

Monterey County Workforce Investment Board (WIB)
LOCAL POLICY BULLETIN #2012-01

Effective Date: June 6, 2012
Full WIB Adopted: June 6, 2012

TO: Monterey County Workforce Investment Board Staff

SUBJECT: Letters of Support & Commitment Policy

PURPOSE: This document establishes the Monterey County Workforce Investment Board's policy on Letter's of Support and Commitment.

PURPOSE: Letters of support should be provided to community agencies who request such support, at the discretion of the Executive Director in consultation with the WIB Chairperson, or in the absence of the chair, the Vice Chairperson, for any projects or proposals consistent with the furtherance of the strategic goals of the Workforce Investment Board. Such letters of support will be provided as long as the project or proposal does not directly compete with, or provide services or activities that are contrary to, the efforts of the local Workforce Investment Board.

Letters of commitment that require a monetary commitment will be brought to the Executive Committee for review/approval prior to signature.

Letters of support will be signed by the Executive Director of the WIB after consulting with the Chair of the WIB, and in cases where the support needs more than one signature, will be brought to the Chair of the WIB for additional signature. All letters of support and commitment will be brought to the Executive Committee at next regularly scheduled meeting.

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/

