

**Southern Illinois Workforce Development Board  
American Job Center Committee Meeting Minutes  
Virtual Meeting Conducted via ZOOM  
Tuesday, November 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 Manchen, Michelle Cerutti, Joan Jablonski, Sandy Snowden, Laura Hammond, Melanie Riley, Debra Keelin, Kathy Lively, Cindy Webb, Sarah Corbett, Scott Wernsman, Everado Romera

**Absent:** Freddie Buckingham, Jillian Van Zandt, Patrick Sorensen, Debra Jackanicz, Kristina Shelton, Paulette Hamlin, Beth Brown, Mandy Bernhard, Kim Wilkerson, Shirley Aviles, Debbie Kee

**Board Staff Present:** Kathy Lively

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

**Guest:** Emily Perks – ManTraCon presentation

**III. Approval of September and October Minutes** 1<sup>st</sup> Christina Manchen 2<sup>nd</sup> Sandy Snowden all approved

**IV. Orders of the Day**

**A. Business.**

1. Apprenticeship Week- Emily Perks provided an overview presentation of the Apprenticeship week. She discussed the components and gave examples of apprenticeships currently happening. She discussed events that will occur during the week of November 15-19<sup>th</sup>.

2. Broadband Mt Vernon- Kathy discussed the broadband used in the resource room. Currently ManTraCon Pays for the service but it could become a shared cost in the future. Kathy wanted to be transparent in case a contract had to be signed. Looking for a lower cost service at the current time.

3. Mt Vernon Access Site Re-Opening Deb K. discussed there has been an increase of appointments and people using the resource room. Currently they are serving around 20 people per day. Most are wanting assistance with the new log in, needing assistance with resume writing and job search.

4. AJC Re-Opening Updates – Cindy discussed is active. Referrals are continuing to happen. The partner rooms are set up and ready to use. Western Egyptian will not be located in the office so Cindy is seeking current contact information for referrals. The AJC will be closed on Thursday to observe Veterans Day.

5. AJC Reports- Cindy (Marion) discussed an increase of referrals, this past month a total of 214. Online job search and resume writing is top concerns of those coming into the resource room. (Mt Vernon) most referrals are from RLC. A total of 8. Did get a couple from IDES. Cindy also discussed there are local characteristics report for anyone for grant data.

6. Status on Programs – Michelle C. discussed that ManTraCon is still enrolling and to keep sending referrals. Kathy – discussed the process of Veteran referrals. They are looking at the mapping process of how Veterans are referred. Kathy asked if any of the AE programs had a referral process, all agreed that the AE programs do not get Veterans due to them already having their HSE when entering the Service. Deb K. announced that IDES will be back in Marion on December 1<sup>st</sup>. Kathy- said that the new Governor guidelines for the upcoming year MOU are out. There will be a webinar next week. The MOU from last year has been approved. Christina M. discussed the regional AE collaboration to provide an ICAPS in Environmental services. There is details to be worked out but everyone is working together to make it happen. ICCB is very interested to see how it will work out. Kathy mentioned that her and Freddie did meet and look at Business Services MOU. The findings will be discussed at the next meeting. Kathy also announced that the Grand Opening will be December 14<sup>th</sup> from 4:00 pm – 6:00 pm. Invitations will be sent out next week.

7. ManTraCon New office Updates – Kathy discussed that everything is coming together. Items they had been waiting on are in and will be installed.

**V. Matters from the floor.** Melanie R. introduced a new staff member Everado Romera. Everyone welcomed him to the meeting. Cindy announced the interagency meeting will be December 21<sup>st</sup> at 9:00 am.

**VI. Adjournment.** 1<sup>st</sup> Kathy Lively 2<sup>nd</sup> Michelle Cerutti meeting adjourned

*Minutes prepared and submitted by Karla Tabing.*