

**SOUTHWESTERN AREA  
WORKFORCE DEVELOPMENT BOARD**

**Contract Approval Authority  
Policy 18-01.1**

**Effective Date**

August 14, 2025

**Applicability**

This applies to the Southwestern Area Workforce Development Board (SAWDB).

**Purpose**

To establish a policy that authorizes the Chair or Vice Chair to sign contract modifications that increase funding to an existing contract that the Board has previously authorized.

**Background**

Previously, contract modifications from the America's Job Center would be reviewed for consideration by the Board or Executive Committee for authorization. This process took time to assemble the Board/Executive Committee and authorize the contract modification for additional funds.

**Action**

When a contract that the Board has approved is being modified with an increase in funding, the Board Chair or Vice Chair, with the recommendation of approval by the Administrative Entity, may choose to review and consider approving the contract on behalf of the Board.

The contract modification will be considered for ratification by the Board at its next meeting.

This policy only applies to increases in funding, not decreases in funding.

**Inquiries**

Questions related to this policy should be directed to the Administrative Entity at (575) 744-4857.

**Attested**

This policy was reviewed and approved by the SAWDB on August 14, 2025.

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SAWDB Chair