



**Monterey County Workforce Investment Board (WIB)**  
**LOCAL POLICY BULLETIN #2005-03**

Effective Date: January 1, 2005  
Full WIB Adopted: January 1, 2005

**TO:** All County of Monterey Workforce Investment Members and Staff

**SUBJECT:** WIB Protocol and Procedures Policy

**POLICY:** This policy provides protocol for WIB and subcommittee meetings, and procedures for staffing and internal operations.

**General Instructions**

**Workforce Investment Board (full board):**

- Agendas will include a "Consent Calendar" for routine action and information items that do not require discussion. WIB members or members of the public may pull consent items for discussion.
- Agendas will include reports by the chairs or the chair's designee of any subcommittee meetings that were held between full WIB meetings.
- Agendas will include full financial reports of all internal and subcontracted programs, and a budget for each approved program and grant which includes planned and actual enrollments and expenditures

**Workforce Investment Board and subcommittees:**

- Agendas will include public comment on individual agenda items after discussion and before a vote. Such public comment to be limited to three consecutive minutes.
- Meetings will be electronically taped for recording minutes; tapes will be retained for a minimum of six months.
- WIB packets, information and handouts will be coordinated by WIB staff. Information for regularly scheduled agenda items will be included in the packet at the time of distribution. New information, that could not be included at the time of distribution, will be forwarded to WIB members no later than seventy-two hours prior to the meeting. If a request is made to present information at the meeting as a handout, the decision to allow the circulation of additional information will reside with the Chair of the WIB or subcommittee. Information concerning relevant events that are discussed under the announcements section is excluded from this policy.
- Membership attendance will be circulated to the WIB chair and each subcommittee chair quarterly; or more frequently, if requested.

**Workforce Investment Board staff:**

- Staffing and support of the WIB shall be provided by the Monterey County through a designated County Department.
- WIB staff shall include an Executive Director and such staff necessary to support the activities of the WIB. The WIB Executive Director shall serve as a non-voting member of all meetings of the WIB and its committees.
- The WIB staff will work on implementation of the policies, goals and activities recommended by the WIB. The staff shall make regular reports to the WIB on implementation. WIB staff shall be responsible for preparing and distributing agendas for all public meetings.
- Staff of the WIB shall maintain an official membership list, attendance records, a record of all actions of the WIB, minutes of all public meetings and other documents of the WIB and its committees.

**INQUIRIES:** For questions or assistance related to this policy, please contact the Monterey County Workforce Investment Board staff at (831) 796-6434.

This policy is posted on the WIB website located at: [www.montereycountywib.org/policies/](http://www.montereycountywib.org/policies/)