

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

I. Call to Order

The American Job Center Committee was called to order at 8:02 a.m. It should be noted that this meeting is a virtual meeting conducted via ZOOM.

II. Roll Call

Present: Karla Tabing, Freddie Buckingham, Joan Jablonski, Laura Hammond, Nicholas Birch, Christina Manchen, Sandy Snowden, Sarah Corbett, Debra Keelin, Haylee Knight,

Absent: Jillian Van Zandt, Patrick Sorensen, Debra Jackanicz, Shara Robinson, Shirley Aviles, Kristina Shelton, Paulette Hamlin, Beth Brown, Kim Wilkerson, Kristina Spence, Melanie Riley, Carmona Andrea, Scott Wernsman, Leverne Gillespie,

Board Staff Present: Kathy Lively

One-Stop Operator Staff Present: Cindy Webb

III. Approval of January Minutes 1st Sandy Snowden 2nd Christina Manchen - all approved

IV. Orders of the Day

A. Business Services- Freddie - Job fair that will be held on June 15th at the Pavilion in Marion. City of Marion is donating the location. A flyer will be sent out to everyone. Possible for all providers to be there. AE and UMOS discussed being available. The business services brochure is in good shape. Will be finalized soon. Kathy announced that Aaron Crisp is up for a huge National Award. MTC is hiring and building the team back. MTC will be going to Carbondale High School to discuss youth services and try to increase numbers.

B. Regional and Local Plan Updates- Kathy discussed the Regional planned completed was over 300 pages. It will not be a surprise if it is returned with corrections to occur. Not all programs submitted changes. It was Delivered on time and will wait until we receive a response.

C. Mt Vernon Access – Debra discussed that the Mt Vernon site is still open by appointment only. Currently appointment numbers are down.

D. AJC Reports- Cindy gave updated numbers of referrals. Marion went over number of visitors and referrals. Referrals may occur to multiple agencies. Mt. Vernon all referrals were received from RLC AE. The Core A Local Summary report is a required report. Asked if there were any questions about the reports.

E. Updating the Orientation PowerPoint Presentation Cindy discussed only received updates from two agencies. There is a need to reduce the size of the orientation and make it

more user friendly. Kathy discussed that the PowerPoint needs to be present information for clients. example if only by appointment. It was discussed that changes maybe made then sent out for approval from the agencies.

F. Referral Form – Cindy discussed the referral form is getting very full. Also, the need to have updated information for clients.

G. Review IWDS Service Pages- Cindy requested that everyone look over it. It is easily changed and needs to be kept up to date. Also reminded that if there is any information that needs to be tracked to let her know.

H. Potential Customer Workshops Cindy discussed they AJC is going to begin providing customer workshops again. They can be virtual or in person. The goal is to get people back into the resource room. Karla discussed having virtual workshops during AE classes and this is a possibility. It was discussed that JALC and RLC AE classes may be able to go together for a virtual workshop

I. MOU Kathy told everyone that it will be sent soon with the most current explanation of the programs. There will be a MOU meeting within the near future. The MOU will be approved at the next Board Meeting and is due June 30th.

J. AJC Noon Schedule Cindy discussed the AJC is closed for an hour during lunch. It was discussed whether with correct documentation if this was appropriate. Everyone agreed to close. Kathy mention hiring a work experience person who would be able to work a few hours each day and cover lunch. Everyone agreed that if this was possible it would be the best solution. Kathy also mentioned a client that just completed her BSN who had been a work experience client. The client gave a shout out to MTC for her start.

K. TABE training – Christina announced that MTC will be offering Online TABE training. Any partners who need staff trained would be able to attend this training. The goal is to have a set time for TABE testing to occur each week. Hoping to have it up and going later this summer.

L. Adult Education Hospitality Program Christina has the support letters ready to be sent. Kathy has 5 businesses who would sign the letters. Karla and Sandy discussed that after a webinar last week the ICCB has announce that collaboration should be within the local LWIB. The program being develop crosses between 25 & 26. Karla told everyone Ginger McBride is seeking clarification from the state.

M. ARPA Grant Kathy is very excited that the ARPA grant from Marion was written for \$20,000 to allow for advertisement. None of our grants allow funds to be able to do this. This would assist in getting information out about the AJC and MTC. She is waiting to hear about the reward amount.

N. Updates – Sandy- Rebound has 86 graduates. Summer session will begin June 13th. Karla – JALC AE is currently completing the last orientations for this fiscal year. Orientation will resume in July. Cindy – There was a Re entry Summit held at P'ville. MTC attended and gave information out. Most will return to the Chicago area but were advised that these services are also available there. June 21st is the interagency meeting. Looking for guest speakers. The flyer has been sent out for the June 10th training to be held at the AJC in regards to Expanding Your

Expertise Helping Self-Represented Litigants. Karla asked if it would be possible to tape the presentation to allow for people to watch it who can not attend. They are going to check into it. Christina – MTC met with Harrisburg Youth Center. MTC may have video contact with youth re entering into the public to give them information about services available and to assist them in the transition. Kathy mentioned that the homeless grant they have received may also be able to assist these youth. The barrier reduction funds can help with expenses not covered under federal grants and can help clients across all the grants. The grant should be finalized within the next couple of weeks. Nicholas – Umos Hailey Knight will be working out of the Mt Vernon office. Hailey announced that they have signed an agreement with RLC and are seeking an agreement with JALC and Shawnee.

Matters from the floor Cindy announced that there is office coverage issue on May 27th and 31st. Asked if anyone would be able to cover these days or to close the resource room. Nicholas volunteered to cover these days.

VI. Adjournment. 1st Sandy Snowden 2nd Nicholas Birch meeting adjourned

Minutes prepared and submitted by Karla Tabing.