



Workforce and Talent Development Board Policy

Subject: Policy Development and Issuance

Publish Date: **POSTED FOR PUBLIC
COMMENT 5/3/2021**

New Policy Revised Policy

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 and Talent 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.

Policy Process

1. The need for WTDB policy or guidance is identified.
2. Draft WTDB policy or guidance is developed by designated staff.
3. The draft WTDB policy or guidance is included on the agenda for the next available WTDB Executive Committee meeting when completed.
4. The WTDB Executive Committee recommends changes (if any) and approves draft WTDB policy or guidance (with any recommended changes) to be released for public comment. The WTDB Executive Committee may also reject the draft WTDB policy or guidance or send it back for further development (Step 2).
5. The draft WTDB policy or guidance is posted online for public review and comment. Public comment is received for at least 30 days. The review period may be longer if necessary.
6. Public comment is evaluated by the designated staff and any required or recommended changes to the draft WTDB policy or guidance are incorporated and communicated back to the WTDB Executive Committee through WTDB state staff.
7. Final WTDB policy or guidance is included on the agenda for the next available full WTDB meeting when completed.
8. Full WTDB recommends changes (if any) and approves final WTDB policy or guidance (with any recommended changes) to be issued. Full WTDB may 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.

Contact

Questions are to be referred to hecc.owi-workforce-policy@hecc.oregon.gov.