

**Southern Illinois Workforce Development Board  
American Job Center Committee Meeting Minutes  
Virtual Meeting Conducted via ZOOM  
Tuesday, November 14, 2023 - 8:00 a.m.**

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**I. Call to Order**

The American Job Center Committee was called to order at 8:00 a.m. It should be noted that this meeting is a virtual meeting conducted hybrid both in person and via ZOOM.

**II. Roll Call**

**Present:** Karla Tabing, Linda Stasko, Freddie Buckingham, Joan Jablonski, Kristina Shelton, Laura Hammond, Christina Manchen, Sandy Snowden, Veronica McMichael, Scott Wernsman, Cathrine Hoekstra, Nathan Biggerstaff, Kenneth Stoner, Debra Keelin, Frances Robbins, Tammy Kirk

**Absent:** Jillian Van Zandt, Patrick Sorensen, Debra Jackanicz, Paulette Hamlin, Laverne Gillispie, Kim Wilkerson, Mandy Bernhard, Benji Smith

**Board Staff Present:** Robyn Russell

**One-Stop Operator Staff Present:** John Otey

**III. Approval of last month's Minutes** 1<sup>st</sup> Christina Manchen 2<sup>nd</sup> Nathan Biggerstaff - all approved.

**IV. Orders of the Day**

A. AJC Reports – John discussed there continues to be an increase in clients coming into the center. In October 540 clients came in, 236 for AJC services and 3045 for other services. The monthly average at this point is 371/month. John also discussed that a couple of businesses have closed while a couple have opened.

B. MTC Updates – Robyn introduced herself and everyone welcomed her. Tammy discussed the service integration guidelines are changing and will find out what they will be at the end of this month. She also discussed the re-certification of the center has expired. She included that all centers are expired. The deadline has now been moved to July 1, 2024.

C. Business Services – Freddie discussed they have had several events. Examples include the ROE 21 Career fair; state application workshop and a federal application workshop has occurred. There will also be Veteran workshops coming up. IDOC has screenings and there has been a re-entry job fair.

D. Demand Occupation List – Christina discussed she is working on updating the demand occupational list with the assistance of RLC and JALC. This will assist in letting clients know what programs are supported by funds.

E. Updates – Sandy (Rebound) discussed registration for January is occurring. She is encouraging students to complete the paperwork now. Linda (RLC AE) also has registration occurring for January, and Karla (JALC AE) discussed that registration will happen in January. Deb discussed the rapid response that was completed for employees laid off from Fedex and Camping World. IDES and MTC were available to assist them. There were 26 interested in additional training. Deb also thanked Francis for being such a huge help with the events.

**V. Matters from the floor – none**

**VI. Adjournment.** 1<sup>st</sup> John Otey 2<sup>nd</sup> Freddie Buckingham

**meeting adjourned**

*Minutes prepared and submitted by Karla Tabing.*