

**Southern Illinois Workforce Development Board  
American Job Center Committee Meeting Minutes  
Virtual Meeting Conducted via ZOOM  
Tuesday May 14, 2024**

I. Call to order

The American Job Center Committee was called to order at 8:30 am. It should be noted that this meeting is virtual meeting conducted hybrid both in person and via zoom. Quorum is met.

II. Roll Call

Present: Karla Tabing, Linda Stasko, Kristina Shelton, Laura Hammond, Jordan McBride, Sandy Snowden, Veronica McMichael, Scott Wernsman, Kenneth Stoner, Debra Keelin, Mandy Bernhard, Benji Smith, Scott Cohoon

Absent: Jillian Van Zandt, Shelley Pyle, Joan Jablonski, Freddie Buckingham, Patrick Sorensen, Lavern Gillespie, Paulette Hamlin, Cathrine Hoekstra, Kim Wilkerson, Sarah Corbett, Rayeanne Miner, Javier Cevera, Kristina Spence

Board Staff Present: Robyn Russell

One Stop Operator Staff Present: Cindy Webb

III. Approval of Minutes – 1<sup>st</sup> Sandy Snowden, 2<sup>nd</sup> Kenneth Stoner approved

IV. Order of the day

A. AJC Reports/Updates

i. AJC Report- Cindy discussed there had been 359 customers served this month in the AJC. In the first quarter there were 1492 served. Eleven people who had been in the military were served.

ii. Partner Interviews for Recertification- Cindy let everyone know the interviews are taking place and are due no later than June 30<sup>th</sup>.

iii. Partner Cross Training for Recertification- Cindy discussed that at this point there are only three partners have completed the mandatory cross training. The cross training continues to happen to try to get all partners trained. There are zoom training planned to get everyone trained. Cindy asked for agencies to please make sure staff attend the zoom meetings.

iv. Access Point Definition and discussion – A discussion occurred in regards to access points. All partners could be considered access points and should be listed on IWDS.

v. Partner Notifications for Co-Located Staff – A need to have all phone numbers for co-located staff to ensure if there are any closures they would be able to be reached. Tammy informed everyone that the numbers have been collected.

vi. Updated Referral Contacts for LWIA 25 Counties – A discussion of the 24-48 hour referral to go out with staff was not enough time with staff shortages. The discussion was to 72 hours (3 business days was suggested. A vote was taken 1<sup>st</sup> Sandy Snowden 2<sup>nd</sup> Jordan McBride motion passed. There was also a discussion of an electronic version of the referral form available to use.

B. MTC Updates – Close out performance year is June 30<sup>th</sup>. Reports/MOU is due. Conclusion of monitor visit. Sandy and Freddie will be co-chairs of the AJC Committee beginning in June. Closing out several grants by June 30<sup>th</sup>. Several projects are ending with a new quality jobs workforce pilot starting this summer. Also hiring an additional career specialist. Robyn announced Karla will be replacing Cindy when she retires at the end of June. Robyn thanked Cindy for coming back and getting everything up to date. Robyn reminded everyone that Freddie and Sandy will be co-chairing. Oct 2<sup>nd</sup> will be the Workforce Conference held at JALC.

C. Business Services – Scott C. discussed there are several events planned. Examples include May 15 Choate, 5/29 VA Federal Application Workshop, 6/4 CM agency training,

D. Updates of Status of Programs – Sandy -AE grant has been completed, Rebound had 74 graduates June 4 & 5<sup>th</sup> summer registration. Ken – Workforce Ed is testing system to help place people based on skill set. Laura – DHS no updates, Scott JALC finishing up the semester, graduations are happening, Deb direct linkage phone in and ready to go. Kristina RLC graduations occurred last week. FY25 Perkins plan due this week. Linda RLC AE no summer classes due to remodeling classrooms. State July 8<sup>th</sup> with day class only. Veronica MERS thanked everyone for getting the word out and getting referrals. There are grants available for additional counties.

E. Memorandum of Understanding – Kathy discussed the MOU was ready to go and in need of final approval.

i. Final MOU approval - 1<sup>st</sup> Jordan McBride 2<sup>nd</sup> Sandy Snowden. All approved

V. Matters from the Floor - none

VI. Adjournment 1<sup>st</sup> Sandy Snowden 2<sup>nd</sup> Ken Stoner meeting adjourned.