

**Kentucky Career Center Certification: Full Service Center Application/Review Form**

KY Career Center Location:

LWIA:

Baseline Measures		***REVIEW TEAM ONLY***
<b>I. Employer Services: Organization and Staffing of Employer Services</b>		
Standard 1: Each workforce area has established a regional (i.e. workforce area-wide) Business Services Team (BST) comprised of knowledgeable business services partners with the ability to connect employers to a full range of partner services.		
a. The team includes at least four "core" partners, including Office of Employment and Training (OET), Workforce Investment Act (WIA), Kentucky Community and Technical College System (KCTCS), and a representative from a general purpose business organization (e.g. Chamber of Commerce) or an economic development representative.		Met <b>Not Met</b>
<b>Center Notes</b>	<i>The Lincoln Trail workforce area has established a regional Business Services Team which is comprised of core members from OET, OVR, WIA, ECTCS, and Economic Development.</i>	
<b>Documentation/Evidence</b>	<i>Business Services Functional Organizational Chart depicting business services core members and regional wide business partners and their roles throughout our Lincoln Trail Region. The Business Services Functional Organizational Chart can be found in Appendix 2 of the application packet.</i>	
<b>Review Team Comments</b>	<b>Well-organized functional organizational chart displays partner collaboration throughout the region.</b>	
b. The "core" Regional BST consists of dedicated staff, including a regional team leader, business service representatives (BSRs), and other representatives, as appropriate for the region. These individuals may come from any Center or any part of the workforce area.		Met <b>Not Met</b>
<b>Center Notes</b>	<i>The Lincoln Trail regional BST consists of 15 dedicated staff and core members. Our Business Services Functional Organization Chart lists the roles of the core team and roles of the extended members.</i>	
<b>Documentation/Evidence</b>	<i>Business Services Functional Organizational Chart depicting business services core members and regional wide business partners and their roles throughout our Lincoln Trail Region. The Business Services Functional Organizational Chart can be found in Appendix 2 of the application packet.</i>	
<b>Review Team Comments</b>	<b>Very organized functional organizational chart that displays core BST and their roles in addition to partner roles.</b>	
c. The "extended" BST includes additional partners' business service staff participating on the BST (but not necessarily fully-dedicated to the team) through regular communication and periodic (e.g. monthly or quarterly) coordination meetings. These partners may include Adult Education, Office of Vocational Rehabilitation, and Department for Community Based Services (DCBS)-Family Support, Kentucky Farmworkers Program, Older Workers-Title V, and Office of the Blind, Veterans, Area Development Districts, and/or others.		Met <b>Not Met</b>
<b>Center Notes</b>	<i>The Lincoln Trail regional BST conducts bi-monthly meetings on the second Tuesday of the month. Meeting minutes are kept and sign-in sheets are utilized to document member attendance.</i>	
<b>Documentation/Evidence</b>	<i>Meeting minutes and sign-in sheets are kept on file with the Regional Business Services Team Lead.</i>	
<b>Review Team Comments</b>	<b>The Review Team audited meeting minutes from the last two meetings of 2014 (held on October 9 and December 11). In both cases the meeting minutes clearly documented extended BST member attendance and participation. Meeting minutes are kept on file with Regional Lead in the Elizabethtown Area Development District Office.</b>	

