

**Southern Illinois Workforce Development Board
American Job Center Committee Meeting Minutes
Virtual Meeting Conducted via ZOOM
Tuesday October 8, 2024**

I. Call to Order

II. Roll Call

In attendance: Sandy Snowden, Jordan McBride, Kristina Shelton, Patrick Sorensen, Rayeanne Miner, Mario Nunez

Absent: Freddie Buckingham, Crystal Hosselton, Linda Stasko, Jillian Van Zandt, Shelley Pyle, Joan Jablonski, Paulette Hamlin, Laura Hammond, Laverne Gillespie, Veronica McMichael, Scott Wernsman, Cathrine Hoekstra, Kim Wilkerson, Kristina Spence, Kenneth Stoner, Sarah Corbett, Debra Keelin, Mandy Bernard

Board Staff Present: Robyn Russell

One Stop Operator Present: Karla Tabing

III. Approval of 09/10/2024 minutes

IV. Orders of the Day

A. AJC Reports/Updates - Karla Tabing

i. AJC Reports

Karla discussed intake statistics, with 25 online referrals and 54 total referrals in the previous month.

Ways to increase online referrals were discussed, including distributing AJC business cards and promoting the link on social media.

Karla confirmed participation for the November 1 cross-training event and will send out calendar invites and agendas.

Kristina Shelton agreed to present on Perkins programs, covering general and specific details.

The event will be open to staff, with Zoom access provided for remote attendees.

B. MTC Updates - Robyn Russell

Temporary Office Locations: Carbondale's office is temporarily located at the Dunn-Richmond Center on SIU's campus. A permanent move to the multimodal complex is scheduled for early December 2024.

Program Materials: Robyn confirmed plans to display program flyers once the team is fully settled in the new Carbondale location.

C. Updates on Status of Programs - All Partners

Rebound Program: Sandy shared that Rebound's first term ends on October 12, with an open house on October 24 to introduce the program to new students and the community.

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LIHEAP Program: Rayeanne noted that LIHEAP opened on October 1 for the elderly and disabled and will extend to all households on November 1.

GED Testing: GED testing continues every Tuesday, with multiple students currently completing their tests.

Employer Summit: Jordan reported a successful Employer Summit with over 100 attendees, aimed at connecting local businesses and partners.

V. Matters from the Floor

Committee Member List: Attendees were reminded to review the committee member list and report any duplicate or outdated entries to Karla or Jordan.

Veterans Priority of Service: Karla highlighted that the intake form has been updated to track veteran status, responding to a request from state officials.

Karla noted she would distribute the updated intake form, emphasizing that it includes a new veteran status field.

A discussion on cleaning up the committee email list was also brought up, with Jordan confirming updates will include correct contact information.

VI. Adjournment

Next meeting scheduled for 11/12/2024.