

OFFICE OF WORKFORCE OPPORTUNITY
WIOA POLICY ISSUANCE – Policy # -2012-0020
Effective Date: July 1, 2015 Updated July 1, 2020

PUBLIC ACCESS TO BOARD MEETINGS

PURPOSE:

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

POLICY:

Sections 101, 102 and 107 of the [Workforce Innovation & Opportunity Act \(WIOA\)](#) 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 policy has been developed to ensure public access to board meetings and activities.

The New Hampshire Workforce Innovation Board (SWIB) must make available

- notice of meeting (s) through posting on the NH Works website (www.nhworks.org) and posting to the informational board; and
- for the benefit of 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 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.nhworkforce.org.

ACTION: All staff must be knowledgeable of the contents of this directive.