

Fresno County Workforce Investment Board

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Blake Konczal, Director

OPERATIONAL DIRECTIVE

FCWIB OD # 08-08

Date Released: January 16, 2008

To: All Fresno County Workforce Investment Board Providers of Services

From: Blake Konczal, Director

Effective Date: January 16, 2008

Subject: Business Services Center Guidelines

Applicable Program: Adult/Dislocated Worker

Effective immediately, all providers of services' staff are to implement this Operational Directive (OD).

The Business Services Center (BSC) guidelines (Form BSC-010) provides clear instructions for provider staff and partners on how to work with an employer to secure the use of the BSC facilities for recruitment purposes or other specific business needs. The guidelines also include restrictions on the use of the BSC.

Form BSC-009, which provides guidelines for employers regarding the parameters for use of the BSC, including Hours of Operation, Job Recruitment, Space Utilization and Safety tips, is also attached.

The attached Business Services Center and Conference Room Request (Form BSC-008) is to be used for all BSC facilities usage requests. This form is to be completed by provider staff, verified and confirmed by the BSC Representative, and will be kept on file in the BSC.

If any questions, contact the FCWIB Deputy Director of Business Services.

Attachments: Forms: [BSC-008](#) Business Services Center and Conference Room Request Form
[BSC-009](#) Business Services Center Guidelines – Employers
[BSC-010](#) Business Services Center Guidelines – Business Account Specialist

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