

**Southern Illinois Workforce Development Board
American Job Center Committee Meeting Minutes
Virtual Meeting Conducted via ZOOM
Tuesday, February 13, 2024 - 8:00 a.m.**

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. Quorum not met.

II. Roll Call

Present: Karla Tabing, Freddie Buckingham, Laura Hammond, Kenneth Stoner, Sandy Snowden, Jordan McBride

Absent: Linda Stasko, Joan Jablonski, Kristina Shelton, Jillian Van Zandt, Patrick Sorensen, Paulette Hamlin, Veronica McMichael, Scott Wernsman, Laverne Gillispie, Cathrine Hoekstra, Nathan Biggerstaff, Kim Wilkerson, Sarah Corbett, Debra Keelin, Mandy Bernhard, Benji Smith, Mandy Bernhard, Shelley Pyle

Board Staff Present: Robyn Russell

One-Stop Operator Staff Present: Cindy Webb

III. Orders of the Day

A. AJC Reports – Cindy discussed there was an increase of numbers coming into the AJC. Robyn thanked Cindy for coming in and gathering numbers. Total number served 443 for the month of January. The exit survey will now be on all Resource Room computers. In the past it has only been on the navigator’s desk. Eventually the survey will be put on the website. Cindy asked everyone to review the referral form to update and make corrections. And to continue to send them to the One Stop Operator email address. The One Stop Re-Certification will be occurring. Must be submitted by June 30, 2024.

B. Business Services – Freddie discussed several upcoming job fairs occurring with hiring events.

C. MOU- Kathy discussed that Freddie and Deb looked over the goals. AJC will need to rework orientation information. In the past it has been a power point. Information will need to be updated. Everyone needs to be cross trained including DHS frontline staff. Need to return to providing workshops including digital and finance literacy.

D. Updates – none

V. Matters from the floor – Karla will be retiring May 31, 2024. A discussion occurred in replacing her as chair. Will be discussed in the March meeting.

VI. Adjournment

meeting adjourned

Minutes prepared and submitted by Karla Tabing.