

Upper Cumberland
Local Workforce Development Board
POLICIES AND PROCEDURES

Title: BOARD MEETING INFORMATION ACCESS POLICY
Date of Adoption: 9-25-18

PURPOSE: To establish the Upper Cumberland Local Workforce Development Board's (UCLWDB) policy in regard to creating access to Upper Cumberland Local Workforce Development Board (UCLWDB) meetings and meeting minutes; this document ensures compliance with WIOA regulations and Tennessee Open Meeting Statutes.

POLICY: Upper Cumberland Local Workforce Development Board meetings shall be held at the times and in the places designated by the local board, and all meetings shall be conducted in accordance with the Tennessee Open Meetings Law, 8-44-102. The regular meetings of the local board shall be held at least quarterly. Meetings shall be publicly announced, open, and accessible to the public as required by the Americans with Disabilities Act of 1990. Meeting notices will be posted in a prominent place in the comprehensive and affiliate American Job Centers (AJC) and will be posted to the AJC's and administrative entity's website.

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:

- Information about the Local Plan, or modification to the Local Plan, prior to submission of the plan;
- List and affiliation of local board members;
- Selection and certification of one-stop operators;
- Award of grants or contracts to eligible providers of workforce investment activities including providers of youth workforce investment activities;
- Minutes of formal meetings of the local board; and
- Local board by-laws.

The local board will give the public adequate notice of meetings and shall arrange for the public to have access to meeting minutes and to any other pertinent information related to Local board business upon request.

The local board shall have its meeting minutes posted to the local area's website with fifteen (15) business days of the Local board's approval of the meeting minutes. The local board will notify the Tennessee Department of Labor and Workforce Development by email (Workforce.Board@tn.gov) once its minutes are posted to the website.

INSTRUCTIONS:

- (a) Public Records - It is the policy of the UCLWDB that all public records, that are not exempt or confidential and are in UCLWDB's possession, shall be made available and open for inspection by any person desiring to do so at a reasonable time, under reasonable conditions, and under the supervision of the WIOA Director or his or her designee. Reasonable conditions mean that inspection must be done during normal business hours, excluding holidays.

- (b) Accessibility – The UCLWDB 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.

- (c) Minutes – Staff to the UCLWDB will keep written minutes of all public meetings, including date, time and place of the meeting, members present, the substance of all official actions, a record of roll call votes, and the names of any citizens who appeared and were recognized during meetings.

For questions regarding this policy, contact Becky Hull, Executive Director, Upper Cumberland Local Workforce Development Board at bhull@ucworkforce.org

Attachments: None

Effective Date: September 25, 2018

Policy Duration: Indefinite



Board Chairperson, UCLWDB