

**Southern Illinois Workforce Development Board
American Job Center Committee Meeting Minutes
Virtual Meeting Conducted via ZOOM
Tuesday, January 11, 2022 - 8:00 a.m.**

I. Call to Order

The American Job Center Committee was called to order at 8:03 a.m. It should be noted that this meeting is a virtual meeting conducted via ZOOM.

II. Roll Call

Present: Karla Tabing, Freddie Buckingham, Michelle Cerutti, Joan Jablonski, Laura Hammond, Melanie Riley, Debra Keelin, Cindy Webb, Debra Jackanicz, Sarah Corbett, Scott Wernsman

Absent: Christina Manchen, Jillian Van Zandt, Patrick Sorensen, Kristina Shelton, Paulette Hamlin, Beth Brown, Mandy Bernhard, Kim Wilkerson, Shirley Aviles, Debbie Kee, Sandy Snowden, Kathy Lively, Everado Romera

Board Staff Present: none

One-Stop Operator Staff Present: Cindy Webb

Guest: Theresa Smith – ManTraCon presentation

III. Approval of November and December Minutes 1st Debra Jackanicz 2nd Michelle Cerutti all approved

IV. Orders of the Day

A. Business.

1. MOU- Michelle discussed the MOU budget is ready for its yearly update. The Governor Guidelines have been sent to everyone. There will be more information to come.

2. Designate partners for budget training – Kathy had requested that volunteers were sought to go through budget training. Michelle stated that Karla Tabing and Debra Keelin agreed to participate and asked for other volunteers. If anyone would like to participate please let Michelle know.

3. Regional Planning Guidelines Michelle gave everyone a heads up that the plan will be updated soon. The plan will include all partners. There will be meetings occurring very soon. The Guidelines have been sent out.

4. Mt Vernon Access – Debra discussed that the Mt Vernon site is still open by appointment only. There has been a temporary reduction of staff but the number of appointments has remained the same. They are seeing approximately 15/day. There is no word on when the site will completely re-open.

5. AJC Reports- Michelle gave the reports. Discussed the number of referrals between agencies. She discussed the importance of the reports for a clear picture of the number of clients truly served. Reports sent to the state only show clients enrolled.

6. Status on Programs – Karla announced that JALC AE is enrolling students for the spring semester. Classes are face to face. Deb J. discussed the water program has started. It is a two-year program, assisting clients who are in a crisis situation. The water is either shut off or owe more than \$250.00. Melanie discussed that things were starting to get busy with UMOS. They currently have 45-50 participants.

V. Matters from the floor. A discussion occurred about the Grand Opening that occurred in December for the AJC. Everyone discussed how nice it was, with so many people attending. Theresa announced the pictures are available to look at on the Facebook page.

Kathy had suggested for Theresa to give information in regards to the audit for websites. Theresa demonstrated the Wave Web Accessibility Evaluation Tool (<https://wave.webaim.org/>) checks for WCAC 2.0 and 2.1 errors. It also gives suggestions to correct any errors that the website may have. The web browser extension for Chrome, Firefox, and Microsoft Edge (<https://wave.webaim.org/extension/>) WCAG 2.0/2.1 Guidelines — Simplified Checklist with examples of best practices (<https://www.whoisaccessible.com/guidelines/wcag/>).

Joan gave the link of dhs.state.il.us is a shared website for referrals.

VI. Adjournment. 1st Deb J. 2nd Freddie B. meeting adjourned

Minutes prepared and submitted by Karla Tabing.