

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

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**I. Call to Order**

The American Job Center Committee was called to order at 8:02 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, , Sarah Corbett, Scott Wernsman, Kathy Lively

**Absent:** Kim Wilkerson, Paulette Hamlin, Jillian Van Zandt, Laura Hammond, Randy Osborn, Mandy Bernhard, Cindy Webb

**Board Staff Present:** Kathy Lively

**One-Stop Operator Staff Present:** none

**III. Approval of Minutes** Minutes from the November, AJC Committee meeting were reviewed and approved with no changes. Christina Hutcheson made a motion for approval and Debra Jackanicz 2<sup>nd</sup>. 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. JALC AE is finishing the semester this week. Will plan to start in January face to face. Flyer has been emailed with January dates. RLC AE remote instruction this semester. Will start January remotely. In spring will have healthcare, IT, manufacturing bridge classes. Christina has emailed a booklet out to board members highlighting the programs they offer. Rebound AE went fully remote after Thanksgiving. Students are allowed to come in if extra help is needed by making an appointment. Fall term ends December 17<sup>th</sup>. Currently completing orientations and will continue through January 7<sup>th</sup>. Testing is in person. Crosswalks has no new updates. RLC CTE is a hybrid. Will continue in Spring with face to face not starting until March. JALC CTE this is exam week. Finishing up remotely. Spring semester will be hands on as much as possible. DHS is open but mostly a drop off location.
- 2. AJC Reports** no report
- 3. MOU Status report** Kathy asked if anyone would like to be the MOU negotiator and offered any assistance she could for the transition. Everyone agreed that Kathy would remain the impartial MOU negotiator. Everyone thanked her for

doing it and agreeing to remain in that position. Kathy discussed the biggest challenge for some areas is they had not written the One stop operator into their previous MOUs. Since we have done this it is not as difficult for us this year. Kathy discussed the MOU meeting being a separate meeting or after the AJC meeting. It was agreed to add the MOU meeting after the AJC meetings. Kathy asked for assistance with reviewing the MOU, Christina and Karla agreed to help. This year the AJC operator has to be out for bid. Crosswalks is the current AJC operator.

4. **SIWIB annual report** The annual report is usually 10 pages because of it being distributed at the annual meeting. This year because there is no meeting looking at doing a news letter to highlight the programs. The newsletter would include links for programs. Also discussed starting the newsletter in January. It would highlight programs, students/clients, and employers. Programs are to have the information to Stephanie by mid-January. For the December report give numbers served.
5. **Updates on status of programs** None

**IV. Matters from the floor.** None

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

*Minutes prepared and submitted by Karla Tabing.*