MEMORANDUM

DATE: May 29, 2018

TO: Local Workforce Development Board (LWDB) Executive Directors

FROM: Shila A. Salem, Chief, One Stop and Program Support

SUBJECT: Requirement to Post LWDB Meeting Minutes to Website

In accordance with the Workforce Innovation and Opportunity Act (WIOA), section 107(e) and 20 C.F.R. 679.390, each LWDB must conduct its business in an open manner and make available to the public, on a regular basis through electronic means and open meetings, information about the activities of the LWDB. This includes:

a. Information about the local plan, or modification to the local plan, before submission of the plan;
b. List and affiliation of LWDB members;
c. Selection of one-stop operators;
d. Award of grants or contracts to eligible training providers, including providers of youth workforce investment activities;
e. Minutes of formal meetings of the LWDB; and
f. LWDB by-laws.

The Department of Economic Opportunity (DEO) recognizes that the LWDBs currently post information about the local plans, LWDB members, the competitive selection of one-stop operators and grant awards. However, after review of the LWDBs’ websites, DEO found inconsistencies in the posting of minutes of formal meetings. This memorandum serves as a reminder of the requirement for LWDBs to post LWDB meeting minutes to their website. Additionally, DEO is requesting that all LWDB meeting minutes recorded between July 1, 2017 – present, be posted to the LWDB’s website by the close of business on June 30, 2018.

DEO will monitor compliance with these requirements as a part of next year’s monitoring process. If you have any questions or concerns, please contact Trina Travis at Trina.Travis@deo.myflorida.com or (850) 245-7446.

SAS/odr

cc: Casey Penn Katie Crofoot Ken Williams Trina Travis