

## **SOUTHWEST LOCAL WORKFORCE DEVELOPMENT BOARD**

**1527 White Avenue  
Henderson, TN 38340  
(731) 989-5111**

**Effective Date: June 19, 2018**

**Duration: June 30, 2020**

**Workforce Services Policy – Board Meeting Information Access Southwest LWDB - WIOA (17-1)**

### **Subject:**

SOUTHWEST LWDA Board Meeting Information Access

### **Purpose:**

The purpose of this memorandum is to ensure all WIOA regulations are adhered to regarding access to all SOUTHWEST LWDA board meetings being made available to the public, particularly to individuals with disabilities, and to the minutes taken at those meetings.

**References:** 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), TN WIOA 17-9 Board Meeting Information Access

### **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.

### **Public Records Act:**

SOUTHWEST LWDB Board shall be subject to **TCA 10-7-503(a)(2)(A)(B)**.

*“(2)(A) All state, county and municipal records shall, at all times during business hours, which for public hospitals shall be during the business hours of their administrative offices, 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 Local 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."*

**Transparency for Those with Disabilities:**

**TCA 10-7-503** requires public records to be open to public scrutiny. SOUTHWEST LWDB will maintain transparency and accountability by conducting Board meetings in an open manner and ensuring appropriate accommodations are made for the public, including individuals with disabilities, in order to obtain access to information concerning Board meetings.

The **Tennessee Combined State Plan** explains that:

*"2. The State has established a policy to provide to the public (including individuals with disabilities) access to meeting State Boards and local boards, and information regarding activities of State boards and local boards, such as data on board membership and minutes" ("Workforce Innovation and Opportunity Act – Combined State Plan – July 1, 2016 – June 30, 2020," p.114)."*

SOUTHWEST LWDB will adhere to the Tennessee Combined State Plan by ensuring appropriate accommodations are made so that those with disabilities have access to all its public meetings and pertinent records.

Arrangements will be made for accommodations including, but not limited to, documents in Braille and large print, sign language interpreters, wheel chair accessibility, and closed captioning on an as-needed basis.

**Policy:**

SOUTHWEST LWDA will adhere to WIOA regulations and Tennessee Open Meeting Statutes by ensuring that all West Tennessee Local Workforce Development Board meetings are open and accessible to the public.

SOUTHWEST LWDA will make available to the public upon request and post to the Board's website all minutes of West Tennessee Local Workforce Development Board. The Tennessee Department of Labor and Workforce Development will also be notified via email once minutes are posted on the website.

**Action:**

SOUTHWEST LWDA Board meetings are held quarterly, and all scheduled meeting dates will be posted on the local Board's website at <http://westtennesseecareers.org/> as well as a notice posted in Jackson Sun newspaper in ample time prior to the scheduled meeting. Southwest Human Resource Agency (fiscal agent for SOUTHWEST LWDA) will serve as host for all SOUTHWEST LWDB meetings, and meetings will be held in the SWHRA conference room. SOUTHWEST LWDB meetings will be open to all individuals, including those with disabilities, through both physical and electronic means. Southwest Human Resource Agency is physically accessible to individuals with disabilities, but should an individual need special accommodations (EX: Braille, large print, sign language, etc), arrangements will be made to accommodate the individual.

Board minutes of LWDB meeting will be approved at the next scheduled LWDB meeting. Once approval is made, the minutes shall be posted on the website for SOUTHWEST LWDB <http://westtennesseeecareers.org/> within fifteen (15) business days of the Board's approval. Only the minutes will be posted; no attachments of presentations at the Board meeting will be posted on website unless the Board feels the attachments are necessary.

Once LWDB minutes are posted on website <http://westtennesseeecareers.org/> , notice will be sent of the posting to the State Workforce Board email account, [workforceboard@tn.gov](mailto:workforceboard@tn.gov).

**Contact:**

Questions regarding this policy should be addressed to Jimmy Bell, SOUTHWEST LWDB Director, at SWHRA, 1527 White Avenue, P. O. Box 264, Henderson, TN 38340. Phone: (731) 983-3688. Email: [jbell@swhra.org](mailto:jbell@swhra.org).



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**Craig S. Butler, Board Chairman**