

One Stop Committee Meeting
Southern Illinois Workforce Development Board
MAN-TRA-CON Corporation, Marion, Illinois
October 18, 2016 8:00 AM

MINUTES

Attending in Person: Vice Chair Kay Fleming, Michelle Cerutti, Jillian Van Zandt, Jeri Peters, Karla Tabing, Penny Valentine
Teleconferencing: Christina Hutcheson, Debra Jackanicz, Mary Sullivan, Lori Ragland, Patricia Sawyer, Rosie Naumovski, Christina Shelton
Members Absent: Joan Jablonski-Baxter, Paulette Hamlin, John Shadowens, Karl Maple, Matt Donkin, Karen Vest
Others present: Kathy Lively, Staff; Tammy Kirk, SIWDB Secretary

I. Call to Order – Vice Chair Kay Fleming called the meeting to order at 8:03 a.m.

II. Orders of the Day

A. Old Business - None

B. New Business

- 1. Approved MOU** – The Committee discussed the MOU and approved the technical changes required by DCEO, none of which required new signatures. Christina Hutcheson made a motion to recommend the SIWDB approve the technical changes, seconded by Jeri Peters. Motion carried. The committee discussed possible changes that needed to be made to the next NOU to be submitted by July 2017. Kay Fleming proposed tabling the discussion regarding the budget until after the new regulations came out in January, and tabling the discussion regarding goals and timeframes into a separate meeting. Items brought up for further discussion include:
 - Calculating lease payments by bodies
 - Research space allocations for FTEs
- 2. American Job Center Branding** – The committee viewed the guidelines for the branding. The SIWDB Marketing committee is also working on branding ideas.
- 3. One Stop Operator** – Discussion tabled to the next meeting.

III. Matters from the Floor – None

IV. Recognition of Guests – None.

V. Next Meeting – November 1, 8:00a.m. Topics will include Certification, Referrals and One Stop Operator Role.

VI. Adjournment – A motion was made by Ms. Peters to adjourn the meeting as all business for the day had been completed. The motion was seconded by Ms. Tabing. The motion passed committee and the meeting was adjourned at 9:11 a.m.

Members of the Committee:

TBD – Chair	Kay Fleming – Vice Chair	Christina Hutcheson	Joan Jablonski-Baxter
Debra Jackanicz	Paulette Hamlin	Michelle Cerutti	John Otey
Jillian Van Zandt	Angela Imhoff	Karla Tabing	Mary Sullivan (Tracy Norris, Proxy)
Penny Valentine	Karen Vest	Lori Ragland	Patricia Sawyer/Salvador Thomas
Jeri Peters	John Shadowens	Karl Maple	Rosie Naumovski
Matt Donkin	Christina Shelton	Kathy Lively - Staff	Tammy Kirk – SIWDB Secretary
Mary Roe – SIWDB Chair			