

**Idaho Workforce Development Council**  
**Operating Policies & Procedures**  
Effective ~~June 14, 2018~~ May 13, 2021

**Purpose**

These operating policies and procedures are hereby adopted by the Idaho Workforce Development Council (“WDC”) pursuant to Idaho Code § 72-1203 to provide guidance on the working relationship between, and responsibilities of, the Workforce Development Council and its Executive Director. It is expected that there be a strong working relationship between the Council and the Executive Director such that, whenever there is an issue or question not covered in this document, the Executive Director consults with the Chair to determine if a particular issue should be taken to the Council for consideration.

**Grant Programs**

The WDC is responsible for setting procedures, criteria and performance measures, along with approving expenditures, for the Workforce Development Training Fund (“WDTF”) (see Chapter 12, Title 72, Idaho Code). From time to time, the WDC may also oversee additional grant programs that shall be governed by the operating policies and procedures.

The Executive Director is responsible for implementing/carrying out actions taken by the WDC and its committees. The Executive Director has the authority to:

- Communicate requirements and policies established by the WDC for grant programs and provide reasonable interpretation of the requirements and policies based on questions from industry and/or education partners.
- Bring to the Workforce Development Policy Committee Chair, any requests for the interpretation of requirements and policies that are not clear. The Workforce Development Policy Committee Chair shall provide guidance or determine that the request needs discussion by the committee.
- Bring forward requests for changes to the requirements and policies of grant programs to the Workforce Development Policy Committee Chair.
- Communicate the status of submitted grant requests following actions taken during public meetings to applicants.
- Sign contracts for Workforce Development Training Fund and other grants on behalf of the WDC, as approved by the Council.
- ~~• Grant requests, based on sound business rationale, to modify the budget and terms of grant contracts as long as they are in line with current policies and remain within the approved grant funding. This includes extending the performance period for approved grant contracts for up to one year. If an additional extension is requested, the Executive Director must seek approval from the WDC.~~
- Approve reimbursement requests against executed contracts.
- Take other actions authorized by Idaho Code § 72-1203.

Specific to Employer, Industry Sector, Innovation, and Outreach grants:

- Grant requests, based on sound business rationale, to modify the budget and terms of grant contracts as long as they are in line with current policies and remain within the approved grant funding. This includes extending the performance period for approved grant contracts for up to one year. If an additional extension is requested, the Executive Director must seek approval from the WDC.

Specific to Apprenticeship Incentives and Financial Assistance for Short-Term Training programs:

- Process applications and reimbursements, without further review or approvals, from the WDC in accordance with the policies approved by the WDC.

The Executive Director may not:

- Approve requests to change the requirements and policies of grant programs.
- Use grant funds to pay for expenditures that have not been approved by the WDC.

### **Operating Budget**

The Executive Director shall prepare an operating budget annually for Executive Committee review and approval. Generally, this operating budget shall be presented during the August meeting of the committee so that it may be forwarded to the Governor's office in line with state agency submission deadlines.

The Executive Director shall have the authority to sign contracts and approve administrative expenditures, pursuant to Idaho Code § 72-1203(4) without seeking approval from the Executive Committee, provided the WDTF or other agency funds have a positive balance and the expenditure is within the WDC's legislatively approved operating budget.

If unanticipated expenses arise, the Executive Director shall consult with the Chair to determine if the expenditure needs approval from the Executive Committee and/or the Council.

### **Personnel Decisions**

As stated in the Executive Order, Nos. 2017-12 and 2017-13, the Executive Director is responsible for appointing additional personnel within the appropriation and hiring policies of the State of Idaho. The Executive Director shall be responsible for taking personnel actions relating to WDC personnel in accordance with Idaho law and regulations.

### **Electronic Communications**

To facilitate an efficient and effective operation, the Executive Director shall keep the Chair and Council members informed of issues impacting the Council's ability to develop and implement a comprehensive, statewide strategic workforce development plan. Respecting that Council members are volunteers, and have positions of responsibility within their respective organizations, the Executive Director and WDC personnel shall strive to not overburden Council members with electronic communications.

Acknowledging that, on occasion, the Executive Director may need guidance from the Chair and/or Executive Committee between monthly meetings, the Executive Director will note in the subject line of electronic communications "Response Needed" (or similar) to indicate urgency.