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STATE WORKFORCE DEVELOPMENT BOARD
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Policy Subject	Access to Board Information	Policy No:	PY15-06
To:	<ul style="list-style-type: none"> State Workforce Development Board Local Workforce Development Boards Chief Elected Officials 	From:	Garret Oswald, Director State Workforce Development Board
Issued On:	<ul style="list-style-type: none"> April 1, 2016 	Status	ACTIVE
Authority:	<ul style="list-style-type: none"> WIOA Sections: 101(g) ; 102(b)(2)(E)(ii); 107(d)(7) and (d)(13); and 107(e); NPRM 20 CFR 679.140 and 679.390 		

Purpose:

The Workforce Innovation and Opportunity Act (WIOA) requires State and Local Boards to conduct their business in an open manner. This policy identifies requirements for ensuring public access to State and Local Workforce Board information and activities.

Policy:

State and Local Boards must make the following information available to the public (including individuals with disabilities), on a regular basis, through electronic means and open meetings:

- Information regarding the activities of the State or Local Board, including:
 - Information on the State or Local/Regional Plan and prior to submission;
 - Information on any modifications to such plan;
 - Information regarding Board Membership, including WIOA required affiliation,
 - Information on Board Meetings (Dates, Times, Locations, Agendas);
 - Minutes of Board Meetings (including documents referenced as part of those meetings);
 - Board By-Laws (to include CEO By-Laws);

In addition, Local Boards must also provide:

- Information regarding the selection and designation of one-stop operators; and
- Information regarding the award of grants or contracts to eligible providers of youth workforce investment activities.

Information Accessibility:

Information posted on State or Local Board websites must be accessible to all individuals, including individuals with disabilities and individuals in remote areas. Boards must ensure, to the greatest extent possible, that data posted electronically meets the ADA Section 508 standards. It is recommended that Boards use Section 508 checklists as a reference for meeting this requirement: <http://www.hhs.gov/web/section-508/making-files-accessible/checklist/word/index.html>.

In order to ensure that members of the public in remote areas have access to this information, it is recommended that links to State and Local Board Websites be provided in one-stop information centers on the public-use computers in those centers and, as appropriate, on the public-use computers of local public libraries.

Compliance:

Compliance with this requirement will be revised on an annual basis during local are monitoring.

Contact:

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