

Emergency Meeting Policy

Effective Date: December 14, 2023

1. Purpose:

The purpose of this policy is to establish comprehensive guidelines for the Region VII Workforce Development Board (WDB) to call emergency meetings in compliance with the Workforce Innovation and Opportunity Act (WIOA) and applicable Code of Federal Regulations (CFRs). This policy covers emergency meetings of the WDB, the Executive Committee, and the Chief Elected Officials Board (CLEOs).

2. Definitions:

- 2.1. WDB: Region VII Workforce Development Board
- 2.2. Executive Committee: A subset of the WDB responsible for making urgent decisions on behalf of the full board.
- 2.3. CLEOs: Chief Elected Officials Board, consisting of elected officials representing the local area.

3. Applicable Laws and Regulations:

This policy is guided by the following federal laws and CFRs:

- 3.1. Workforce Innovation and Opportunity Act (WIOA) of 2014, Public Law 113-128
- 3.2. 20 CFR Part 679 - Statewide and Local Governance of the Workforce Development System

4. Calling an Emergency Meeting of the WDB:

- 4.1. The Chair of the WDB, or in their absence, the Vice-Chair, may call an emergency meeting of the WDB when urgent matters arise that require immediate attention.
- 4.2. The decision to call an emergency meeting shall be based on the criteria outlined in WIOA regulations (Section 107(e)) and CFRs (20 CFR 679.250).
- 4.3. The Chair or Vice-Chair shall notify all WDB members of the emergency meeting, providing the date, time, location, and purpose of the meeting.
- 4.4. The notice shall be provided in writing, via email or other appropriate means, in accordance with WIOA regulations (Section 107(e)) and CFRs (20 CFR 679.250), allowing sufficient time for members to attend. The notice shall include a statement indicating the emergency nature of the meeting and the specific reasons for the urgency.

5. Calling an Emergency Meeting of the Executive Committee:

- 5.1. In situations where immediate action is required and convening the full WDB is not feasible, the Chair of the WDB may call an emergency meeting of the Executive Committee.
- 5.2. The Chair shall notify all Executive Committee members of the emergency meeting, providing the date, time, location, and purpose of the meeting.
- 5.3. The notice shall be provided in writing, via email or other appropriate means, in accordance with WIOA regulations (Section 107(e)) and CFRs (20 CFR 679.250), allowing sufficient time for members to attend. The notice shall include a statement indicating the emergency nature of the meeting and the specific reasons for the urgency.

5.4. The decisions made during the emergency meeting of the Executive Committee shall be reported to the full WDB at the next regular meeting, and the minutes of the emergency meeting shall be documented and maintained.

6. Calling an Emergency Meeting of the Chief Elected Officials Board (CLEOs):

6.1. The Chair of the CLEOs, or in their absence, the Vice-Chair, may call an emergency meeting of the CLEOs when urgent matters arise that require immediate attention.

6.2. The decision to call an emergency meeting shall be based on the criteria outlined in WIOA regulations (Section 107(e)) and CFRs (20 CFR 679.250).

6.3. The Chair or Vice-Chair shall notify all CLEOs members of the emergency meeting, providing the date, time, location, and purpose of the meeting.

6.4. The notice shall be provided in writing, via email or other appropriate means, in accordance with WIOA regulations (Section 107(e)) and CFRs (20 CFR 679.250), allowing sufficient time for members to attend. The notice shall include a statement indicating the emergency nature of the meeting and the specific reasons for the urgency.

6.5. The decisions made during the emergency meeting of the CLEOs shall be reported to the full WDB at the next regular meeting, and the minutes of the emergency meeting shall be documented and maintained.

7. Compliance and Reporting:

7.1. The WDB shall maintain comprehensive documentation of all emergency meetings, including meeting notices, attendance records, minutes, and any supporting materials.

7.2. The WDB shall submit required reports to the appropriate federal agencies, as outlined in WIOA regulations (Section 107(e)) and CFRs (20 CFR 679.250), within the specified timelines.

8. Review and Revision:

This policy shall be reviewed annually by the WDB to ensure compliance with any updates or changes to WIOA federal law and CFRs. Any necessary revisions shall be made in consultation with legal counsel and approved by the WDB.

9. References:

9.1. Workforce Innovation and Opportunity Act (WIOA) of 2014, Public Law 113-128

9.2. 20 CFR Part 679 - Statewide and Local Governance of the Workforce Development System

10. Equal Opportunity and Grievances: The Region VII Workforce Development Board prohibits discrimination in all aspects of the administration, management, and operation of Workforce Innovation and Opportunity Act programs and activities. Services offered at the Region VII WorkForce WV Career Centers will be provided universally without regard to race, color, religion, sex, national origin, age, disability, or political affiliation or belief. Individuals may file a complaint or grievance by following the Region VII Workforce Development Board Grievance Procedure Policy, a copy of which will be provided upon request.

11. Questions: Contact the Region VII Workforce Development Board Executive Director, 151 Robert C. Byrd Industrial Park Road, Suite 2, Moorefield, WV 26836. Telephone number is (304) 530-5258. Fax number is (304) 530-5107.

12. Expiration: Effective until rescinded, in writing, by the Region VII Workforce Development Board.



T.J. Van Meter, Executive Director

12-14-23

Date



Layne Diehl, Chairperson Region VII WDB

12/14/23

Date