

**Southern Illinois Workforce Development Board  
American Job Center Committee Meeting Minutes  
Virtual Meeting Conducted via ZOOM  
Tuesday, September 14, 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 Manchen, Freddie Buckingham, Kristina Shelton, Laura Hammond, Michelle Cerutti, Sandy Snowden, Scott Wernsman, Debra Keelin, Kathy Lively, Cindy Webb guest: Andrea Carmona

**Absent:** Jillian Van Zandt, Patrick Sorensen, Paulette Hamlin, Kim Wilkerson, Shirley Aviles, Sarah Corbett, Debbie Kee, Grace Horton, Debra Jackanicz, Joan Jablonski, Mandy Bernhard,

**Board Staff Present:** Kathy Lively

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

**III. Approval of Minutes** Minutes from the August AJC Committee meetings were reviewed and approved with no changes. Christina M. made a motion for approval; Kristina S. 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 – The AJC is in its new building. Kathy discussed the offices were all set up. There will be two for IDES and 3 for other agencies. The resource room and training center has all new computers funded through the EDA grant. Everything is state of art. Very excited for everyone to see the building.

2. Mt. Vernon Access Site – Debra K. discussed that the Mt Vernon Access Site is now open by appointment only since August 26<sup>th</sup>. IDES is taking appointments by calling a special 1-800 number. Only fraud/identity claims and clients needing to find employment are meeting for appointments. All other UI is still being by phone only. They are having about 8-10 appointments per day. No issues with re-opening.

3. AJC Reports – Cindy W. discussed the reports and referrals that have been made. She also discussed that the AJC is receiving outside the area referrals and the AJC is making sure these referrals are forwarded to the correct AJC. The number of online referrals is also increasing. Cristina Spence also discussed wanting to come and do a presentation for UMOS. It was discussed for this to occur at the interagency meeting. There was also a discussion of changing the resource hours to 9:00 am - 4:00 pm. It has

been suggested for staff to arrive before clients enter and for clients to be out of the building prior to staff leaving. It was decided to leave the hours as if for now. There have been no issues with these hours. It was asked if any agency would be able to cover for the last hour and a half on September 17<sup>th</sup> for the resource room. Karla said a staff member for JALC would cover this time.

4. Updates on status of programs – Sandy discussed she had sent the updated flyer for Rebound in the chat and would have it emailed also. She is also working with the IL Dept. Of Corrections to be a testing site for new recruits. Kathy asked if Rebound was partnering with the Dentmon Center. At this time Rebound is not. RLC AE is continuing to have classes face to face and remote. Christina discussed they are looking to add short term certificates for ICAPS 2. It was discussed for the AE programs to work together to develop programs. Kathy L. complimented RLC AE recruitment video that is out. Karla discussed JALC AE is also continue face to face. Looking for AE instructors. IDES updates given by Debra K. mentioned all staff are back to doing their regular duties that had been transferred to help with UI inquires. Kristina S. stated that RLC CTE has no changes and are waiting on the grant agreement. Scott W. from JALC CTE reminded everyone that the new short-term welding certs are available at JALC. Program is doing well and had to add a third section. Kathy L. would like for everyone to pass the word that staff is available to help small businesses complete the application for Covid Related assistance. If the funds allocated for SI are not spent by Oct these funds will be open for others across the state to apply for. Michelle C. reminded everyone that they are continuing to enroll for AE students and work experience programs. Kristina Spence with UMOS announced that they are fully staffed. They have hired individuals for the Mt. Vernon office and are available for any presentations. Information will be emailed out.

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

**VI. Adjournment.** 1<sup>st</sup> Sandy 2<sup>nd</sup> Michelle

*Minutes prepared and submitted by Karla Tabing.*