

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

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, Joan Jablonski, Michelle Cerutti, Mandy Bernhard, Debra Keelin, Kathy Lively, Kristina Shelton, Grace Horton, Cindy Webb, Freddie Buckingham, John Shadowen

Absent: Debbie Kee, Paulette Hamlin, Laura Hammond, Kim Wilkerson, Debra Jackanicz, Jillian Van Zandt, Sandy Snowden, Patrick Sorensen, Sarah Corbett, Shirley Aviles, Scott Wernsman

Board Staff Present: Kathy Lively

One-Stop Operator Staff Present: Cindy Webb,

III. Orders of the Day

A. Business.

1. MOU Signature sheets- Tammy will send out a reminder for those still needing to sign the MOU. Please return as quickly as possible.

2. AJC Reports – Cindy discussed the AJC reports. WIOA #25 have received referrals from outside of the local. Referrals are made back to the appropriate WIOA local and agencies. There were 78 appointments for the AJC. Many clients are coming in to use the computers to complete resumes/cover letters. There was discussion of coverage for the AJC for a couple of hours on June 15th. It was decided to close it for a couple of hours during the Interagency meeting.

3. AJC Referrals – A newly added number is online request for information. Last month there were 41 online requests for information. Referrals are continuing between agencies and clients are being served.

4. Updates on state of programs – Title IB is still enrolling especially for short term training. Kathy asked how other programs were reopening. Most are on the honor system for mask wearing. John discussed the only difference is program with housing is still requiring masks for everyone. DHS is still only allowing limited staff in the office. Nothing has changed at this point. IDES Deb K. has not heard too much. They are still very limited on staff. Mt Vernon will be one of the first to reopen. A plan has been developed but there has not been a date given to reopen. When they do reopen it will

be by appointment only. Freddie asked about moving the time of the meeting to 8:30 am. It was decided to put it on the next agenda for discussion. Kathy discussed Readerlink is hiring and will have 40 employees by July. She discussed the forklifts being used are totally different from any other forklifts used around here. There has been retraining for those hired. JALC AE classes for summer are face to face with an online class. A discussion of the ESL class being offered and potential students.

V. Matters from the floor. No new matters

VI. Adjournment. 1st Karla 2nd Joan

Minutes prepared and submitted by Karla Tabing.