

Policy Development Policy

Purpose

To develop a consistent process for policy development and approval process.


Policy

Unless in extraordinary circumstances, policy will be developed and approved but not implemented until the beginning of a program year (July1). Extraordinary circumstances are defined as a result of a monitoring report, new program implementation from the Government, etc...

When policy has to be developed, created, and/or revised pertaining to the Adult, Dislocated Worker, and Youth programs the following process will be followed:

1. Draft form of the policy will be created and/or revised by the WDB staff
2. If appropriate, program operators will be notified of the policy or a revision to current policy and operators will be asked for input on the new policy or revision.
3. Once the policy has been revised and/or created and reviewed by WDB staff policy pertaining to the Adult and/or Dislocated Worker Program will be submitted to the WPWDB's Program Planning & Development Committee for approval and any of the other WPWDB committees if appropriate or deemed necessary. Policy pertaining to the Youth Program will be submitted to the WPWDB's Youth Council for approval and any of the other WPWDB committees if appropriate or deemed necessary.
4. Once the policy has been approved by all appropriate WPWDB committees it will be submitted to the Executive Committee and WPWDB for approval and policy implementation.
5. Once the board approves the policy, within one week of board approval a notification will be sent out to all current one-stop operators and youth service providers.
6. The policy will be added to the WPWDB's website and policy manual book
7. The Quality Assurance Committee will review all current and active policies once a year for changes/modifications to the policy if needed.

Approval Signature:



Revision Date: June, 2017