

**Southern Illinois Workforce Development Board  
American Job Center Committee Meeting Minutes  
Virtual Meeting Conducted via ZOOM  
Tuesday, January 12, 2021, 8:00 a.m.**

---

**I. Call to Order**

The American Job Center Committee was called to order at 8:06 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, Michelle Cerutti, Randy Osborn, Mandy Bernhard, Scott Wernsman, Sarah Corbett, Debra Keelin, Kathy Lively, Debbie Key, Cindy Webb

**Absent:** Jillian Van Zandt, Paulette Hamlin, Laura Hammond, Sandy Snowden, Kim Wilkerson, Shirley Aviles

**Board Staff Present:** Kathy Lively

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

**III. Approval of Minutes** Minutes from the December, AJC Committee meeting were reviewed and approved with no changes. Debbie Jackanicz made a motion for approval and Joan Jablonski<sup>2<sup>nd</sup></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. RLC AE remote instruction this semester. Also getting ready for the APC meeting. Some will be getting invitations for the zoom meeting. JALC AE is beginning classes for the spring semester. All classes are face to face. JALC AE is looking for instructors to teach. Crosswalks will begin having a new economic package to include sewer/water. This new package will be here in 3-6 months. RLC CTE will begin at a distance and then later in the semester will have face to face. JALC CTE this face to face. Has hired a part time Perkins advisor-Francie Morhet who came from Adult Education. Title V has two spots to fill. DHS Voc Rehab currently is assisting clients through phone/zoom. IDES is still closed to the public. There is an extra \$300/week for unemployment through March 13<sup>th</sup>. There is no in person. Title I is continuing to enroll for training. The group asked for a list of short-term training programs. Kathy discussed that the board has been concerned with the numbers know the circumstances that COVID has caused. Youthbuild is continuing to enroll students. Everything is face to face.

2. **AJC Reports** No referrals to Mt Vernon. Marion served 58 total, with 21 appointments. Francis is doing a great job with referrals and getting clients to the needed services.
3. **MOU Status report** The group is going to have to look at the MOU due to One Stop costs in the budget. Concern is the addition of a security person. Questioning if everyone should be responsible for paying for security when only a few agencies are within the One Stop. Could be a cost of \$50,000 for security. Kathy also requested the need to know if changes of who can sign the MOU has changed. She will be sending out a form to complete if changes have occurred. This year is the year to procure the One Stop operator for the next three years. Crosswalks is currently and will continue but will have to put in the paper. Deb Kee mentioned the second invoice has been sent out to programs. Kathy also said that the navigator position will need to be discussed. This area does receive a FTE waiver for SCSEP to have less than .25.

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

**VI. Adjournment.** A motion to adjourn was made by Joan Jablonski and seconded by Kristy Shelton Motion passed and the meeting was adjourned.

*Minutes prepared and submitted by Karla Tabing.*

*Link to access all approved WIOA Training Programs on the Statewide Training Provider List:*

<https://www.illinoisworknet.com/WIOA/TrainingPartners/Pages/WIOATrainingPrograms.aspx>