

Board Meeting Information Policy



Effective Date: 10/01/2018
Duration: Indefinite

BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) requires the Local Workforce Development Board (LWDB) to conduct business in an open manner under the “sunshine provision” (20CFR 679.390).

Workforce Services Guidance – Board Meeting Information Access requires a policy outlining the process that provides adequate public notice about Local Workforce Development Board meetings; conducting the business of those meetings in an open manner, arrangement for individuals, including those with disabilities, to have access to the Local Workforce Development Board meetings and minutes, and the process for providing appropriate accommodations.

REFERENCES:

WIOA Section 107(e), TN WIOA 17-9 Board Meeting Information Access, 20 CFR 679.390, 20 CFR 679.550(b)(5), TCA 10-7-503, TCA 10-7-503(a)(2)(A)(B),

Title I of the Workforce Innovation and Opportunity Act (WIOA) PL 113-128 – July 22, 2014; WIOA Sections 107, 111(b), and 121(c),(d), (g), and (h); TN WIOA 17-9 Board Meeting Information Access

PURPOSE:

The purpose of this policy is to ensure that the Northeast Tennessee Local Workforce Development Board (NETWDB) adheres to all WIOA regulations and Tennessee Public Records Act TCA 10-7-503(a)(2)(A)(B) requirements regarding access to all NETLWDB meetings and material. The purpose is to also ensure compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities.

I. Public Access

The Northeast Tennessee Local Workforce Development Board meetings shall be held at the times and in the places designated by the local board. All meetings shall be conducted in accordance with the Tennessee Code Annotated § 8-44-101 *et seq.* In addition, the local board shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the local board, including information regarding the:

- Meeting date, time and location
- Local plan prior to submission of the plan
- Membership to the LWDB
- Selection and certification of one-stop operators and WIOA Service Providers
- Award of grants or contracts to eligible providers of youth workforce development activities
- Minutes of formal meetings of the local board

Arrangements will be made for all individuals, including those with disabilities, to have physical and electronic access to NETLWDB meetings, including appropriate accommodations.

II. Notice of Meetings

a. Regular Meetings

Regular meetings of the NETLWDB will be held the third Thursday, on a bi-monthly basis, when possible and unless otherwise announced.

Notice of Regular Meetings

Notice to the public of the regular meetings of the NETLWDB will specify the meeting date, time and location. Notice will be provided to local newspapers that serve the Northeast Tennessee Local Workforce Development Area. Notice will be provided through e-mailed notification and written notice will be placed on the public www.netlwdb.org website, at least ten (10) days prior to the meeting.

b. Special Meetings

Special meetings of the NETLWDB may be called by the Chairperson. The Chair shall fix the time and place of any special meetings.

Notice of Special Meetings

Notice of any special meeting of the NETLWDB shall be given at least five (5) business days prior to the meeting. Notice will be provided through e-mail notification and posting to the public www.netlwdb.org website.

c. Emergency Meetings

Emergency meetings of the NETLWDB may be called by the Chairman only in the event of unforeseen circumstances that, if not addressed immediately by the Board, will likely result in injury or damage to persons or property or substantial financial loss to an American Job Center, Sub-contractor, or Staff to the Board. The NETLWDB will avoid emergency meetings whenever possible.

Notice of Emergency Meetings

Notice of any emergency meeting of the NETLWDB shall be given at least 24 hours prior to the meeting through electronic notification and any practicable communications methods under the circumstances.

All notices shall include the following language:

“This project is funded under an agreement with the Tennessee Department of Labor and Workforce Development. NETLWDB/AB&T, a WIOA Title I-financially assisted program/activity, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities and/or limited English proficiency. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact AB&T 10 day priors to meeting to allow for arranged services.”

III. Minutes

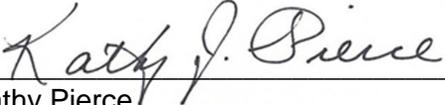
Minutes shall be kept of all NETLWDB meetings, showing the members present; the date, time and place of the meeting; an accurate recording of any final actions taken at such meeting; a record of votes taken; and any other information that the public body requests be included or reflected in the minutes. The minutes shall be recorded within a reasonable time not to exceed thirty (30) days after recess or adjournment and shall be open to public inspection during regular business hours and posted to the NETLWDB web site (www.netlwdb.org) within 15 business days after approval.

Notice of posted minutes shall be provided to the Tennessee State Workforce Development Board as directed.

CONTACT: Questions concerning the above may be addressed to Kathy Pierce, Executive Director of the NETLWDB at kpierce@ab-t.org.

This policy will remain in effect until amended, modified, or set aside by the Northeast Tennessee Local Workforce Development Board.

APPROVED:



Kathy Pierce
NETLWDB Executive Director



Jay Richardson
NETLWDB Chair