

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

June 30, 2017

**I. Call to order**

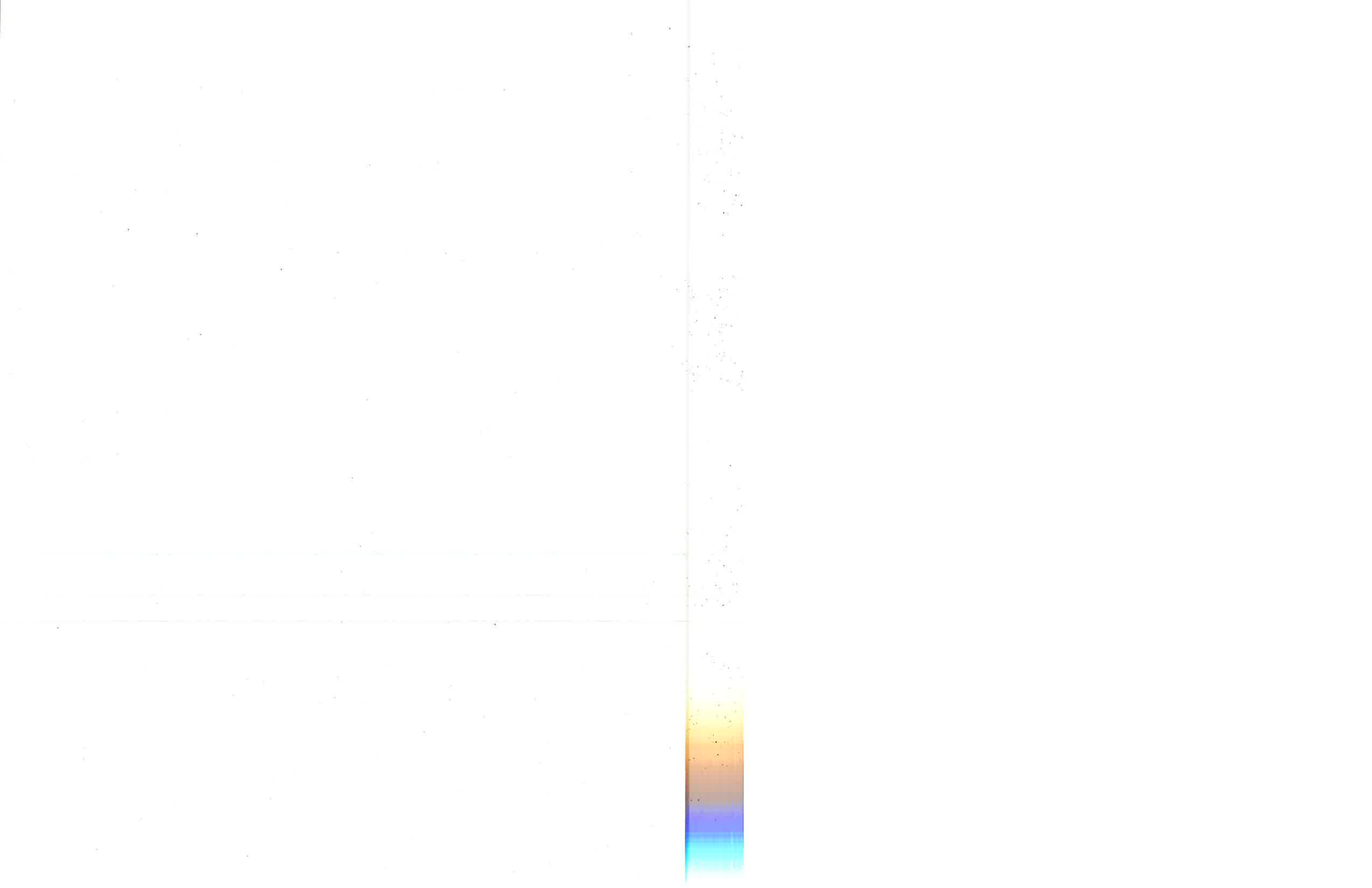
SWDB Board and AJC Certification Committee Chair, Frank Cioffi, called to order the meeting of the Vermont State Workforce Development Board AJC Certification Committee at 12:00 pm on June 30, 2017 at 60 Main St. Burlington, VT

**II. Roll call**

- a) The following members participated by phone or in person and constituted a quorum of the AJC Certification Committee: Frank Cioffi, Dick Marron, Greg Maguire, Chris Loso and Nate Beach.
- b) The following staff from the Vermont Department of Labor participated: present at 60 Main St. Burlington, VT: Michele Kupersmith, SWDB Liaison; by phone: Sarah Buxton, WIOA Policy & Implementation Analyst, VDOL.

**III. New business**

- a) This committee meeting was called to vet the One-Stop Certification review process and application form, and to complete the One-Stop Certification Process.
- b) The committee had received, prior to the visit, the completed Application of the Vermont Department of Labor for Certification: One-Stop American Job Center (AJC) in Vermont.
- c) The committee members were briefed by the those members of the work group who participated in a site visit of the Vermont Department of Labor AJC, located at 63 Pearl St. Burlington, VT on June 28, 2017 (those carrying out the site visit included Frank Cioffi, Chris Loso, Dick Marron, and Greg Maguire). Vermont Department of Labor staff present at that site visit included: Dave Lahr, Director Workforce Development and Danielle Kane, Regional Manager, Northwest Vermont AJC, for VDOL, and Michele Kupersmith, SWDB Liaison, for the Committee.
- d) The committee discussed the application and the information gathered at the site visit.



**IV. Votes**

The committee found that the VDOL One-Stop AJC meets the minimum standards of effectiveness, considering the eleven (11) factors in paragraph 6 of the SWDB approved One-Stop American Job Centers Certification process. Greg Maguire moved, and Dick Marron seconded, and the committee voted unanimously to certify the One-Stop AJC for a period of one year, from July 1, 2017 – June 30, 2018.

**V. Adjournment**

The American Job Center Certification Committee of the Vermont State Workforce Development Board adjourned at 1:30 pm.

Minutes submitted by: Michele Kupersmith

Minutes approved by: \_\_\_\_\_ Date: \_\_\_\_\_

