

## **Executive Summary**

### **Workforce Services Policy – Workforce Services (Board Meeting Information Access) - WIOA**

#### **1. What is the purpose of this policy?**

This policy informs each Local Workforce Development Board (LWDB) that access must be given to the public, and particularly to individuals with disabilities, to LWDB meetings and to the minutes taken at those meetings.

#### **2. Does this policy require each LWDB to have a policy about such access?**

Yes! Each local board will need to create a policy which outlines its process to comply with this policy, along with Federal and State rules and regulations referred in this policy. At a minimum each LWDB policy, concerning access, should outline:

- Giving adequate notice to the public about its upcoming meetings
- Conducting its business at those meetings in an open manner
- Arranging for all, including those with disabilities, physical and electronic access to local board meetings
- Arranging for the public to have access to the local-board meeting minutes and to any other pertinent information related to such local-board business

#### **3. What other emphases does this policy make concerning access?**

- Full and open access to those with disabilities
- The posting of local-board minutes of meetings within 15 business days after the minutes have been approved on its respective Local Workforce Development Board's Web site.
- The requirement that each LWDA notify the state via email of its minutes posting