

DEPARTMENT OF WORKFORCE DEVELOPMENT  
DIVISION OF EMPLOYMENT AND TRAINING  
ADMINISTRATOR'S MEMO SERIES

ACTION 13-04  
 NOTICE

ISSUE DATE: 07/19/2013  
DISPOSAL DATE: Ongoing

\*PROGRAM CATEGORIES:  
 AS  FL  ML  YA  
 CR  IT  TC  
 FM  JC  TR  
 LM  TA  WIA

TO: Workforce Development Board Directors

FROM: Lisa Boyd  
Division Administrator



RE: Special Approval Requirements for Conferences and Conference Space

**PURPOSE:**

This Administrator's memo is to issue interim instructions on how to meet the requirements in the PY13 Department of Labor (DOL) contract language and issue approval for certain regular meetings.

**BACKGROUND:**

The PY13 WIA grants issued to the Department of Workforce Development (DWD) by DOL included new language as follows:

**SPECIAL REQUIREMENTS FOR CONFERENCES AND CONFERENCE SPACE:** *Grantee must obtain prior approval from the Grantor before holding any conference (which includes meeting, retreat, seminar, symposium, training activity or similar event held in either Federal or non-Federal space), or any activity related to holding a conference, including, but not limited to, obligating or expending Grantor funds, signing contracts for space or services, announcing Grantor's involvement in any conference, and using Grantor official's name or Grantor's name or logo. Grantor retains the right to obtain information from the Grantee about any conference that is funded in whole or in part with Grantor funds.*

Any language applied to DWD is to be passed down to subgrantees. The initial DOL interpretation is that this advance approval requirement could be applied to any and all meetings, including travel to attend such meetings.

With this new requirement, grantees and subgrantees have immediate need for instruction. The US DOL is in the process of developing instructions, but pending that document, the Department of Workforce Development is issuing the following guidance.

\*PROGRAM CATEGORIES:

AS--Apprenticeship  
Standards

CR--Civil Rights

FM--Financial Management  
Requirements

FL--Foreign Labor Certification

IT--IT Systems

JC--Job Center

LM--Labor Market  
Information

ML--Migrant Labor

TC--Tax Credit Programs

TA--Trade Assistance

TR--Transportation  
WIA--Workforce

Investment Act

YA--Youth Apprenticeship

Pending clarification from US DOL, DWD hereby grants approval to the Workforce Development Boards and other grantees for the following types of meetings held in the normal course of business operations:

- Regular meetings of the Board of Directors, Board subcommittee meetings, Youth Council meetings and other board-related meetings normally held as part of routine business operations.
- Regular meetings of Industry Partnership alliances and other locally developed workforce initiative and economic development committees.
- Staff meetings, including roundtables, case manager meetings/training and any other staff training as would normally be conducted in the routine business operations of the agency.
- Activities conducted for the purpose of providing program services such as training, workshops, orientations and job fairs.
- WWDA meetings and related subcommittee meetings including ASSET Users Group and AIMS Fiscal.
- RFP and bidders conferences as part of a procurement process.

What is not covered, and would require separate approval include:

- An annual, or other special meeting of the Board held apart from the normal meeting schedule, or at a unique location, or incurring additional costs.
- Great Lakes Employment and Training Association (GLETA), National Association of State Workforce Agencies (NASWA) and other similar conference attendance
- Any special program or staff training on new techniques or systems, especially if it involves staff from an outside agency as either trainer or participant.
- Meetings requiring use of non-agency, or non-Job Center space.
- WDB sponsorship of a conference, whether financial or non-financial.

**POLICY:**

DWD hereby grants permission for normal and routine meetings held in the normal course of business as identified above. All other meetings and meeting attendance requires prior approval by DWD as the grantor.

**ACTION SUMMARY STATEMENT:**

Local agencies need to act promptly to obtain approval for upcoming meetings.

Approval needs to be obtained prior to the event. A written request for approval (by letter or e-mail) needs to be submitted to your local program liaison at DWD with a cc to Nancy Eilks containing the following information:

- Describe the event, location, site cost, if any.
- When the event will take place.
- Who will be attending, number of staff and from what organizations.
- Estimated travel and related costs.

Responses to requests will be answered within 10 days of request receipt.

**CONTACT:**

For questions on this policy, contact Nancy Eilks, Financial Manager, DWD DET, 608-267-2985 or at [Nancy.Eilks@DWD.Wisconsin.gov](mailto:Nancy.Eilks@DWD.Wisconsin.gov)