

## WIOA Guidance Notice No. 02-16

**TO:** Workforce Development Boards

**FROM:** Angela Fry  
Assistant Director  
Workforce Programs

**SUBJECT:** Public Access to Board Meetings

**EFFECTIVE DATE:** July 1, 2015

**I. REFERENCE(S):**

Workforce Innovation & Opportunity Act of 2014, Sections 101(g), 102(b)(2)(E)(iii)(II), 107(e)

**II. PURPOSE:**

The purpose for this guidance notice is to advise of the requirements to ensure public access to board meetings and information regarding board activities, such as board membership and minutes.

**III. BACKGROUND:**

Sections 101, 102 and 107 of the Workforce Innovation & Opportunity Act (WIOA) of 2014 requires that the public (including individuals with disabilities) have access to board meetings and information regarding board activities, such as board membership and minutes. This guidance notice has been developed to ensure public access to board meetings and activities.

**IV. ACTION:**

The West Virginia Workforce Development Board, as well as the Local Workforce Development Boards (LWDB), must make available to the public on a regular basis, through open meetings, information regarding the activities of the boards. This sunshine provision includes information pertaining to the state plan prior to the submission of the plan, as well as information regarding membership. On request, minutes of formal meeting of the state board must be made available.

The state and local plans will be made available to the public for a 14-day comment period prior to actual submission of the plans. Plans will be available through various outlets including: One-Stop Centers, Media organizations, and [www.workforcewv.org](http://www.workforcewv.org).

**V. IMPLEMENTATION DATE:**

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*An equal opportunity employer/program and auxiliary aids are available upon request to individuals with disabilities.*

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**VI. INQUIRIES:**

Please direct any questions regarding this Guidance Notice to WorkForce West Virginia/Workforce Programs Division.