

**Southern Illinois Workforce Development Board
American Job Center Committee Meeting Minutes
Virtual Meeting Conducted via ZOOM
Tuesday, June 14, 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, Nicholas Birch, Christina Manchen, Debra Keelin, Haylee Knight, Scott Wernsman, Kristina Shelton

Absent: Jillian Van Zandt, Patrick Sorensen, Debra Jackanicz, Shara Robinson, Shirley Aviles, Joan Jablonski, Paulette Hamlin, Laura Hammond, Sandy Snowden, Beth Brown, Kim Wilkerson, Kristina Spence, Melanie Riley, Carmona Andrea, Leverne Gillespie, Sarah Corbett

Board Staff Present: Kathy Lively

One-Stop Operator Staff Present: Cindy Webb

III. Approval of January Minutes with the change of date to May 10th approval 1st Nicholas Birch 2nd Christina Manchen - all approved

IV. Orders of the Day

A. Business Services- Freddie – There will be a job fair held at the Marion Pavillion tomorrow from 10:00 am – 1:00 pm with approximately 50 employers. There will also be a scheduled job fair in the future for Vienna IDOC and will go to Murphysboro IDOC. A date will be set up in July. Kathy discussed there will be an employer forum in the future that will have a national and state speaker(s) to discuss the changes of employment trends. Employers are having to change the way they hire.

B. Regional and Local Plan Updates- Kathy updates will need to be completed on regional and local plans to include equity and inclusion.

C. Mt Vernon Access – Debra discussed that the Mt Vernon site is still open by appointment only. Currently appointment numbers are down. Averaging about five appointments per day.

D. AJC Reports- * Cindy discussed that the Friday's training was really a good refresher. During the training it was asked if a person could access the AJC Wi-Fi to attend a zoom court hearing. Everyone agreed this should happen. * It was discussed that the referral form is going to need to be changed to collect information for the homeless grant. * The questionnaire for the resource room should also include a question for veterans. * It was discussed of upcoming workshops to offer. There has been requests for training on how to use a smart phone to file

for unemployment and also for resume workshops. * The board also approved the AJC to become a voter registration site. Cindy will start the process. *Cindy also discussed that there are sites on ILworknet that need to be verified. She will contact these locations. *Kathy discussed that the AJC and Man Tra Con will be working together to provide “office hours” for individuals who need assistance with completing a resume. Once a plan is developed it will be brought to the AJC board. *Discussion occurred about the orientation for the AJC to explore options to make it more interactive. Options will be explored. *AJC noon schedule is being “piloted” to see if it is a need. The last couple of days has had people come in and it seems to be a need. The AJC will continue the pilot a couple of more weeks before deciding if it is a continuous need. The youth working during lunch is also assisting with ideas on how to reach the youth in the area.

E. OSO Contract Extension Kathy suggested that the contracts for Crosswalk and the AJC operator be extended for 2 years instead of yearly. Everyone is doing a great job. Karla made a recommendation to renew the contract for two years, Hailey Knight seconded and everyone approved.

F. TABE training – Christina explained that it has taken some time to reach someone from DRC to speak with in regards to completing a training. They are to meet with DRC on June 21st to discuss options for the training. She will let everyone know when it is scheduled.

G. Adult Ed Hospitality Program – Man Tra Con is moving forward with the approval on the state list. Kathy will send out the letters of support once the ICCB updates the forms. Karla will contact the ICCB in regards to when the new forms will be available and the collaboration between APCs.

H. ARPA grant – Man Tra Con has applied for an ARPA grant through the city of Marion. It is to increase access and technology for clients. Man Tra Con applied for the max of \$20,000. It will be used creatively for marketing. Kathy will let everyone know if received.

I. Updates from the floor – Karla JALC AE will resume classes in July. Will send a flyer out when completed. UMOS has received literacy documents in different languages. It has been an inhouse project. Scott – JALC Perkins summer classes are up and going. Kristina Shelton – RLC Perkins discussed the plans were due in May. She will send a copy to the board to make sure the programs offered correspond to what is on the state list. Christina mentioned that there are several programs up for reauthorization. Summer classes have also started.

J. MOU – Kathy thanked those that have returned the signature page. And asked everyone who has not returned it to please follow its progress of getting signed. SPARO received that grant again in a smaller capacity due to this there is a slight reduction of costs for all the partners. SPARO, SIU, and Man Tra Con has received a JTeck grant to assist clients with barriers. This will allow a wide range of funds to be spent to alleviate barriers for clients. Can be used with complimentary grants.

V. Matters from the floor Tammy announced that the outlook invitations that we currently have are outdated. She will cancel and send out new information. Kathy discussed that there is a meeting that will be held June 16th from 1:00 pm - 2:30 pm by the President to discuss executive action 13985. It will give clarification on the equity plan. Kathy will email out the

information. Kathy also discussed that there is new census data out and will give an update next meeting.

VI. Adjournment. 1st Christina Manchen 2nd Nicholas Birch meeting adjourned

Minutes prepared and submitted by Karla Tabing.