



Oregon Workforce Talent and Development Board		
Subject: Oregon Workforce Talent and Development Board Policy Development and Issuance		
Number/Reference: WIOA sec. 101(d)	Effective Date: 12/9/2016	Revision # 1

Overview

The Workforce Innovation and Opportunity Act (WIOA) requires that the state workforce development board issue policy and guidance to the broader workforce system. As the designated state workforce development board, the Oregon Workforce Talent and Development Board (WTDB) must establish a process for the development, review, revision, approval, and issuance of appropriate policies and guidance.

Policy Statement

Policies and official Guidance issued by the WTDB will be developed, approved, and issued according to the WTDB Policy Process.

Action(s)

WTDB Policy Process:

- (1) Need for WTDB policy or guidance is identified.
- (2) Draft WTDB policy or guidance is developed by state staff.
- (3) Draft WTDB policy or guidance is included on the agenda for an appropriate WTDB Executive Committee meeting when completed.
- (4) WTDB Executive Committee recommends changes (if any) and approves draft WTDB policy or guidance (with any recommended changes) to be released for public comment. WTDB Executive Committee can also reject draft WTDB policy or guidance or send it back for further development (Step 2)).
- (5) Draft WTDB policy or guidance is posted online for public review and comment. Public comment is received for approximately 30 days. Review period may be shorter or longer depending on business need.
- (6) Public comment is evaluated by state staff and any required or desired changes to the draft WTDB policy or guidance are incorporated.
- (7) Final WTDB policy or guidance is included on the agenda for an appropriate full WTDB meeting when completed.
- (8) Full WTDB recommends changes (if any) and approves final OWIB policy or guidance (with any recommended changes) to be issued. Full WTDB can also reject final WTDB policy or guidance or send it back for further development (Step 2)).
- (9) Approved WTDB policy or guidance becomes effective and is posted online and distributed to the workforce system as appropriate.