



# Mississippi Valley Workforce Development Board

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## Policy Revision Process

**Approved Date:** May 16, 2022

**Effective Date:** May 16, 2022

**Amended Date:** N/A

### A. Overview

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1. In partnership with the CEOs, it is the responsibility of the Mississippi Valley Workforce Development Board (MVWDB) to set policy for the local workforce system consistent with state policies. As such, it is the responsibility of MVWDB staff to facilitate the process of policy development in a way that is transparent, compliant with by-laws, inclusive of stakeholders and ensures, to the degree practicable, effective, and efficient oversight of local workforce system activities.

### B. Proposing Revisions

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1. A policy revision proposal must:
  - a. Be documented and submitted to MVWDB staff using the [Policy Revision Request Form](#).
  - b. Must include appropriate data to substantiate the need for the policy change.
2. MVWDB staff will ensure the Policy Revision Request form is complete and will coordinate with appropriate MVWDB committee so policy revision requests can be added to agenda, reviewed, discussed, and approved for submission to MVWDB.
3. Consultation from CEO's may be required if a revision impacts board operations.
4. If the appropriate MVWDB committee approves revision, it must be submitted for review and approval by either the MVWDB or Executive Committee (to be determined by whichever body is scheduled to meet next).

### C. Review and Approval

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1. **If Significant Changes Needed.** If the MVWDB or Executive Committee requests significant changes, or changes that fundamentally alter the purpose or goal of the original policy revision, the request for change as well as justification must be documented and returned to the committee from which the revision request originated to be re-worked and resubmitted.
2. **No Significant Changes Needed.** After either the MVWDB or Executive Committee approves of revision, the final approved language will be:
  - a. Finalized within a revised version of the policy using [Policy Format Template](#).
  - b. Filed in the internal MVWDB staff policies folder.
  - c. Published on the external MVWDB website, in the policy library.

#### **D. Communication**

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Formal memos, training and/or question & answer sessions may be developed, arranged and/or administered by committee members to increase stakeholder awareness and understanding of policy revision requirements.

#### **E. Implementation**

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The committee must establish a reasonable implementation timeline for policy revision(s), especially those that cause changes to established processes, procedures, forms and/or other practices that impact program administration and providing service(s).

#### **F. Revision History**

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MVWDB staff will ensure that an accurate approval and revision history for each policy is kept up to date and stored in the internal MVWDB staff policies folder using guidance set forth in the Policy Format Template.

#### **G. Review and Maintenance**

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The MVWDB staff will facilitate policy review no less than every 3 years. The effective, approved and, if applicable, the last amended date will be included on each policy.

#### **H. Related Information**

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[Policy Revision Request Form](#)

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