

Vermilion County Workforce Investment Board
WORKFORCE DEVELOPMENT COMMITTEE AGENDA
Thursday, November 9 At 7:30 – 9:00 AM
6 N. Vermilion St. Danville, IL Room 319

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

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

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

Danville Township Request One-Stop Partnership

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

- **Action Item: Election of New Co-Chair**

Monitor & Maintain Continuous Quality Improvement For Improved Customer Service

- Customer Surveys
- Review Resource Room Expenditures
- Review MOU Contributions
- Action Item – One Stop Contributions
- Discuss Revised MOU Cost Allocation

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 (Referrals for partner services)
- Coordination of Schedules
 - IETC Uniform Workshop Sign –Up Process
- Other Activities to Ensure the Effective Management of the Center
 - IDES Workplace Violence Prevention Policy
 - Smoking Policy
 - IETC Coffee Fund
 - Janitorial Staff Request

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

- Action Item –One-Stop Partnership - Danville Township
- Job Fair

Coordinate Reporting On Behalf Of The Center As A Whole

- Traffic Report
- Success Stories
- Employer Services

Coordinate Marketing Activities And Material For The Center

- Action Item –Local Branding of the IETC

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

- 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/

NEXT MEETING –

Tom Szott/

ADJOURNMENT -

Tom Szott/