



EAST TENNESSEE LOCAL WORKFORCE
DEVELOPMENT AREA
WORKFORCE INNOVATION AND
OPPORTUNITY ACT
POLICY MANUAL

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Effective: Immediately

APPROVED:

Martha Afford

SUBJECT: BOARD MEETING INFORMATION ACCESS

POLICY STATEMENT: The LWDB shall be guided by Federal and State statute in the conduct of scheduling, announcing, and holding its Board and committee meetings.

Introduction: This policy explains the requirements of open and accessible local workforce board meetings, as well as transparency requirements for meeting minutes.

Purpose: This policy sets forth the guidance and requirements that the LWDB must adhere to in regard to creating access to LWDB meetings and meeting minutes. This policy ensures compliance with WIOA regulations and Tennessee Open Meeting Statutes.

Process: **WIOA § 107(e)**, along with **20 CFR 679.390** and **20 CFR 679.550(b)(5)**, requires that the 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 Board’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.

I. Instructions:

The LWDB must conduct business in an open manner to ensure that the public has access to board meetings. Information about LWDB meetings will be shared by electronic means and by open meetings mandated by WIOA § 107(e). This information will also include alternate formats accessible to those with disabilities, such as documents in Braille and large print upon request. These requirements facilitate transparency of the LWDB and contribute to more effective Board operations. The LWDB will give the public a minimum of fourteen business days’ notice these meetings and permit the public to observe meetings, inspect minutes and other records pertaining to those meetings. This notice will be posted in the *Knoxville News Sentinel* and on the LWDB website. The meetings will abide with Tennessee Sunshine Laws. Each in-person meeting will also be streamed LIVE to ensure access to the community who may not be able to attend in person but wish to observe.

II. Concerning the Availability of Board Minutes:

The LWDB will have its formal minutes made available to the public upon request and also available on its website within fourteen (14) business days of the LWDB approval of the meeting minutes. The LWDB will notify the TDLWD once its minutes are posted on its respective website. Notification will be sent to the State Workforce Development email account – Workforce.Board@tn.gov.

III Tennessee Public Records Act:

The LWDB shall be subject to TCA 10-7-503(a)(2)(A)(B)(2) and hold its meetings at hours accessible by the general public. The LWDB will make information available upon request, and, if denied, will do so in writing.

IV. Transparency for Those with Disabilities:

TCA 10-7-503 requires public records to be open to public scrutiny. Transparency and accountability will be a part of the function and duties of the LWDB. For this reason, the LWDB will ensure that appropriate accommodations are made so that those with disabilities have access to all its public meetings and pertinent records. Appropriate accommodations

include but are not limited to documents in Braille and large print, sign language interpreters, wheel chair accessibility, and closed captioning.