

**Southern Illinois Workforce Development Board  
American Job Center Committee Meeting Minutes  
Virtual Meeting Conducted via ZOOM  
Tuesday, February 9, 2021, 8:00 a.m.**

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**I. Call to Order**

The American Job Center Committee was called to order at 8:05 a.m. It should be noted that this meeting is a virtual meeting conducted via ZOOM.

**II. Roll Call**

**Present:** Karla Tabing, Christina Hutcheson, Jillian Van Zandt, Joan Jablonski, Kristina Shelton, Laura Hammond, Michelle Cerutti, Sandy Snowden, Randy Osborn, Mandy Bernhard, Scott Wernsman, Shirley Aviles, Sarah Corbett, Debra Keelin, Kathy Lively, Cindy Webb

**Absent:** Debra Jackanicz, Paulette Hamlin, Kim Wilkerson

**Board Staff Present:** Kathy Lively

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

**III. Approval of Minutes** Minutes from the January AJC Committee meeting were reviewed and approved with no changes. Christina Hutcheson made a motion for approval and Sandy Snowden 2<sup>nd</sup>. Minutes were approved.

**IV. Orders of the Day**

**A. Business.**

1. **New Partner** – Shirley Aviles Everyone on the call introduced themselves and the agency they represented. Shirley discussed the goals of NFJP for Illinois. They will be the WIOA provider for the next four years. NFJP corporate office is in Milwaukee, WI. It has established offices throughout Illinois with the local office for this area being located in Mt Vernon. NFJP provides services in Wisconsin, Minnesota, Missouri, Arkansas, Florida, Texas, and now Illinois. Most of the time the staff will be working from a mobile office visiting area farms. Shirley stated she looks forward to working with Community Colleges and to enroll students from the College's in the program. Both Rend Lake and John A. Logan College look forward to working with her and her staff.
2. **AJC Reopening Discussion** AJC has opened by appointment only. Man-Tra-Con is also doing appointments virtually or by appointment. The MOU will need to be discussed again due to the need additional costs such as security and PPE. Due to the isolated incidents of violence within the state toward IDES concerns of security for the One Stop was discussed. It was decided at this point the mall security is available, if needed security will be added in the future. Cindy discussed there has been an increase of calls/appointments asking questions and

coming in to fax information. Customers who have come in or called have all been very understanding. Kathy discussed the cost of the One Stop is usually shared but with some partners not in the facility not sure it should be shared by all. IDEAS staff will not be back in the office until deemed safe and Jillian is not sure when that will occur. If necessary IDES will provide their own security. Man Tra Con and the One Stop will be moving in July to their new location. The group is going to have to look at the MOU due to One Stop costs in the budget. This includes increase of salary for the One Stop Navigator and security.

- 3. AJC Reports** Mt Vernon has had several referrals from out of our local WIOA. She completed the referrals to the appropriate agencies even if they are outside our area. Also reviewed the referral form in IWDS page to update and include NFJP. Cindy reminded everyone that the list can be changed as needed at any time.
- 4. Updates on status of programs** Most programs had no changes or updates. AE programs discussed numbers and the request from ICCB to develop a Continuous Improvement plan for recruitment. Title 1B is continuing to enroll for training programs. Shirley asked about GED classes in Spanish. No AE programs are currently offering such classes.

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

**VI. Adjournment.** A motion to adjourn was made by Sandy Snowden and seconded by Christina Hutcheson. Motion passed and the meeting was adjourned.

*Minutes prepared and submitted by Karla Tabing.*