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**DEPARTMENT OF WORKFORCE SERVICES
ISSUANCE NUMBER PY 16-09**

Daryl E. Bassett, Director

February 1, 2017

TO: Local Workforce Development Board Chairs
Local Workforce Development Board Directors
Local Elected Officials

SUBJECT: Open Public Meetings Policy in accordance with the Workforce Innovation and Opportunity Act (WIOA)

- I. **Purpose:** The purpose of this policy is to outline and define open public meetings in accordance with the federal Workforce Innovation and Opportunity Act of 2014 and Arkansas Workforce Innovation and Opportunity Act of 2015.
- II. **General Information:** The Arkansas Freedom of Information Act is one of the most comprehensive and strongest open-records and open-meetings laws in the United States.

Boards are subject to the requirements of the Arkansas Freedom of Information Act. [A.C.A §25-19-106]

A Board shall make available to the public on a regular basis through open meetings including but not limited to:

- Information regarding activities of the Board;
- Information regarding the local plan prior to submission;
- Board membership;
- Designation & certification of one-stop operators consistent with the state plan;
- Award of grants or contracts to eligible providers of youth activities; and/or
- Minutes for formal meetings of the Board

In the event of emergency or special meetings, the person calling the meeting shall notify the representatives of the newspapers, radio stations, and television stations, if any, located in the county in which the meeting is to be held, and any news media located elsewhere which cover regular meetings of the governing body, and which have requested to be so notified of emergency or special meetings, of the time, place, and date of the meeting. Notification shall be made at least two (2) hours before the meeting takes place in order that the public shall have representatives at the meeting.

Sunshine Provisions, 20 CFR 679.390

To comply with Sunshine Provisions, the board shall make available to the public, on a regular basis through electronic means and open public meetings, board membership, the designation and certification of one-stop operators, the award of grants or contracts to eligible providers of youth workforce development activities and information regarding the activities of the board, including information regarding the State/Local plan, or a modification to the State/Local plan, prior to submission of the plan or modification of the plan.

Each Board and/or subcommittee authorized to take official action on behalf of the Board shall:

- Take official action and engage in deliberations only at meetings open to the public;
- Ensure all meetings are held in an accessible location for those individuals with disabilities and ensure that all information is provided in accessible and alternate forms;
- Provide public notice of meetings in accordance with applicable state code provisions, including public notice in advance of any special meeting or rescheduled meeting;
- Ensure that votes of the Board members are publicly cast and, in the case of roll call votes, recorded;
- Keep and retain written minutes of all public meetings to include but not limited to:
 - Date, time, and place of meeting;
 - Board members present;
 - Board members absent;
 - Substance of all official actions;
 - Record of roll call votes; and/or
 - Names of any citizens who appeared & shared testimony

Closed executive sessions may be used in accordance with A.C.A. §25-19-106. Such sessions may be held during or after an open meeting, or may be announced for a future time. If a closed session is not announced for a specific time, Board members shall be notified 24 hours in advance of date, time, location and purpose of the session. The purpose for holding an executive session shall be announced at the open meeting either immediately prior or subsequent to the executive session.

III. Action Required: The dates of all regularly scheduled meetings of the Local Workforce Development Board, local board committees, or meetings of chief elected officials where board business will be discussed shall be sent to the Arkansas Department of Workforce Services by email to wioa@arkansas.gov so that meeting dates may be made available on the state website. Additionally, the full agenda packets for these meetings shall be sent by the same means for posting on the state's website no later than one week prior to the meeting date. Notification of the dates and agendas for special meetings shall be made available to ADWS at the same time that local board members are notified.

IV. Inquiries: Any and all questions or concerns are welcome and may be submitted to the following email: wioa@arkansas.gov

V. Expiration Date: Ongoing