

ADMINISTRATION	Board Meeting Information Access
Classification:	Other
Date Adopted:	01/25/18
Background:	<p>Workforce Services Guidance – Board Meeting Information Access and the Tennessee Code Annotated Section 10-7-503(a)(2)(A)(B) requires a policy outlining the process that provides adequate notice to the public about its upcoming meetings; conducting the business of those meetings in an open manner; arranging for all individuals, including those with disabilities, to have access to Local Board meetings, with appropriate accommodations; and arranging for the public to have Local Board meeting minutes and any other pertinent information related to Local Board business.</p>
Policy:	<p>LWDB 2 shall make available to the public, on a regular basis through electronic means and open meetings, minutes of formal Local Board meetings and other information. This information will be made available on the local area’s Website, including alternate formats accessible to those with disabilities including documents in Braille and large print. LWDB2 will give adequate notice of these meetings and permit the public to inspect minutes and other records pertaining to meetings.</p> <p>LWDB 2 shall:</p> <ul style="list-style-type: none"> • Give adequate notice to the public about its upcoming meetings • Conduct its business of those meetings in an open manner • Arrange for all individuals, including those with disabilities, to have physical and electronic access to Local Board meetings, including appropriate accommodations, and • Arrange for the public to have access to the Local Board meeting minutes and to any other pertinent information related to Local Board business <p>LWDB 2 will have its minutes available to the public upon request and also available on its local area’s website within fifteen (15) business days of the Local Board’s approval of the meeting minutes. Only the formal minutes will be posted on the website. The Board will notify the TDLWD once the minutes are posted on the Website.</p> <p>Since TCA 10-7-503 TCA 10-7-503 requires public records to be open to public scrutiny, transparency and accountability shall be a part of the function and duties of the Board. The Tennessee Combined State Plan states, “2. The State has established a policy to provide to the public (including individuals with disabilities) access to meeting of State Boards and local boards, and information regarding activities of State boards and local boards, such as data on board membership and minutes”. The Board shall ensure that appropriate accommodations are made. Appropriate accommodations include, but is not limited to, documents in Braille and large print, sign language interpreters, wheel chair accessibility, and closed captioning.</p>