INTERNAL MEMORANDUM

FOR: DWDB Staff, and DOL-DET Management Team

FROM: Executive Director, Delaware Workforce Development Board (DWDB)

DATE: July 14, 2017

SUBJECT: DWDB Policy #2017002 -- Executive Director Authority to Approve Occupations to Delaware’s Eligible Training Provider and Demand Occupation List Between Scheduled Executive Committee Meetings

References. Federal Register /Vol 81, No. 161/ Friday, August 19 2016, Part VI, Department of Labor, Employment and Training Administration, 20 CFR Parts 680.430 Workforce Innovation and Opportunity Act; Final Rule.

1. Purpose. This memo establishes authority for additions and/or deletions to/from the Eligible Training Provider List (ETPL) and the Demand Occupation List when the Delaware Workforce Development Board or its Executive Committee are not in session.

2. Background. The Executive Committee of the DWDB, on June 13, 2017, delegated authority to the board Executive Director to approve additions and/or deletions to/from the ETPL and the Demand Occupation List of occupations, providers, and programs when the DWDB or its Executive Committee are not in session. The Executive Director will at his/her discretion, approve programs:

- Which have \( \geq 20 \) annual openings; and
- represent an alignment with pathways (or a potential career lattices), or
- have sufficient earnings to meet the minimum threshold of median wage performance measures; or
- present an unforeseen opportunity such as an unplanned business expansion or arrival of an inbound transplanted business.

This list is not all inclusive, but establishes a general framework and intent of this authority. This authority is nontransferable.

3. Follow-On Reporting. The DWDB Executive Director will report to the Executive Committee and the DWDB at the next scheduled meeting(s) after any additions of programs and occupations.

4. Contact Information. I am the point of contact for this memo at 302-761-8163 or William.potter@state.de.us

William J. Potter
Executive Director
Delaware Workforce Investment Board