M e m o r a n d u m

To: <u>ETP Policy Committee</u>   Date: June 20, 2024
             Gretchen Newsom, Chairperson
             Rebecca Bettencourt, Member
             Rick Smiles, Member

CC: <u>Executive Staff</u>
             Jessica Grimes, Executive Director
             Peter Cooper, Assistant Director
             Jaime Gutierrez, Chief Deputy Director

From: Lis Testa, Policy Manager

Subject: ETP Policy Committee Meeting Agenda Item
             Discussion for Policy Committee Re: Pilots and Guidelines

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I.   <u>Brief Issue Statement</u>:

ETP has created multiple Pilot programs and Guidelines for particular areas of our program. Staff have started a comprehensive review of all of our Pilots and Guidelines, with the goals of deactivating/archiving expired programs; updating older programs to match current practices and requirements; and ensuring that the active guidelines are written in a clear and concise manner.

As part of this comprehensive review process, staff will be bringing to Policy Committee a series of the Pilots and Guidelines for their feedback on the desired policy direction each Pilot or Guideline should follow. Today's presentation is introductory and informative in nature.

II.   <u>Background Information</u>:

ETP's Pilots and Guidelines serve multiple purposes. Some outline the program requirements for specific alternatively funded programs we have, such as the Workforce Literacy Pilot Program, Expansion Fund Projects, or Social Entrepreneurs for Economic Development (SEED) Grant. Others created Pilot programs designed to only last for a limited amount of time. Others explain in more detail standard areas of our program, providing more specifics on the procedures staff need to follow for that program. Still others have created entirely new policies that may or may not be derived from our Legislation and/or Regulations.

Staff's review of the Pilots and Guidelines involves:

- Verifying if and when the Pilots/Guidelines were reviewed by Panel;
- Verifying if the Pilot/Guideline is still active or not;
- Discerning if the Pilot/Guideline created new policies or serves as mostly a procedural document for staff;

Once this first level of review is completed, staff are then:
- Deactivating/archiving Pilots/Guidelines that are no longer active;
- Reviewing the procedures for Pilots/Guidelines that do not create new policies but only serve as explanatory and procedural documents to make sure they are up-to-date before being incorporated into our larger Staff Reference Manual;
- Gradually bringing Pilots/Guidelines that create new policies, deviate from the Legislation/Regulations, or are overly complex to the Policy Committee for your review and assistance.

Much of this work will happen internally. There is no need, for example, to bring to Policy Committee or Panel Pilots/Guidelines that are old and expired – we can simply deactivate/archive them in-house. Additionally, Policy Committee will not need to review any of the Alternative Fund Guidelines, since those have already been reviewed by Policy Committee and approved by Panel. Of course, if ETP receives any new alternative funds, then new Guidelines will be required, and those will follow the processes we've used in the past – bringing them first to Policy Committee and then to Panel for full approval.

The Pilots/Guidelines that will come before Policy Committee as part of this review process are for programs that are still active, and that are either outdated/complex enough to require a more current perspective, or that have policies that may not fully adhere to our Legislation and/or Regulations.

For the Pilots/Guidelines that need a more current perspective, we will be bringing these to Policy Committee for review, and once the Pilot/Guideline has been revised, we will incorporate them into the Staff Reference Manual (SRM), since Guidelines for these types of items are not required.

Policy Committee will also be assisting in the review process for those Pilots/Guidelines that need further clarity on their connection to our Legislation/Regulations. The goal for these programs will be to either: 1) revise them so that they align with the Legislation/Regulations and incorporate the revised versions into the SRM; or, 2) revise them so that they match whatever policy/practice we want to be happening, and then revise the Legislation/Regulations to match the policy in the revised Guideline.

A listing of the Pilots/Guidelines that may come before Policy Committee at future meetings is listed below. Please note that this is a 'potential' list; some Pilots/Guidelines may be added or removed from this list as staff's internal review process continues.

List of Pilots/Guidelines for Policy Committee Review

- Certified Safety Training

- CNA to LVN
- Ex-Offender/At-Risk Youth
- Medical Skills
- RESPOND
- Seasonal Workers
- Veterans

Staff expects Pilots/Guideline Review to be a standing agenda topic at most or all future Policy Committee meetings this year or beyond until we have completed this comprehensive review process. Staff also expects that each Pilot/Guideline may need more than one Policy Committee meeting to complete the review process.

III.   Recommendation

No action items beyond soliciting and receiving any feedback from the Policy Committee, contractors, stakeholders, and public concerning the Pilots and Guidelines.