

**COMMONWEALTH OF VIRGINIA
VIRGINIA BOARD OF WORKFORCE DEVELOPMENT**

**POLICY NUMBER: 00-3
REVISION #1, #2, #3
REVISION DATE: April 2010, Dec 2015**

EFFECTIVE DATE

TITLE: Public Participation and Collaboration in the Development and Implementation of the Commonwealth’s Workforce Investment System

REFERENCES

Workforce Innovation and Opportunity Act, Sections 101(g), 107(e)
Virginia Freedom of Information Act, Va. Code Secs. 2.2-3704 -3706
Virginia Open Meetings Law, Va. Code Secs. 2.2-3707 - 3712

PURPOSE

To convey the importance of public participation in the development of the workforce system in the Commonwealth of Virginia and provide guidelines for public engagement.

POLICY OVERVIEW

As described in the Workforce Innovation and Opportunity Act (WIOA), the workforce system provides the framework for delivery of workforce investment activities at the state and local levels to individuals who need those services, including businesses, job seekers, dislocated workers, new entrants to the workforce and incumbent workers, veterans, persons with disabilities. The opportunity for public and partner participation is key to the creation of the workforce system. Broad stakeholder involvement ensures customer satisfaction, service accountability and promotes the necessary link between supply and demand. The Virginia Board of Workforce Development endorses and promotes collaboration in governance, policy, and service strategy development in this regard.

STATE LEVEL COLLABORATION AND PUBLIC PARTICIPATION

The Virginia Board of Workforce Development is composed of a broad range of representatives from the public and private sectors. Additionally, the Cabinet Secretaries who serve as Board members ensure that the highest level of public policy attention is brought to bear on issues affecting the publicly funded workforce system.

The Board meets regularly and all meetings are open to the public. There is regular opportunity for public comment, with prior public meeting notices appropriately provided. Much of the work of the



Board is done in Committees. Public notices are provided for Board and Committee meetings in accordance with State Code requirements. An Internet web site is the established method for public access for comment and review of Board policies and documents.

Individuals who wish to bring matters to the Board's attention should send that request to the Executive Director in writing. That request will be forwarded to the Board Chairperson as well as the appropriate Committee Chairperson for consideration. Determinations will be made within 15 days of receipt and the requestor will be notified in writing if the matter will be included as an agenda item in a future meeting. As a matter of practice, items brought forward in this way will first be heard by the respective Committee and that Committee will make a recommendation regarding advancing the matter to the full Board for discussion.

GUIDELINES FOR PUBLIC COMMENT AT VIRGINIA BOARD OF WORKFORCE DEVELOPMENT MEETINGS

The VBWD encourages and values citizen input at its business meetings. To ensure VBWD business meetings are efficient and productive, the following protocol is established.

Public comments will be scheduled as the first agenda item for each VBWD meeting, including meetings of standing committees.

Any member of the public wishing to provide public comment must sign a sign-up sheet prior to the start of the public comment portion of the business agenda, and provide their name, address, the name of the organization they represent (if any), and the general topic or issue on which they desire to comment.

Individuals offering public comment should limit remarks to not more than three minutes. A maximum time limit of 30 minutes will be allocated for public comment at any one VBWD meeting. If the number of individuals on the sign-up sheet would exceed the allotted 30-minute timeframe, the Board Chairperson or committee Chairperson has the latitude to limit individual remarks to a shorter time period. Individuals represented by a common organization or association may be asked to select one individual to speak for the group. Individuals who speak for less than their allotted time may not yield their remaining time to another speaker.

Individuals may submit written comments to the Executive Director of the Virginia Board of Workforce Development. They must be received 24 hours in advance of a scheduled meeting. All written comments will be forwarded to the VBWD members or Committee members, as appropriate. Public comment is received without Board comment or response. However, VBWD members may seek clarification or additional information from speakers through the Executive Director.

Public comments made at VBWD meetings must be relevant to the Board's functions and responsibilities. Speakers shall direct all comments to the Board, not to individual VBWD members. Profane or vulgar language, partisan political statements, and comments related to the conduct or

performance of VBWD members or agency staff is not permitted. The Chairman has the right to exercise discretion in the implementation of this policy.

LOCAL LEVEL COLLABORATION AND PUBLIC PARTICIPATION

The local elected officials (LEOs) and the Local Workforce Development Board (LWDB), working with the business community, service providers, community-based organization leaders, youth service providers and others interested in workforce development together play a vital role in shaping the vision and customizing the workforce investment system to respond to local labor market needs. Two of the most critical decisions for LWDBs are how best to organize the service system to effectively serve a diverse customer base, and how to expand the resource base and service capability through the development of strategic partnerships and integrated service delivery. Multiple key stakeholders play a role in ensuring success in this regard.


Local areas must establish standard procedures for public participation in meetings, strategic planning and policy development. In considering such means and methods, access by broad and diverse interested parties should be considered, including access by the disabled and the hard-to-serve. The LEOs, LWDB and its committees must conduct business in an open manner by making available to the public, on a regular basis through open meetings, information about the local workforce investment area activities. This includes, but is not limited to, information about the local strategic plan before submission of to the state, membership opportunities to serve on the LWDB, the designation, certification of One Stop Operators, and the award of grants or contracts to eligible providers of services, and on request, minutes of formal meetings of the LWDB and any standing committees.

Nontraditional and creative methods should be explored to ensure that all appropriate resources and interests are brought to bear in developing the local workforce investment system. Local areas are further encouraged to reach beyond the requirements of the WIOA in establishing their role within the community. Collaboration and public participation paves the way to secure partners' full endorsement of the local vision, along with performance goals and the critical strategies needed to attain them.

REVISIONS

DATE June 7, 2000

Technical Amendments, April 2010, Dec 2015

APPROVED 
Mr. Mark Herzog, Chair, Virginia Board of Workforce Development