

Snohomish County Future Workforce Alliance

Board Policy

Policy

- Policy: Policy Development Procedure
- Effective Date: May 12, 2020
- Policy Number: 110

Background

The Snohomish County Future Workforce Alliance Board (Board) has created this policy in order to support the consistent development and implementation of policies to support the Board.

Snohomish County staff leadership will develop an approve policy and procedures as they pertain to the operations of the workforce development board, when required by federal and/or state law and the Workforce Innovation and Opportunity Act.

Policies and procedures will be developed by Workforce Snohomish (WFS) staff when they pertain to the duties assigned as fiscal agent and are required by federal or state law and/or WIOA. New policies may be developed at any time that new laws, regulations or policies are needed.

Procedure

A Snohomish County staff person that provides administrative support to the Board will be assigned responsibility to provide a draft policy using the Form 1: Policy Template and Form 2: Procedure Template within 14 days or when needed by the Board for review.

Below are the procedures the Board will use for developing new policies:

- References will be hyperlinked to specific citations of applicable laws and regulations so that readers can easily review source documents.

Snohomish County staff leadership will develop and approve the policy. Snohomish County is authorized to create new policies, update current policies and make any necessary changes. The Board will maintain a working review of policies in their purview. Prior to finalizing the policy, a time will be scheduled for the Board to vet the policy.

Once approved, the policy will be assigned a number (if it is new). The approval date will be listed as the effective date. If the policy is a revision of a previous policy, the new version will reference the original policy that was superseded by revision.

Completed external policies will be posted at:

<https://www.snohomishcountywa.gov/5610/Future-Workforce-Alliance>.

Internal policies will be saved at the Internal Policy Folder with Snohomish County.

Snohomish County staff who manage the policy will notify board members, contractors and partners when a new policy is posted. The old policy will simultaneously be removed and saved in the Archived Policy Folder with Snohomish County.

Staff, board members, contractors and partners will review the policy and take any necessary steps to implement it within 30 days of the effective date, or sooner if required by the Board.

Snohomish County staff will monitor board member, contractor and partner compliance with policies as necessary.

The Board will review all policies at least annually in July, and make any revisions within the timelines listed in these procedures.

Definitions

- N/A

Reference

- N/A

Supersedes

- N/A

Attachments

- N/A