

**Southern Illinois Workforce Development Board
American Job Center Committee Meeting Minutes
Virtual Meeting Conducted via ZOOM
Tuesday, September 13, 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, Freddie Buckingham, Joan Jablonski, Christina Manchen, Sarah Corbett, Laverne Gillispie, Debra Keelin

Absent: Linda Stasko, Jillian Van Zandt, Patrick Sorensen, Debra Jackanicz, Kristina Shelton, Paulette Hamlin, Laura Hammond, Sandy Snowden, Beth Brown, Cathrine Hoekstra, Scott Wernsman, Haylee Knight, Nicholas Birch, Kim Wilkerson, Shirley Aviles, Mandy Bernhard

Board Staff Present: Kathy Lively

One-Stop Operator Staff Present: Cindy Webb

III. Approval of last month's Minutes approval 1st Joan Jablonski 2nd Christina Manchen

IV. Orders of the Day

A. Business Services- Freddie – working on Job fair for September 21st at the Carbondale Armory. Should have 20-30 employees there. It is open to the public. Kathy – Employer Summit in Mt Vernon. There will be tours of Continental Tire available early in the morning. There will be a National speaker to discuss recruitment trends and retention. There will be panels for manufacturing/healthcare. She discussed how the workforce is very different than pre-Covid. The Summit will be about strategies.

B. AJC Reports Cindy announced that Linda Adams will be there through work experience to cover the resource room from 10:00 am – 2:00 pm. The resource room did have people come in from the job fair the previous week. Cindy went over the AJC reports. Also discussed that the workshops at the Marion Library are continuing.

C. Referral Process – Cindy discussed that the referral form should still be sent. The Man Tra Con intake form did not replace the referral form.

D. Upcoming Youth Events Christina discussed the upcoming youth events that will be held at Man Tra Con. The goal will be to recruit youth from active AE students. There will be one held at both the Mt. Vernon and Marion locations.

E. Online TABE test training Christina announced that the 1st TABE training went well. Unfortunately, the first attempt for a client to complete the online test the program did not work correctly. Will get the bugs worked out for clients to be able to use.

F. Updates on status of programs Cindy reminded everyone of the interagency meeting. And to update any contact information for the center. Lavern discussed still looking for a case manager. Cindy offered to send the information out through the list serve. Youth build has 12 current students. Will recruit a second cohort in February.

V. Matters from the floor No matters discussed

VI. Adjournment. 1st Freddie Buckingham 2nd Joan Jablonski
meeting adjourned

Minutes prepared and submitted by Karla Tabing.