

West Virginia State Workforce Development Board	
Policy Area: State Governance	
Title of Policy: Policy Process for the West Virginia State Workforce Development Board	Number: 100-03 (2024)
Effective Date: July 1, 2024	Review by Date: July 1, 2029
Approved Date: June 25, 2024 Revision Date:	Approved by: West Virginia Workforce Development Board

I. Purpose

This issuance outlines the policy development and approval process for the West Virginia State Workforce Development Board (WVSWDB) under the Workforce Innovation and Opportunity Act (WIOA).

II. Summary

Under the Workforce Innovation and Opportunity Act (Pub. L. 113-128), the West Virginia State Workforce Development Board guides and leads state workforce system and activities, including overseeing delivery of services in a customer-focused manner through the one-stop system as defined in WIOA. In its leadership role over the state workforce system, the WVSWDB develops policies and procedures to guide the system and promote integrated “No Wrong Door” service delivery. These policies and procedure work in conjunction with state agency program policies and procedures that operationalize service delivery and ensure compliance with federal statutes and regulations.

This policy replaces 11 22 Policy for Policy Development – to provide direction and instruction on the process of developing and issuing WorkForce WV policies in the WVSWDB policy framework.

III. References

- Workforce Innovation and Opportunity Act (Pub. L. 113-128)
- United States Department of Labor, Workforce Innovation and Opportunity Act; Final Rule, 20 CFR, Part 679 Subpart A, State Workforce Development Board
- West Virginia Code, §5B-2B. *West Virginia Workforce Investment Act*

IV. Policy

Consistent with federal and state law, the West Virginia State Workforce Development Board (WVSWDB) is created and operational to fulfil the responsibilities and duties assigned. Primarily, the WVSWDB oversees the delivery of customer-focused employment and training services through the West Virginia “No Wrong Door” one-stop system, including monitoring performance and implementing continuous improvement.

To fulfil its duties under federal and state law, the WWSWDB has the authority to issue policies and procedures to promote high quality, consistent, and coordinated workforce development services throughout the state. In fulfilling their executive obligations under federal and state laws, West Virginia state agencies that administer federal programs identified as part of the one-stop service delivery system under WIOA shall ensure that their policy and procedure issuances shall be consistent with any WWSWDB policies and procedures enacted.

V. Procedures

WWSWDB members, workforce system agency and organizational partners, stakeholders, and the public may offer policy suggestions or request consideration of policies. For consideration of a policy, an official request shall be communicated in writing to the West Virginia Workforce Resiliency Director. As part of the request, a written draft should be provided.

WWSWDB staff shall provide the policy request to the Board's Executive Committee for consideration. If the Chair and Vice Chair approve, a full draft of the policy shall be made and provided for consideration to the Board's Operations Committee. Upon approval of the Operations Committee, the policy shall be posted on the WWSWDB website for public review and comment and scheduled for consideration at the next full WWSWDB quarterly meeting.

The WWSWDB shall discuss and consider the policy. If approved by a majority vote of the WWSWDB members present who constitute a quorum, the policy shall go into effect on a date specified. Reviews of policies and procedures should occur no later than five years after the date of enactment.

Approved policies shall include a review by date. The Operations Committee will annually review all policies within the policy framework to determine which policies are due for review. Any recommended changes or updates will be recommended to the Board's Executive Committee then follow the process described in paragraph two of the procedures section of this policy. Policies can be reviewed following this process prior to their review date is WWSWDB members, workforce system agency and organizational partners, stakeholders, and the public offer a consideration for review before the review date.