

GLOW Workforce Development Board (WDB) Policy

Under the Workforce Innovation and Opportunity Act (WIOA)

Name of Policy: **GLOW WDB CONTRACT APPROVALS/AUTHORIZED SIGNERS**

Approval Date: **4/8/20, 3/17/2026**

Effective Date: **4/8/20, 3/18/2026**

Purpose:

All vendor contracts must be approved by the GLOW WDB using the proper Grant Recipient (GR) procurement procedures to ensure equitable consideration is granted to all vendors prior to execution of the contract.

Process:

Upon competitive selection of a vendor, the contract will be prepared by the GLOW GR and reviewed by the GLOW WDB Executive Director (ED) prior to submission to the vendor. Once the GLOW WDB GR, contracted vendor, and GLOW WDB ED have agreed to the terms in the contract, it will be executed by the Chief Executive Officer (CEO) of the GR.

Efforts should be made to ensure contracts are prospective and should not be backdated or have a start date before the date of signing. However, due to lengthy approval processes by both vendors and the GR, it is not uncommon for final execution to take place following the start date of the contract. Vendors will be reimbursed once the contract is fully executed.

Livingston County is currently the GR for the GLOW WDB and the current CEO for Livingston County is the only person who is authorized to sign contracts for the GLOW WDB.

All contracts require GLOW WDB approval and must be obtained prior to execution. If time is of the essence, then the GLOW Executive Committee may approve in lieu of waiting until the next Board meeting. A full WDB approval, ratifying the GLOW Executive Committee approval, is still required when the GLOW Executive Committee approves a contract. A special Board meeting may be called if deemed necessary.

Upon contract execution, the signed original contract will be forwarded to the designated program staff person to be scanned and stored on the system. The original contract, along with related procurement documentation and relevant notes, will be stored in the appropriate filing cabinet and maintained by the GR.

Fiscal staff will compile the contract and perform fiscal monitoring as required.