NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL

POLICY 1-04-03 (2)

COUNCIL MEMBER ATTENDANCE AT OUT-OF-STATE CONFERENCES AND TRAINING EVENTS

PURPOSE:

The North Dakota Workforce Development Council encourages members, other than state employees and mandatory one-stop delivery system partners, to become involved in training and capacity building activities related to carrying out their responsibilities on the Council.

There are many opportunities for training and capacity building for Council members.

POLICY:

1. The North Dakota Workforce Development Council is a member of the National Association of Workforce Boards. Participation by the Council Chair and other members of the North Dakota Workforce Development Council in the annual meeting of the National Association of Workforce Boards is a way for members to learn about the activities of other Local and State Boards and to keep informed of changes to the Workforce Investment Act and Workforce Training System.

2. The Region IV Employment and Training Administration sponsors Regional Workforce Rural, and Youth Summits. There are a number of other USDOL sponsored conferences and training events, and specific member constituency conferences and training such as Working For America sponsored by the AFL-CIO.

Within the available budget of the Council, the Executive Committee can reallocate funding to address changing priorities of the Council as they develop.

All requests for travel must be made in writing and should unless there are extenuating circumstances be submitted 45 days prior to the conference or training activity.

The Executive Committee of the North Dakota Workforce Development Council will review each request and make their funding recommendations based on the following criteria:

1. The merits of the request in advancing an understanding of the Workforce Investment Act and role of the member on the Council;
2. The attendance and involvement of the requestor in regular Council meetings:
3. The intent to insure that all Council members have opportunities to attend and giving a priority to those who have not attended in the past; and
4. Priorities that advance the work of the Council.

The Executive Committee may approve the reimbursement of all or a portion of the registration, lodging, meals, and travel expenses incurred by Council members to attend approved events. If approved, Council members will be reimbursed for authorized travel costs, not to exceed maximum rates set by the State of North Dakota and within the approved limits set by the Executive Committee. *See North Dakota State travel regulations.*

REFERENCE:

(0) NDWDC E-mail vote dated September 29, 2003
(1) NDWDC minutes dated October 20, 2005
(2) NDWDC minutes dated November 20, 2008

SUNSET: November 20, 2011