

**Southern Illinois Workforce Development Board
American Job Center Committee Meeting Minutes
Virtual Meeting Conducted via ZOOM
Tuesday, July 13, 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, Freddie Buckingham, Grace Horton, Debra Jackanicz, Joan Jablonski, Kristina Shelton, Laura Hammond, Michelle Cerutti, Sandy Snowden, Mandy Bernhard, Scott Wernsman, Debra Keelin, Kathy Lively, Cindy Webb

Absent: Jillian Van Zandt, Patrick Sorensen, Paulette Hamlin, Kim Wilkerson, Shirley Aviles, Sarah Corbett, Debbie Kee

Board Staff Present: Kathy Lively

One-Stop Operator Staff Present: Cindy Webb

III. Approval of Minutes Minutes from the May & June AJC Committee meetings were reviewed and approved with no changes. Sandy made a motion for approval; Deb J. 2nd all present made a motion to accept the minutes. Minutes were approved.

IV. Orders of the Day

A. Business.

1. AJC Re-Opening Plan Document – Kathy discussed that even though the AJC has been open the state has developed a form to complete for the re-opening of the centers. Kathy has participated in the webinar discussing reopening. The plan has to be submitted within 30 days. The most pressing questions are whether to complete the plan as being in the new facility and the need for armed security. The plan must be signed off by the Workforce Board. Much discussion occurred in regards to at this moment no state agencies requiring armed security will be located within the AJC at this point. It is not known when they would return. There will be a series of CMS webinars discussing security. The Marion police department has been contacted and know the hours of operation for the facility and will make drive throughs at random times. IDES at this point do not know when they will be returning. Deb K. has been told it would be before December. A discussion also occurred in regards to protocols of the AJC and will be ready when IDES is able to return. Kathy discussed the new building will have the public areas very separated from the offices. Kathy also discussed the Mt. Vernon location is an access point. She is very concerned that the state continues to call it a satellite location. With this could be added costs for the partners. Once the Opening plan is completed Kathy will send it to all partners to look at and approve.

2. AJC Reports – Cindy discussed the reports and referrals that have been made. She works very hard to refer clients to services if outside of our area. Cindy and Deb K. had previously discussed now being able to send referrals to IDES. This will increase the number of referrals.

3. AJC Referrals – Cindy discussed the need to add other services. Cindy will send the referral sheet to everyone to review and make changes.

4. Updates on state of programs – RLC AE had some unmarked funds and will be making promo videos to highlight the program. Also have brochures made to hand out to partners. Discussed the AE grants will be held to strict outcomes in FY22. JALC AE – intent to fund letters have been received. No allocations at this point. JALC AE is rebranding to Logan Academy and the high school program will be called Mary Logan High School. Karla discussed the WF and DQ extension centers re-opening. WF now and DQ in August for AE classes. Michelle discussed the Job Fair partnered with IDES happening this Friday at the mall from 10-3.

5. ManTraCon New office Update – Kathy discussed there is a delay with moving due to cabinets not being delivered yet. Hoping for the 2nd week of August to move in. The AJC will remain open except for maybe 1 day for moving. Carry was able to secure a grant to cover the cost of the technology in the building. There is no cost to the partners for this updated technology.

V. Matters from the floor. No matters from the floor

VI. Adjournment. 1st Christina 2nd Kristina

Minutes prepared and submitted by Karla Tabing.