

ADOPTION AND DISSEMINATION OF PROCEDURES

The Executive Director will assign the task of drafting or revising Procedures to a professional staff member. If the Procedures are to affect Skill Centers, Service Providers, or the WDB, the staff will consult with appropriate representatives prior to or after completion of a first draft. After consultation, the staff will draft a final version which will be approved by the Executive Director and final approval by the WDB.

The new/modified Procedures will then be circulated to all Administrative Entity Staff, Skills Centers, Service Providers, and WDB Members. A copy of the procedures will be placed in the Historical Policies and Procedures Notebook.

Responsibility

The Secretary maintains the Historical Policies and Procedures Notebook and is responsible for dissemination of Policies and Procedures.