

**Southern Illinois Workforce Development Board
American Job Center Committee Meeting Minutes
Virtual Meeting Conducted via ZOOM
Tuesday, February 8, 2022 - 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 Manchen, Rick Sarensen, Freddie Buckingham, Debra Jackanicz, Laura Hammond, Sandy Snowden, Randy Osborn, Leverne Gillespie, Michelle Cerutti, Debra Keelin, Cindy Webb, Sarah Corbett, Scott Wernsman, Debbie Kee, Kathy Lively

Absent: Jillian Van Zandt, Patrick Sorensen, Joan Jablonski, Kristina Shelton, Paulette Hamlin, Beth Brown, Mandy Bernhard, Kim Wilkerson, Shirley Aviles, Everado Romera, Melanie Riley

Board Staff Present: Kathy Lively

One-Stop Operator Staff Present: Cindy Webb

III. Approval of January Minutes 1st Christina Manchen 2nd Debra Jackanicz - all approved

IV. Orders of the Day

A. Business.

1. Regional Plan Review and Local Plan Updates- Kathy discussed the updates that need to be added to the Regional Plan. She requested everyone to submit any information they have in regards to how the programs have adapted to COVID, this includes any accommodations that had occurred. Kathy also requested that any programs that have an Equity statement to also send that to her. The area is losing population. The Regional plan is close to being ready to post in the paper. Michelle discussed the local plan and some changes/updates that also need to occur. This includes taking a look at page 98 for partner descriptions. Everyone needs to look over the changes and send changes in. an example is the changes that have occurred with COVID. Michelle also requested everyone review page 95 and send updates by February 11th.

2. Current MOU Budget Review – Debbie Kee discussed the amounts that had been used in PY20/21. There will be changes that will need to happen. Some costs have gone down while others will need to be increased. Kathy assured everyone she will do everything she can to keep costs down. A group will meet to review the finances and make suggestions at the next AJC meeting. Kathy also discussed that at the current time a security person is not necessary. There might also need a greater explanation if a program has less than a .25.

3. Mt Vernon Access – Debra discussed that the Mt Vernon site is still open by appointment only. She Security guard makes sure no one goes back without an appointment. Looking to increase services for job seekers.

4. AJC Reports- Cindy discussed the referrals that were occurring between he programs. There was only one referral outside of the local area. She also discussed the summary report for the resource room. She is needing to make changes to the Local Services screen. The services we to be added would be: Helping Illinois Families Website – Registration/Assistance, IDES Services, UI Phone Access, UI Services. The Referral to Career Connect Re-entry Program and Referral to Youthbuild will be removed. Cindy discussed that Job Corp may start using the resource room and may add them to the MOU. She is setting up a zoom meeting for training for UMOS. The Orientation presentation is out of date and is requesting everyone to look at their information.

5. Status on Programs – Michelle discussed the new grants: DWG careers services grant for the homeless. They will be issuing chrome books and giving strategies for job search. The other grant will focus on helping ex-offenders into the workplace. There is also a collaboration between the AE programs and Man Tra Con to develop an ICAPS 2 6-week course to focus on environmental and customer services specialist. The final grant discussed is the apprenticeship grant. Randy is back temporarily to assist in getting things caught up and complete the monitoring visits. MERS is seeking a replacement for Randy.

V. Matters from the floor. Kathy discussed with Rick the goal of the Employer/Economic committee meeting to be about the brochure.

VI. Adjournment. 1st Christina Manchen 2nd Sandy Snowden meeting adjourned

Minutes prepared and submitted by Karla Tabing.