

**Southern Illinois Workforce Development Board**  
**AJC (One Stop) Committee Meeting Minutes**  
**Tuesday, November 19, 2019, 8:00 a.m.**

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**I. Call to Order**

The One-Stop Committee was called to order at 8:05 a.m.

**II. Roll Call**

**Present:** Kay Fleming, Michelle Cerutti, Christina Hutcheson, Penny Valentine, Randy Osborn, Karen Ogden, Kristina Shelton, Karla Tabing, Sarah Corbett

**Absent:** Debra Jackanicz, Paulette Hamlin, Rosie Naumovski, Edrye Kelly, Sandy Snowden, Mandy Bernhard, Scott Wernsman, John Otey, Jillian VanZandt, Rebecca Henry, and Katlyn Newman, Joan Jablonski-Baxter

**Board Staff Present:** Kathy Lively

**One-Stop Operator Staff Present:** Cindy Webb

**III. Orders of the Day**

**A. Approval of Minutes.** Minutes from the September 10, 2019, AJC/One Stop Committee meeting were presented. Christina Hutcheson made a motion to accept the minutes as written. Karla Tabing seconded the motion. Minutes were approved. There were no October AJC/One Stop Committee meeting minutes because that meeting was cancelled.

**B. Business.**

**1. Service Integration Self-Assessment.**

- a. Copies of the four Service Integration Goals were handed out. Goals to be addressed are: Goal 3, Cross Training; Goal 4, Communication Across Partners; Goal 7, Staff Collaborate on Customer Assessment; and Goal 9, Processes are Streamlined and Aligned. Strategies have been developed, key players identified and timelines set.
- b. In conjunction with Goal 4, partners were asked to find out where success stories can be posted, i.e., online, printed newsletter, and/or websites.
- c. Theresa Smith will be asked to come to the next meeting to tell us what's happening in regards to the AJC/One Stop website.

**2. AJC/One Stop Operator report.**

- a. Partners were asked to review the Orientation PowerPoint and update information. Partners were asked to concentrate on services, provide a generic overview, two slides per program, no contact information (this is included on the Common Intake/Referral Form), and no dates/times. Appropriate visuals would also be helpful, i.e., Adult Education APC map of class locations. Updated information should be sent to Cindy Webb by the end of January 2020.

- b. Resource Room referral and visitors reports were reviewed.
3. **Update from Perkins:** Perkins programs are conducting a comprehensive needs assessment (which is to be done every two years). Information from this assessment will be used when developing their four-year plans.
4. **Partner Updates.**

#### **IV. Matters from the Floor.**

1. Both the MOU and Region 8 Plan are up for development.
2. Kathy will bring a complete list of all documents and upcoming due dates that involve the AJC/One Stop Committee.

#### **V. Recognition of Guests.** None

**VI. Adjournment.** A motion to adjourn was made by Karla Tabing and seconded by Christina Hutcheson. The motion passed and the meeting was adjourned at 9:05 a.m.

*Minutes prepared and submitted by Kay Fleming.*