

**WORKFORCE MIDSOUTH, INC.**  
**GREATER MEMPHIS LOCAL WORKFORCE DEVELOPMENT AREA**

<b>EFFECTIVE DATE:</b>	January 1, 2021
<b>DURATION:</b>	Indefinite
<b>POLICY:</b>	Board Meeting Information Access Policy
<b>PURPOSE:</b>	This policy sets forth the guidance and requirements for the Greater Memphis Local Workforce Development Board (GMLWDBs) must adhere to in regard to creating access to LWDB meetings and meeting minutes; this document ensures compliance with WIOA regulations and Tennessee Open Meeting Statutes.
<b>REFERENCES:</b>	20 CFR 679.390; 20 CFR 679.550(b)(5); TCA 10-7-503; TCA 10-7-503(a)(2)(A)(B); Tennessee’s Combined State Plan; WIOA Section 107(e)

**Scope:**

American Job Center (AJC), American Job Center Access Point (AJC Access Point), Chief Local Elected Official (CLEO), Eligible Training Providers (ETPLs), Greater Memphis Local Workforce Development Area (GMLWDA), Greater Memphis Local Workforce Development Board (GMLWDB), One-Stop Operator (Operator), Workforce Innovation and Opportunity Act (WIOA), Workforce System Partners (Partners), Workforce System Subrecipients (Subrecipients).

**Background:**

WIOA Section 107(e), along with 20 CFR 679.390 and 20 CFR 679.550(b)(5), requires that the Local Board 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.

**I. Instructions**

The GMLWDB will conduct business in an open manner to ensure that the public has access to Local Board meetings. Information about Local Board meetings will be shared by electronic means and by open meetings mandated by WIOA Section 107(e). This information will also include alternate formats accessible to those with disabilities, such as documents in Braille and large print. These new requirements facilitate transparency of the Local Board and contribute to more effective Local Board operations. The GMLWDB will give the public adequate notice of these meetings and permit the public to inspect minutes and other records pertaining to those meetings.

**II. Concerning the Availability of Board Minutes**

**A. Available on the GMLWDA web site:**

GMLWDB will have its minutes made available to the public upon request and also available on its website within fifteen (15) business days of the Board’s approval of the meeting minutes. Only

the formal minutes will be posted on the website; no attachments of presentations at the board meeting are needed unless the Board believes that these attachments are necessary.

**B. Requirement of providing notice to TDLWD:**

GMLWDB will notify the TDLWD once its minutes are posted on the website. Notification will be sent to the State Workforce Development Board email account - [Workforce.Board@tn.gov](mailto:Workforce.Board@tn.gov).

**III. Tennessee Public Records Act**

The GMLWDB is subject to **TCA 10-7-503(a)(2)(A)(B)**:

- A. All records shall, at all times during business hours, be open for personal inspection by any citizen of this state, and those in charge of the records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law.
  
- B. The custodian of a public record or the custodian's designee shall promptly make available for inspection any public record not specifically exempt from disclosure. In the event it is not practicable for the record to be promptly available for inspection, the custodian shall, within seven (7) business days, from the date of the Board meeting:
  - i. Make the information available to the requestor;
  - ii. Deny the request in writing or by completing a records request response form developed by the office of open records counsel. The response shall include the basis for the denial; or
  - iii. Furnish the requestor a completed records request response form developed by the office of open records counsel stating the time reasonably necessary to produce the record or information.”

**IV. Transparency for Those with Disabilities**

**TCA 10-7-503** requires public records to be open to public scrutiny. Transparency and accountability must be a part of the function and duties of the Board; business conducted in an open manner and with appropriate accommodations ensures that the public, including people with disabilities, can access information concerning board meetings.

The GMLWDB 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, wheelchair accessibility, and closed captioning.

**INQUIRIES**

Please contact Brandee Davis, WMS WIOA Director of Programs @ [BDavis@workforcemidsouth.com](mailto:BDavis@workforcemidsouth.com) with any questions or concerns regarding this policy.

---

Jay Robinson  
Workforce Midsouth, Inc. Board Chair

---

Adopted Date

*Workforce Midsouth (WMS), GMLWDB, a proud partner of the American Job Center network, is an Equal Opportunity Employer. The Career Center System is an Employer/Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY: 1-800-848-0299*