

Rick Scott  
GOVERNOR




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EXECUTIVE DIRECTOR

## 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](mailto:Trina.Travis@deo.myflorida.com) or (850) 245-7446.

SAS/odr

cc: Casey Penn                      Katie Crofoot                      Ken Williams                      Trina Travis

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