

**Vermilion County Workforce Investment Board**  
**WORKFORCE DEVELOPMENT COMMITTEE AGENDA**  
**Thursday, January 11, 2007 At 7:30 – 8:30 AM**  
**IETC 407 N. Franklin St. Danville, IL**

**CALL TO ORDER** **Tom Szott/Jeff Fauver**

**APPROVAL OF AGENDA** **Tom Szott/Jeff Fauver**

**APPROVAL OF MINUTES** **Tom Szott/Jeff Fauver**

**Monitor & Maintain Continuous Quality Improvement For Improved Customer Service**

- Customer Surveys
- Review Resource Room Expenditures
- Review MOU Contributions
- Action Item – One Stop Contributions

**Coordinate The Day To Day Operation Of The Center As It Relates To Shared Functions Or Integrated Services**

- Staffing Resource Room
- Reception Referrals
  - IETC Referral Process Update
- Coordination of Schedules
- Other Activities to Ensure the Effective Management of the Center
  - Update on IL DCEO Policy Resource Room Utilization Tracking

**Coordinate Services And Non-Financial Resources At The Center Among All Partners To Achieve A Seamless System**

- Workshop Hoopston Multi Agency 02-14-2006

**Coordinate Reporting On Behalf Of The Center As A Whole**

- Traffic Report
- Success Stories
- Employer Services

**Coordinate Marketing Activities And Material For The Center**

**Determine The Need For More Intensive And Training Services For Adults And Dislocated Workers**

- Action Item – Provider Certification List
- Labor Market Information
- Each Partner is solely responsible for the eligibility determination for their respective clients and the need for more intensive services

**COMMENTS –** **Tom Szott/Jeff Fauver**

**NEXT MEETING –** **Tom Szott/Jeff Fauver**

**ADJOURNMENT -** **Tom Szott/Jeff Fauver**