

Northwest Arkansas Workforce Development Board

Policy Name: Policy for Setting Policies and Procedures

Effective Date: March 7, 2018

Date Approved by the Board: March 7, 2018

The Northwest Workforce Development Board has approved Policies and Guidelines for the Northwest Arkansas Workforce Area's Workforce Innovation and Opportunity Act as required by the federal and State laws and regulations at the Board's quarterly meetings. Occasionally we have a need to develop a policy or procedure that had not previously been considered.

The following was adopted by the Board to expedite the process:

- Board staff, in consultation with subject matter experts such as program and financial staff, develop and utilize a policy that will be presented to the Executive Committee for approval and to the full Board for ratification at the next full Board meeting;
- For program operation processes and procedures, develop the necessary information/document(s) needed and implement. These would not need Board approval at the next meeting.