

**Vermilion County Workforce Investment Board  
WORKFORCE DEVELOPMENT COMMITTEE AGENDA  
Thursday, January 12, 2006 At 7:30 – 9:00 AM  
IETC 407 N. Franklin St. Danville, IL 61832**

**CALL TO ORDER** **Tom Szott**

**APPROVAL OF AGENDA** **Tom Szott**

**APPROVAL OF MINUTES** **Tom Szott**

- 11-10-2005 Minutes

**ACTION ITEMS:** **Tom Szott**

- Approval of One-Stop Contributions
- Approval of Provider Certification for Statewide List
- Approval of Committee Co-Chair

**DISCUSSION:** **Tom Szott**

- Discuss Implementation of the Operational Plan
- Discuss Sign In Sheet
- Follow up One Stop Purchases

**OPERATOR'S REPORT: Christine Cornell/Aletha Alexander/Tom Szott/Jeanne Housholder**

- Monitor & Maintain Continuous Quality Improvement For Improved Customer Service – (Customer Surveys)
- Coordinate The Day To Day Operation Of The Center As It Relates To Shared Functions Or Integrated Services
  - Staffing Resource Room
  - Reception Referrals
  - Coordination of Schedules
  - Other Activities to ensure the effective management of the Center
- Coordinate Services And Non-Financial Resources At The Center Among All Partners To Achieve A Seamless System
- Coordinate Reporting On Behalf Of The Center As A Whole - (Traffic Report)
- Coordinate Marketing Activities And Material For The Center
- Determine The Need For More Intensive And Training Services For Adults And Dislocated Workers
  - Each Partner is solely responsible for the eligibility determination for their respective clients and the need for more intensive services

**COMMENTS –** **Tom Szott**

**NEXT MEETING – February 9, 2006** **Tom Szott**

**ADJOURNMENT -** **Tom Szott**