

# MEMORANDUM

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**TO:** Workforce Development Board

**FROM:** Christopher Donnelly

**SUBJECT:** Consider and Approve New Policies

**DATE:** June 26, 2025

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**RECOMMENDATION:**

It is recommended that the Monterey County Workforce Development Board (MCWDB) consider and approve the following new policies.

**New Policies:**

1. **Draft #2025-06: On-the-Job Training (OJT) Policy and Procedures**

**Applicable to:** MCWDB staff and service provider staff.

**Purpose:** This policy provides guidance and establishes the procedures for the implementation of OJT opportunities funded by the Workforce Innovation and Opportunity Act (WIOA) for eligible Adult, Dislocated Worker, and Youth program participants.

2. **Draft #2025-07: Auditing and Audit Resolution Policy**

**Applicable to:** All subrecipients receiving WIOA funds.

**Purpose:** This policy provides the auditing requirements and the audit resolution process for entities receiving WIOA funding to meet the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

Attachment:

- Draft #2025-06 On-the-Job Training (OJT) Policy and Procedures
- Draft #2025-07 Auditing and Audit Resolution Policy