

Region VI Workforce Development Board 17 Middletown Road White Hall, WV 26554	Classification: Policy Development Process for the Region VI Workforce Development Board
	Approval Date: March 13, 2025
Approved by:	Review by date: March 13, 2030

Region VI Guidance Letter 31-25

Purpose: This issuance outlines the policy development and approval process for the Region VI Workforce Development Board (RVIWDB) under the Workforce Innovation and Opportunity Act (WIOA).

References: Workforce Innovation and Opportunity Act (Pub. L. 113-128)
West Virginia Code, §5B-2B. West Virginia Workforce Investment Act
WFWW Policy 100-03 (2024)

Background: To fulfil its duties under federal and state law, the RVIWDB has the authority to issue policies and procedures to promote high quality, consistent, and coordinated workforce development services throughout the region. In fulfilling its' obligations under federal and state laws, the RVIWDB shall ensure that its' policy and procedure issuances shall be consistent with any WWSBD policies and procedures enacted.

Policy: RVIWDB 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 RVIWDB Executive Director. As part of the request, a written draft should be provided.

RVIWDB staff shall provide the policy request to the Board's Policy Committee for consideration. If approved by the Policy Committee, the policy will be posted on the RVIWDB website for public review and comment. After the review and comment period, the policy will be presented to the Full Board at the next scheduled quarterly meeting for a vote. If the Full Board approves, then the policy shall go into effect on a date specified.

If the policy has been submitted in between the scheduled quarterly Full Board meetings, and the Policy Committee approves, the policy will be posted on the RVIWDB website for public review and comment. After the review and comment period, the policy will be submitted to the Region VI Executive Committee, which has the authority to approve such actions in between the quarterly scheduled Full Board meetings when necessary. The Executive Committee will then vote on the policy. If the Executive Committee approves, then the policy shall go into effect on a date specified.

Once approved, policies will be posted on the RVIWDB website (www.regionviwv.org).

Reviews of policies should occur no later than five years after the date of enactment. Approved policies shall include a review by date. Any recommended changes or updates will be recommended to the Board's Policy Committee then follow the process described in paragraph two or three of the procedures section of this policy. Policies can be reviewed following this process prior to their review date if RVIWDB members, workforce system agency and organizational partners, stakeholders, and the public offer a consideration for review before the review date.

Expiration Date: Effective until rescinded or modified by the Region VI Workforce Development Board.