



Northern Middle Tennessee Workforce Board Inc.

June 10, 2020

Executive Summary

Board Meeting Information Access Policy

1. What is the general purpose of this policy?

To set forth the requirements of open and accessible local workforce board meetings and meeting minutes to ensure compliance with WIOA regulations and Tennessee open meeting statutes.

2. What are the notable guidelines conveyed within this policy?

- LWDBs must give the public adequate notice (30 calendar days) of meetings.
- Board meeting minutes must be made available to the public upon request as well as posted on the website within fifteen (15) business days of approval

3. What are the modifications to this policy?

The policy has been updated to reflect the correct website of www.nb-wb.com as well as to meet all requirements of Tennessee Department of Labor and Workforce Development's updated Workforce Services – Local Governance Policy



Northern Middle Tennessee Workforce Board Inc.

Effective Date: 10.01.2018
Revised: 06.10.2020
Duration: 06.10.2022

Board Meeting Information Access Policy

Purpose

The purpose of this policy is to set forth requirements of open and accessible local workforce board meetings and meeting minutes to ensure compliance with WIOA regulations and Tennessee Open Meeting Statutes.

Background

The Workforce Innovation and Opportunity Act (WIOA) requires the Local Workforce Development Board (LWDB) to conduct business in an open manner. WIOA Section 107(e) and 20 CFR 679.390, require that the LWDB make available to the public, on a regular basis through electronic means and open meetings, certain information of formal LWDB meetings. This information must be made available upon request and on the LWDB’s website. In addition, the State of Tennessee requires public entities to meet the requirements of open and transparent government.

Policy & Instructions

The Northern Middle Tennessee Workforce Board (NMTWB) will adhere to the following requirements in order to facilitate transparency and ensure more effective Board operations:

- Post the annual Board meeting schedule on its website www.nm-wb.com
- Any changes to the posted annual Board meeting schedule will be posted on the NMTWB website, at a minimum of thirty (30) calendar days in advance of the revised meeting date
- Board meetings will be held in an open forum at all times. A meeting is defined as the convening of a governing body of a public body for which a quorum is required (TCA 8-44-102)
- Provide auxiliary aids or services needed to facilitate attendance and/or participation including electronic access to Board meetings via conference call
- Post meeting minutes and LWDB roster on the NMTWB website within fifteen (15) business days of the approval of the minutes as well as making meeting minutes available to the public upon request and in alternate formats for people with disabilities
- Provide email notification to the Tennessee Department of Labor and Workforce Development (TDLWD) at workforce.board@tn.gov upon posting of minutes to the NMTWB website

References

WIOA Section 107(e); 20 CFR 679.390; 20 CFR 679.550(b)(5); TCA 10-7-503(a)(2)(A)(B); Workforce Services Policy – Local Governance

Authorized by:

Approved by:

 06/10/2020
 Marla Rye, Executive Director Date

 06/10/2020
 John Zobl, Chairman Date

