

## Southern Middle TN Local Workforce Development Board Meeting Minutes Policy

**POLICY:** Southern Middle TN 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.

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:

- 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;
- 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 within fifteen (15) business days of the Local Board's approval of the meeting minutes.

### INSTRUCTIONS:

- (a) Public Records - It is the policy of the SMTLWDB that all public records, that are not exempt or confidential and are in SMTLWDB'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 SMTLWDB 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 SMTLWDB 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.



Keith Durham  
Board Chair



Jerry Mansfield  
Executive Director