

LWDB Information Access Policy

Effective Date: 3.14.18

Revised Date: 9.12.18

Duration: Indefinite

I. PURPOSE

To set forth requirements in regards to creating access to LWDB meetings and meeting minutes to ensure compliance with WIOA regulations and Tennessee Open Meeting Statutes.

II. BACKGROUND

WIOA Section 107(e), along with 20 CFR 679.390 and 20 CFR 679.550(b)(5), requires that the Local Workforce Development Board (LWDB) make available to the public, on a regular basis through electronic means and open meetings, certain information such as minutes of formal Local Board meetings. This information must be made available upon request and on the local area's website. Also, Tennessee Code Annotated Section 10-7-503(a)(2)(A)(B) requires that public records are to be open to the public. This policy rescinds the previous LWDB Information Access Policy adopted by the Southeast Tennessee Workforce Development Board on May 26, 2017.

III. INSTRUCTIONS

Effective the date of this policy, STLWDB will adhere to the following requirements in order to facilitate transparency of the Local Board and ensure more effective Board operations:

- Post the annual Board meeting schedule on the LWDA website and provide public notice in a regional publication within fifteen (15) days of each quarterly meeting
- Conduct business in an open manner
- Provide auxiliary aids or services needed to facilitate attendance and/or participation including electronic access to Board meetings via conference call
- Post Local Board meeting minutes on the LWDA website within fifteen (15) business days of the Local Board approval of the minutes
- Make Local Board meeting minutes available to the public upon request
- Provide email notification to the Tennessee Department of Labor and Workforce Development (TDLWD) via the State Workforce Development Board email account – workforce.board@tn.gov immediately after posting minutes to LWDA website

IV. EXCEPTIONS

Exceptions and/or accommodations to this policy may be made on a case-by-case basis with prior approval by the STLWDA Director or his/her designee.

V. EFFECTIVE DATE

The above policy shall become effective as of the date approved and rescinds the policy previously approved by the STLWDB on May 17, 2017. Any additions or modifications to the above policy shall be done in writing prior to becoming effective.

AUTHORIZED BY:



9/12/18

Michele Holt, Director, Workforce Development

Date

APPROVED BY:



9-12-18

Tony Cates, Chair, Workforce Development Board

Date

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