

EMPLOY PRINCE GEORGE’S, INCORPORATED
PRINCE GEORGE’S COUNTY LOCAL WORKFORCE DEVELOPMENT BOARD

Policy Creation Process Policy

POLICY NUMBER: 1.4000.100.003

EFFECTIVE: October 1, 2020

APPROVING AUTHORITY: Board Chair
Prince George’s County Local Workforce Development Board

RESPONSIBLE STAFF: Executive Director, Board Administrator, Policy & Compliance Director

RESPONSIBLE OFFICE: Office of the President, Employ Prince George’s, Inc.

SUMMARY:

The Prince George’s County Public Workforce System, branded as the Prince George’s County American Job Center Community Network, is the workforce system for the Prince George’s County Local Workforce Development Area, which is one of 12 Local Workforce Development Areas in Maryland. Each Local Workforce Development Area is led by a Chief Local Elected Official and governed by a Local Workforce Development Board. The County Executive is our Chief Local Elected Official, and our Local Workforce Development Board is the Prince George’s County Local Workforce Development Board (PGCLWDB). Based on the Prince George’s County Local Workforce Area agreement between the County Executive, the Prince George’s County Local Workforce Development Board and Employ Prince George’s (EPG), EPG serves as the administrative staff and fiscal agent of the Prince George’s County Local Workforce Board.

POLICY:

The process set forth below shall be used at any time the Prince George’s County Local Workforce Development Board needs to put forth a policy issuance for internal operations, provider guidance, or for any other reason deemed appropriate by the Executive Director or Board Chair.

PROCESS:

DETERMINE NEED FOR POLICY

It may be determined that there is a need for policy from either the requirements of the PGCLWDB bylaws, new USDOL or MD DOL guidance, suggestions by service providers within the workforce system, and other sources. Different types of PGCLWDB policies may go through different processes for policy development, so long as it is determined to be suitable by the Board Chair, Executive Director, and the Policy Director, with input from the various Board Committees as appropriate.

POLICY SESSION WITH SUBJECT MATTER EXPERTS (SMEs)

Once determined that a policy must go through the complete process for policy development, the Policy Director must convene a group of Subject Matter Experts (SMEs) for a Policy Session. These SMEs may be Board Members, EPG Board Staff or other staff members, or outside individuals with expertise on the subject.

During a Policy Session, the Director of Policy must:

1. Explain the expectations of the process for policy development to the SME group; 2. Draft a policy outline to be used in the Policy Session, based on existing knowledge and research of the policy need; 3. Develop an action plan with the SMEs that: Defines the responsibilities of each Policy Session member; Determines the projected timeframe for the policy's dissemination; Reaches agreed upon deadlines for completing deliverables, for which Policy Session members are responsible.
2. During the Policy Session, the Policy Director must review, discuss and revise the policy outline with the SMEs. After the Policy Session, Policy Director must provide written verification to the SMEs of the agreed upon action plan. At this time, if deemed necessary, the Policy Director may schedule follow-up meetings with the SME group to reconvene at key phases of the process for policy development.

POLICY DRAFTING

The Policy Director, with the SMEs, must determine the precise drafting process for a specific policy during the initial Policy Session. The Policy Director or a designated SME must draft portions of the policy according to the agreed upon outline and action plan. The Policy Director must manage the process to make sure that deadlines are met. It may be acceptable to amend the timeline and/or outline as the process evolves. This must be determined by Policy Director, the SMEs and the Executive Director, as appropriate.

REVIEW

After the initial phase of policy drafting is complete, the Policy Director must disseminate the draft policy to key stakeholders for a Review and Comment Period. The Review and Comment Period must provide stakeholders with a minimum of two weeks for comment and review of the policy. Due to the wide variety of topics that may be covered by PGCLWDB policy issuances, the stakeholders to be included shall vary by policy. The Policy Director, with SME and Executive Director consultation, must determine which stakeholders to include in each policy's Review and Comment Period.

UPDATES TO DRAFT

It is the responsibility of the Director of Policy to manage the process for updating the draft policy, with the Policy Session SMEs, based on stakeholder feedback received during the Review and Comment Period. The Director of Policy must seek USDOL or legal guidance, when appropriate, to ensure compliance and to provide maximum clarity. The Director of Policy shall provide the Policy Session group with an updated action plan and timeframe for updating the draft. The process of updating a draft policy may involve additional Policy Sessions with the SME group.

FINAL APPROVAL

The Policy Director must disseminate the draft policy for final comment once the SME group is finished updating the draft. Policies must not be finalized for dissemination until approved, in writing, by the Policy Director, Executive Director, and Board Chair. Final approval of a draft policy is at the discretion of the Board Chair.

POLICY DISSEMINATION

The Policy Director shall disseminate all PGCLWDB Policy Issuances to PGCLWDB members, staff, and appropriate stakeholders. The Policy Director shall make a copy of the original, signed policy available upon request.

POLICY MODIFICATION

When a policy needs to be updated, amended or cancelled, Policy Director must determine, with the Executive Director and the Board Chair, whether the policy should go through the complete process for policy development or whether the policy may be updated via more expedited means. All modified policies must be cancelled and archived after they have been replaced with new Policy Issuances. If a policy has an expiration date, then it is unnecessary to cancel that policy, but it must be archived in a timely manner when appropriate.

GENERAL:

The Policy Director, in consultation with the Executive Director and Board Chair, may determine that certain Policy Issuances do not need to fulfill every step of the aforementioned process. Those Policy Issuances shall still be deemed legitimate and certified so long as the Policy Director can articulate a rational basis or pressing reason for skipping those unfulfilled steps.

POLICY VIOLATIONS:

N/A

REASON FOR POLICY:

This Policy ensures compliance with WIOA Title I requirements, Wagner-Peyser Act requirements, US Department of Labor requirements, Maryland Department of Labor requirements, and all local, state, and federal laws.

EXCLUSIONS TO THE POLICY:

None

FORMS:

None

APPROVING SIGNATURES:



10 / 13 / 2020

Interim Board Chair
Prince George's County Workforce Development Board

Date

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