development Board
American Job Center Committee Meeting Minutes
Virtual Meeting Conducted via ZOOM
Tuesday, October 13, 2020, 8:00 a.m.**

I. Call to Order

The American Job Center Committee was called to order at 8:01 a.m. It should be noted that this meeting is a virtual meeting conducted via ZOOM.

II. Roll Call

Present: Christina Hutcheson, Karla Tabing, Michelle Cerutti, Randy Osborn, Sandy Snowden, Deb Keelin, Kristina Shelton, Sarah Corbett, Laura Hammond

Absent: Joan Jablonski, Kim Wilkerson, Paulette Hamlin, Jillian Van Zandt, Kathy Lively, Debra Jackanicz, Mandy Bernhard, Scott Wernsman, Cindy Web

Board Staff Present:

One-Stop Operator Staff Present:

III. Approval of Minutes Minutes from the September AJC Committee meeting were reviewed and approved with the date being corrected. Christina Hutcheson made a motion for approval and Randy Osborn 2nd. Minutes were approved.

IV. Orders of the Day

A. Business.

- 1. AJC Reopening Discussion** AJC has re-opened by appointment. Man-Tra-Con is also doing appointments virtually or by appointment. Will begin to allow small job fairs to resume there. DHS has locally 4 staff in the office. Doors are open but mostly over the phone appointments. Adult Education- (RLC) all virtual have more students this fall than in past falls, providing some classes in SIC district. If students are interested have them go to website for online registration. (JALC) doing hybrid 2 days face to face and one day zoom. Number of students are down but retention is up. (Rebound) going back in person on October 19th. Students have the opportunity to choose all remote or in person. IDES not open to the public not sure when it will open. Hiring armed security to be at each location. Workshops are being provided by phone. Title V has added a new agency for clients to work, the agency is in the process of hiring a new director. Grant has been extended. Randy has also had a few hires. RLC CTE ist 12 weeks on campus then online only this fall. Spring online only until March. They will be having virtual career days in December.
- 2. AJC Reports** Michelle reviewed the information for the previous month for referrals and numbers served. Referrals are occurring between programs.

3. **MOU Status report** The document is due October 30th with a few minor changes
example: update in description, cannot abbreviate signature lines
4. **Updates on status of programs** No other information shared

IV. Matters from the floor.

Michelle reminded everyone of the free training being offered by the state through Coursera. Sign up will end at the end of October. go to <https://www.illinoisworknet.com/Training/Pages/Coursera.aspx> for more information.

VI. Adjournment. A motion to adjourn was made by Sandy Snowden and seconded by Michelle Cerutti. Motion passed and the meeting was adjourned.

Minutes prepared and submitted by Karla Tabing.