

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

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**I. Call to Order**

The American Job Center Committee was called to order at 8:06 a.m. It should be noted that this meeting is a virtual meeting conducted via ZOOM.

**II. Roll Call**

**Present:** Christina Hutcheson, Joan Jablonski, Randy Osborn, Mandy Bernhard, Debra Keelin, Kathy Lively, Debbie Kee, Cindy Webb, Sandy Snowden

**Absent:** Karla Tabing, Jillian Van Zandt, Paulette Hamlin, Laura Hammond, Kim Wilkerson, Shirley Aviles, Debra Jackanicz, Kristina Shelton, Michelle Cerutti, Scott Wernsman, Sarah Corbett

**Board Staff Present:** Kathy Lively

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

**III. Approval of Minutes** Minutes from the February AJC Committee meeting were reviewed and approved with no changes. Randy Osborn made a motion for approval; all present made a motion to accept the minutes. Minutes were approved.

**IV. Orders of the Day**

**A. Business.**

**V. AJC Reopening Discussion** Much discussion about re-opening the AJC Resource Room since the move into a different Phase per the IDPH and Governor's office – no longer make an appointment --- use the Re-opening guidelines given to us by DCEO – follow all protocols for temp check, social distancing, and mask wearing Christina made motion to recommend to full SIWDB the re-opening of the AJC One Stop Resource Room - Randy second motion unanimous approval by all

**VI. AJC Reports** Kathy spoke about the One Stop contract and procurement process that needs to happen prior to the next SIWDB meeting – Kathy recommended an outside group take care of the process since she is close contact with the current One Stop Operator Manager and could be seen as a conflict of interest in an open process She suggested that Greater Egypt Regional Planning and Development Commission, Cary Minnis, Executive Director could perform the functions of the process – Cary currently has a team of Economic Development staff who could use the procurement experience and their lead is Jennifer Olson who is willing to take on the procurement process . Christina made the motion and Randy made the second all in agreement with outsourcing the procurement of the AJC One Stop Operator to GERPDC

**VII. AJC Reports** Cindy shared the AJC report.

**VIII. Matters from the floor.** Some discussion about upcoming grants and working together when it makes sense. MTC can get the data for the grants.

**VI. Adjournment.**

*Minutes prepared and submitted by Karla Tabing.*