

Northwest Workforce Service Area Letter 7

Subject: Storm Policy

Issuance Date: 1 January 2007, Revised 1 October, 2008

Effective Date: 1 January 2007

Action: To establish an official policy for canceling Northwest Private Industry Council meetings due to hazardous weather conditions.

Who: Workforce Investment Board Members, Local Elected Official Board Members, and Program Providers.

Background: It is necessary to have a quorum to hold an official meeting so it is important to have as many members attend any scheduled meeting as possible. Weather conditions have, in the past, sometimes played a role in a member electing not to attend a particular meeting.

Policy and Procedures: Weather conditions that make travel difficult or hazardous to the personal well being of persons traveling should be considered as reasons to cancel scheduled Northwest Private Industry Council (NWPIC) meetings. The weather conditions should be general to at least part of the seven county workforce service area. Weather advisories and law enforcement warnings not to travel should be taken into consideration prior to making a decision to cancel any scheduled NWPIC events. It is not the intent of the Workforce Investment Board to place anyone in a dangerous situation because of the weather. Members must realize that winter weather is not always perfect in Northern Minnesota and a decision to cancel any meeting will not be made without taking all factors into consideration.

The decision to cancel any NWPIC meeting should be made by the Executive Director in conversation with the NWPIC Chairperson or with one or more of the other officers if the Chairperson is unavailable. The decision to cancel any scheduled NWPIC meeting or activity should be made by 2:00 PM for an evening meeting and as early as possible, prior to an event scheduled during the day.

Every effort will be made to contact each member by phone or by e-mail, if reasonably possible, once the decision to cancel a meeting has been made. Notice of the cancellation will be provided to radio station KROX (1260 AM) in Crookston, radio station KTRF (1230 AM) in Thief River Falls and radio station KCAJ (102.1 FM) in Roseau. Members may also check with NWPIC staff at 218-683-5460. *In addition, the NWPIC website (www.nwpic.net) will post this information.*

Even though every effort will be made to notify each member of a meeting cancellation, it is still the responsibility of each member to check on the status of a scheduled meeting if it appears that the weather is potentially a problem.

A decision to reschedule a meeting that has been canceled will be dependent on the meeting agenda. A full Workforce Council meeting may be rescheduled or the Executive Committee may meet in lieu of a regular full Workforce Council meeting. Any meeting that needs to be rescheduled will be rescheduled as close to the original meeting date as possible.

It is necessary to have a quorum to hold an official meeting so it is important for each member to notify the NWPIC office if you are unable to attend a meeting or if you feel that you do not want to travel because of the weather.

Reference: None

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