

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

**CALL TO ORDER** **Tom Szott/Judy Phillippe**

**APPROVAL OF AGENDA** **Tom Szott/Judy Phillippe**

**APPROVAL OF MINUTES** **Tom Szott/Judy Phillippe**

- 1-12-2006 Minutes

**ACTION ITEMS:** **Tom Szott/Judy Phillippe**

- Approval of One-Stop Contributions
- Approval of One-Stop Sign In Sheet
- Appoint One – Stop Partner to Juvenile Justice Council

**DISCUSSION:** **Tom Szott/Judy Phillippe**

- Meeting Time
- Discuss Challenge A & B Action Plans pertaining to One Stop Partners
- Review IETC Web-Site On-Line Links and addition of new links
- Review Resource Room Expenditures and New Wish List
- Review MOU Contributions
- Review Operational Plan Matrix

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

- Monitor & Maintain Continuous Quality Improvement For Improved Customer Service –
  - Customer Surveys
  - Action Item – One Stop Contributions
  - Review Resource Room Expenditures and New Wish List
  - Review MOU Contributions
- 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
    - Discuss Challenge A & B Action Plans pertaining to One Stop Partners
- Coordinate Services And Non-Financial Resources At The Center Among All Partners To Achieve A Seamless System
  - Review Operational Plan Matrix
- Coordinate Reporting On Behalf Of The Center As A Whole
  - Meeting Time
  - Traffic Report
  - Action Item – Approval of One-Stop Sign In Sheet
  - Action Item – Appoint designated Partner to the Juvenile Justice Council
- Coordinate Marketing Activities And Material For The Center

- Review IETC Web-Site On-Line Links and addition of new links
- 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/Judy Phillippe**

**NEXT MEETING – TBA**

**Tom Szott/Judy Phillippe**

**ADJOURNMENT -**

**Tom Szott/Judy Phillippe**