

**Southern Illinois Workforce Development Board
American Job Center Committee Meeting Minutes
Virtual Meeting Conducted via ZOOM
Tuesday, November 10, 2020, 8:00 a.m.**

I. Call to Order

The American Job Center Committee was called to order at 8:11 a.m. It should be noted that this meeting is a virtual meeting conducted via ZOOM.

II. Roll Call

Present: Karla Tabing, Christina Hutcheson, Debra Jackanicz, Joan Jablonski, Kristina Shelton, Deb Keelin, Michelle Cerutti, Sandy Snowden, Randy Osborn, Sarah Corbett, Mandy Bernhard, Scott Wernsman, Kathy Lively, Cindy Webb

Absent: Kim Wilkerson, Paulette Hamlin, Jillian Van Zandt, Laura Hammond,

Board Staff Present: Kathy Lively

One-Stop Operator Staff Present: Cindy Webb

III. Approval of Minutes Minutes from the October, AJC Committee meeting were reviewed and approved with the date being corrected. Christina Hutcheson made a motion for approval and Sandy Snowden 2nd. Minutes were approved.

IV. Orders of the Day

A. Business.

- 1. AJC Reopening Discussion** AJC has opened by appointment only. Man-Tra-Con is also doing appointments virtually or by appointment. In the month of October there were 38 appointments made with 32 kept. Six were no shows. A new concern with numbers increasing and more mitigation occurring. When clients do come into the facility their temperatures are taken, distance is maintained, and spaces are disinfected after the client leaves. A discussion occurred in result for the Crosswalk clients coming to the AJC for assistance. Deb assured that these clients should not be coming to the AJC for assistance and will have the confusion taken care of. Kathy discussed that Man-Tra-Con will be working remotely after thanksgiving through January. Goal is to keep the center open a couple of times a week for clients to come in and use the computers.
- 2. AJC Reports** Cindy discussed the reports and she has added online referrals being done. Most requests were for Man-Tra-Con services. There was a referral for DORS, and rent assistance. Mt. Vernon had three online referrals. The group had requested information of comparison of numbers from PY19/20. Cindy asked if everyone preferred the chards over other reporting methods, the charts were liked better.

3. **MOU Status report** The MOU has been approved. Had some required changes before it was approved. Kathy will send out a copy of the final report to everyone.
4. **Updates on status of programs** The Jefferson Co manufacturing day was a live zoom. It has had over 2,000 views. Teachers like it because they can have students watch it at any time. Man-Tra-Con has created a Facebook group for each county. Would like to create live videos with the partners and post them. Example such as employability skills, and what each program does, etc. It would be able to be shared between Facebook pages. Deb K. announced there will be a statewide job fair for veterans. RLC is rolling out a new grant with Comprehension Connections (Mt Vernon). RLC will have staff available to work with clients, to assist them in transitioning into college. JALC has had its last orientation, will resume classes in January. Youth Build is still waiting on 2020 grant. Youth build is still enrolling students. Still trying to place students at public worksites. DORS has no face to face but is working remotely and numbers have increased and are good.

IV. Matters from the floor.

None

VI. Adjournment. A motion to adjourn was made by Scott and seconded by Deb J. Motion passed and the meeting was adjourned.

Minutes prepared and submitted by Karla Tabing.