

**One Stop Partner Committee Meeting  
June 18, 2024  
Meeting Minutes (Virtual)**

Vanessa Hoffeditz called the One Stop Partner Committee Meeting to order at approximately 10:30 a.m. Roll Call was taken.

	<b>Present</b>	<b>Absent</b>		<b>Present</b>	<b>Absent</b>
Sara Escatel	X		Sarah McFarlane	X	
Ryan Flannery	X		Stacey Parr		X
Janet Graham	X		Dan Payette	X	
Vanessa Hoffeditz	X		Maryann Rice	X	
Linda Kaiser		X	Dianna Schuler	X	
Rhonda Krueger	X		Joel Torbeck	X	
Sasha Logan		X	Ahneke Thompson	X	
Lori Longmann	X		Jody Wanless		X

**Others Present:** Carrie Folken

Update from the Subcommittees:

Customer Satisfaction

Vanessa reported that the Customer Satisfaction subcommittee has not met. She will connect with Jo Ann to conduct a Doodle Poll to schedule a meeting for July 2024.

Staff Cross Training

Ahneke informed members that the Staff Cross Training Committee met and have been preparing for the cross-training of partner staff. She said that a Doodle Poll was conducted to determine the best date for training. Ahneke said that the Staff Cross Training will be held on Tuesday, July 9, 2024 at the Sterling One Stop Center. She told members that invitations will be send out later today. Ahneke said that the training will be video-taped so that all partners can use that as part of their onboarding process. Members were informed that there will not be a Zoom or WebEx option for this training.

Update on the One Stop Certification

Vanessa told members that the One Stop Certification was held on June 11 and as someone who was part of the certification team, she said that she was very impressed with the space. She encouraged all partners to visit the One Stop Center if they have not seen it yet. Vanessa said that the site is very welcoming to both staff and customers.

Carrie provided members with an overview of the certification process. She said that the state requires us every 3 years to certify the One Stop Centers. Since this is a new center, Carrie said that the One Stop Partners needed to submit the application and applicable forms to the State for their approval. She said that the information was submitted to the State and they should be notified if any changes are required. Carrie told members that the Review Team consisted of Vanessa Hoffeditz, Teresa Strum (Chair of Youth Committee and member of NCI Works) and Patty Head (Chair of NCI Works).

### Business Service Team Meeting Update

Carrie said that as part of the self assessment process it was noted that since the Program Services Team provide updates to NCI Works it would be beneficial if the Business Services Team also included their meeting minutes to the One Stop Partner Committee and NCI Works. Carrie told members that Dianna was part of the Committee if anyone had any questions.

Dianna updated the Committee by saying that the workshops with the Streator Library are scheduled to begin in August. As of now, they are anticipated to be held on the first of the month at 3:00 p.m.

### Other Business

Vanessa informed members that the next meeting of the One Stop Partner Committee will be on Tuesday, August 20, 2024 at 10:30 a.m.

Carrie reported that when the process of establishing the One Stop Center in Sterling, Kris Noble approached her about having a Ribbon Cutting Ceremony. Carrie said that a Ribbon Cutting ceremony will be held at 9:00 a.m. at the One Stop Center in Sterling on July 23, 2024. She said that following the Ribbon Cutting Ceremony, a small Open House will be held until about 12:00 Noon. Carrie said that invitations will be sent to Board members for the event and encouraged members to attend.

### Public Comments

None

### Adjournment

With there being no further business, Dianna Schuler motioned to adjourn. Motion was seconded by Joel Torbeck and carried. Meeting adjourned at approximately 10:50 a.m.

Jo Ann Johnson