Policy Letter #1

TO: **All Staff**

FROM: **Samantha Wullenwaber, Director**

SUBJECT: **Mid-Carolina Workforce Development Board Policy Governance and Implementation Framework**

PURPOSE

This policy establishes the governance structure and procedures for the development, implementation, and review of policies governing programs and services administered by the Mid-Carolina Workforce Development Board (Mid-Carolina WDB). It ensures that all workforce development activities operate in compliance with applicable federal, state, and local regulations while maintaining consistent administrative and operational standards.

BACKGROUND

The Mid-Carolina WDB administers workforce programs funded under the Workforce Innovation and Opportunity Act (WIOA). As such, the Board adheres to the rules and regulations governing the provision of WIOA services as interpreted and issued by the North Carolina Department of Commerce, Division of Workforce Solutions (DWS), through Local Area Issuances and policy statements.

Workforce Development Board activities are supported by MCRC staff to ensure administrative and operational alignment.

ACTION

The Mid-Carolina WDB shall implement the following policy governance procedures:

1. **Policy Compliance**
    - The Board shall operate in compliance with all applicable federal, state, and local laws, regulations, and guidance governing workforce development programs, including WIOA and guidance issued by DWS.
2. **Administrative Alignment**
    - The Board shall follow the personnel policies, travel policies, reimbursement policies, and operational procedures of the Mid-Carolina Regional Council (MCRC) due to its role as the Administrative and Fiscal Agent for WIOA activities.
3. **Policy Approval and Implementation**
    - All Board policies require formal approval by the Mid-Carolina WDB.
    - Policies developed or revised to reflect changes in federal, state, or local guidance shall be implemented immediately to ensure compliance and shall be presented to the Board for formal approval.
    - All other Board-initiated policies will be distributed for review and approval by the Board at the next available meeting.
4. **Policy Authority**

- Board policies may establish requirements that are more restrictive than federal, state, or local requirements; however, they may not be less restrictive than those requirements.
- If federal, state, or local guidance is less restrictive than a Board-approved policy, the Board policy shall take precedence and serve as the governing standard.

5. **Policy Review**
   - All Board policies shall be reviewed on an annual basis to ensure alignment with current federal, state, and local regulations and to maintain programmatic effectiveness.
6. **Procedural Modifications**
   - Procedures developed to implement Board-approved policies may be modified at the discretion of the Mid-Carolina WDB Director to ensure operational efficiency and compliance with applicable guidance.
7. **Policy Accessibility**
   - All official Mid-Carolina Workforce Development Board policies shall be publicly available and accessible at: https://www.mccog.org/workforce-development.asp

REFERENCE
Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128

ATTACHMENT
None

CREATION DATE
July 2022

REVISION DATES
December 2024
March 2026