

**Vermilion County Workforce Investment Board**  
**WORKFORCE DEVELOPMENT COMMITTEE AGENDA**  
**Thursday, September 8, 2005 At 7:30 – 9:00 AM**  
**IETC 407 N. Franklin St. Danville, IL 61832**

**CALL TO ORDER** **Dave Coleman/Tom Szott**

**APPROVAL OF AGENDA** **Dave Coleman/Tom Szott**

**APPROVAL OF MINUTES** **Dave Coleman/Tom Szott**

- 06-09-2005 Minutes
- 07-14-2005 Minutes

**ACTION ITEMS:** **Dave Coleman/Tom Szott**

- Approval Of One-Stop Contributions
- Approval of Memorandum of Understanding
- Approval of WIA Title I Performance Measure Negotiations

**DISCUSSION:** **Dave Coleman/Tom Szott**

- Review Barriers to Employment Committee Consumer Profile
- One – Stop Open House
- Review Updated Wish List

**OPERATOR’S REPORT:** **Christine Cornell/Aletha Alexander/Tom Szott/Lynn Kazakaitis**

- 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 –** **Dave Coleman/Tom Szott**

**NEXT MEETING –** **Dave Coleman/Tom Szott**

**ADJOURNMENT -** **Dave Coleman/Tom Szott**