

Vermont State Workforce Development Board
Draft AJC (American Job Center) Certification Committee
Meeting Minutes

June 22, 2017

I. Call to order

On June 22, 2017, SWDB Board Chair and AJC (American Job Center) Certification Committee Chair, Frank Cioffi, called to order the meeting of the Vermont State Workforce Development Board AJC (American Job Center) Certification Committee at 12:30 pm on June 22, 2017 at 60 Main St. Burlington, VT. Chair Cioffi, pursuant to the SWDB WIOA Governance Document, on June 21, 2017 appointed the committee members to this work group to carry out the work of the Board for this Certification process.

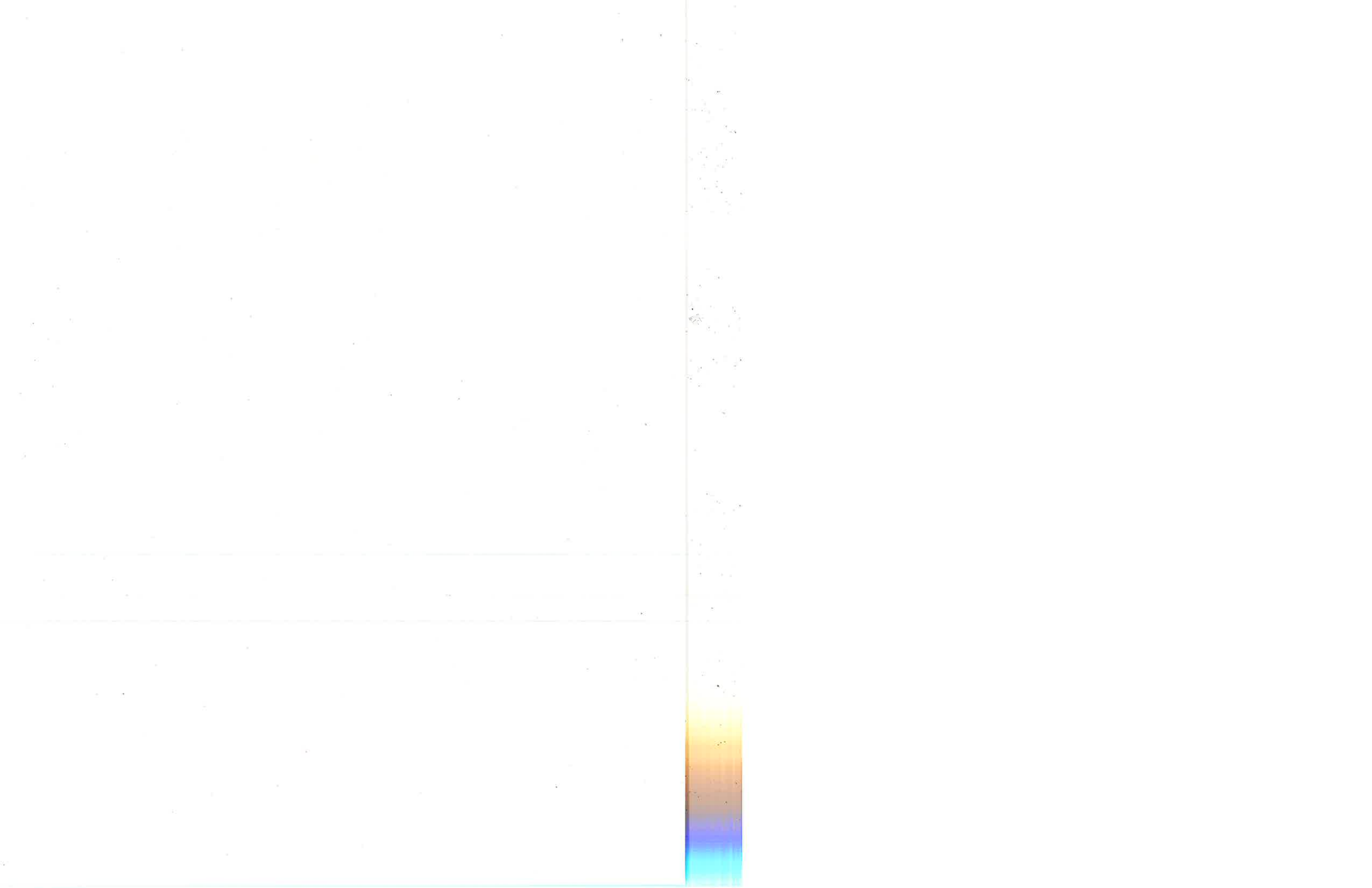
II. Roll call

- a) The following constitute the members of the Committee: Frank Cioffi, Dick Marron, Greg Maguire, Chris Loso, Nate Beach, and Janette Bombardier. Members participating by phone included: Chris Loso and Nate Beach. Participating in person: Frank Cioffi, Dick Marron and Greg Maguire. The members participating constituted a quorum on the Committee.
- b) The following staff from the Vermont Department of Labor participated in the meeting: present: Michele Kupersmith, SWDB Liaison; by phone: Sarah Buxton WIOA Policy & Implementation Analyst

III. New business

- a) This committee meeting was called to vet the One-Stop Certification review process and application form. The Committee had been sent in, advance of the meeting, drafts prepared by Sarah Buxton: Vermont's One-Stop American Job Centers Certification Process; and Application for Certification: One-Stop American Job Center (AJC) in Vermont.
- b) Sarah Buxton walked the Committee through the Process and the Application. Committee discussion took place.

IV. Votes



The Committee voted unanimously to adopt as finals, the drafts of the Certification Process and the Application, with the addition of one criteria: Coordination and partnership with Career Technical Education Centers.

V. Next meeting

June 30, 2017

VI. Adjournment

The One-Stop Certification Committee of the Vermont State Workforce Development Board Operating Committee adjourned at 1:30 pm.

Minutes submitted by: Michele Kupersmith

Minutes approved by: _____ Date: _____

