

**Southern Illinois Workforce Development Board**  
**American Job Center Committee Meeting Minutes**  
**Virtual Meeting Conducted via ZOOM**  
**Tuesday, August 9, 2022 - 8:00 a.m.**

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**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, Linda Stasko, Freddie Buckingham, Joan Jablonski, Kristina Shelton, Christina Manchen, Sandy Snowden, Scott Wernsman, Haylee Knight, Nicholas Birch, Debra Keelin, Mandy Bernhard

**Absent:** Jillian Van Zandt, Patrick Sorensen, Debra Jackanicz, Paulette Hamlin, Laura Hammond, Beth Brown, Cathrine Hoekstra, Kim Wilkerson, Shirley Aviles, Sarah Corbett

**Board Staff Present:** Kathy Lively

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

**III. Approval of last month's Minutes** approval 1<sup>st</sup> Sandy Snowden 2<sup>nd</sup> Haylee Knight

**IV. Orders of the Day**

A. Business Services- Freddie – Working with the national guard of Carbondale for Job Fair in September. Employer seminar to be held in October. Deciding on location Mt Vernon or Marion. Kathy discussed there is a shortage for workers for the DQ fair, due to the application process being complicated. Freddie also reminded people that the fair will recognize Veterans on August 28<sup>th</sup>.

B. AJC Voter Registration Site- Cindy discussed at this point the AJC is not eligible to be a voter registration site. Could possibly complete online registration site. There is lots of information to read through. Will look further into the options and will speak with Amanda Barns for clarification of guidelines.

C. AJC Reports

- Review Referral Form – Cindy asked everyone to review the referral form and ensure that everyone is using the most current form.
- Review IWDS Service Page – Cindy asked for any additions to be sent to her. She reminded everyone that IWDS can be customized to track data of customer services and would like for everyone to review the data that is being collected
- Potential Customer Workshops- Cindy discussed needs of customers coming into the resource room, and needing for basic computer skills. Cindy would like to discuss with IDES to do a workshop at the Marion library.

D. Updates on status of Programs- Christina discussed 2 career specialists have left. Are in the hiring process to replace them. She also announced that College programs are in the process of approval. Continuing to take referrals for intake. Scott discussed Saturday sign up at JALC and the new construction that will be happening for CTE programs. Kristina discussed the grant RLC received for programs. Kathy discussed the Hands up summit to be held at the Mt Vernon Park.

**V. Matters from the floor** No matters discussed

**VI. Adjournment.** 1<sup>st</sup> Kristina Shelton 2nd Sandy Snowden

**meeting adjourned**

*Minutes prepared and submitted by Karla Tabing.*