

**One Stop Committee Meeting**  
**Southern Illinois Workforce Development Board**  
**MAN-TRA-CON Corporation, Marion, Illinois**  
**November 1, 2016 8:00 AM**

**MINUTES**

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**Attending in Person:** Vice Chair Kay Fleming, Christina Hutcheson, Michelle Cerutti, Angela Imhoff, Jeri Peters, Karla Tabing, Penny Valentine, Patricia Sawyer, John Shadowens,  
**Teleconferencing:** Rosie Naumovski, Karl Maple,  
**Members Absent:** Joan Jablonski-Baxter, Paulette Hamlin, John Otey, Jillian Van Zandt, Matt Donkin, Debra Jackanicz, Mary Sullivan, Lori Ragland, Christina Shelton, 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. Roll Call**

**III. Orders of the Day**

**A. Old Business – Approved MOU**

1. Kathy Lively and Michelle Cerutti provided a line-by-line review of the budget. The committee decided the following items need to be discussed in-depth at future meetings:

- Facilities including offices
- Technology and potential maintenance
- Signage
- Resource Room materials
- Board audit
- Resource Room staff costs
- One Stop Website

2. Committee goals and timeframes will be discussed at a future meeting.

3. One Stop Operator role/duties – Kathy Lively and Michelle Cerutti will prepare some possible scenarios for discussion.

**B. New Business**

1. **Elect a Committee Chair** – Christina Hutcheson made a motion to nominate Kay Fleming for committee chair. Seconded by Karla Tabing. Motion carried. Jeri Peters made a motion to nominate Christina Hutcheson for Vice Chair. Seconded by Karla Tabing. Motion carried.

**IV. Matters from the Floor** – None

**V. Recognition of Guests** – None.

**VI. Next Meeting** – December 13, 8:00a.m.

**VII. 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 9:11a.m.

**Members of the Committee:**

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