

## MEMORANDUM FOR RECORD

SUBJECT: Policy #1, 2012 -- Ensuring Public Access to Meetings to Board Meetings and Information Regarding Board Activities.

1. In Accordance with Delaware Code Title 29, Chapter 100, the Delaware Workforce Investment Board fully complies with the state's open meeting law which requires:

- All public bodies shall give public notice of their regular meetings and of their intent to hold an executive session closed to the public, at least 7 days in advance thereof. The notice shall include the agenda, if such has been determined at the time, and the dates, times and places of such meetings, including whether such meeting will be conducted by video-conferencing; however, the agenda shall be subject to change to include additional items including executive sessions or the deletion of items including executive sessions which arise at the time of the public body's meeting.
- All public bodies shall give public notice of the type set forth in paragraph (2) of this subsection of any special or rescheduled meeting as soon as reasonably possible, but in any event no later than 24 hours before such meeting. A special or rescheduled meeting shall be defined as one to be held less than 7 days after the scheduling decision is made. The public notice of a special or rescheduled meeting shall include an explanation as to why the notice required by paragraph (1) of this subsection could not be given.
  - Public notice required by this subsection shall include, but not be limited to, conspicuous posting of said notice at the principal office of the public body holding the meeting, or if no such office exists at the place where meetings of the public body are regularly held, and making a reasonable number of such notices available. In addition, all public bodies in the executive branch of state government that are subject to the provisions of this chapter shall electronically post said notice to the designated State of Delaware website approved by the Secretary of State.
  - When the agenda is not available as of the time of the initial posting of the public notice it shall be added to the notice at least 6 hours in advance of said meeting, and the reasons for the delay in posting shall be briefly set forth on the agenda.
  - Each public body shall maintain minutes of all meetings, including executive sessions, conducted pursuant to this section, and shall make such minutes available for public inspection and copying as a public record. Such minutes shall include a record of those members present and a record, by individual members (except where the public body is a town assembly where all citizens are entitled to vote), of each vote taken and action agreed upon. Such minutes or portions thereof, and any public records pertaining to executive sessions conducted pursuant to this section, may be withheld from public disclosure so long as public disclosure would defeat the lawful purpose for the executive session, but no longer.
  - All public bodies in the executive branch of state government that are subject to the provisions of this chapter shall electronically post final approved minutes

of open public meetings to the designated State of Delaware website approved by the Secretary of State within 5 working days of final approval of said minutes.

2. The DWIB holds its meetings in handicap accessible locations to ensure the public has the greatest access available.

3. The Point of contact for this policy is William J. Potter, DWIB Deputy Director at 302-761-8163 or [willima.potter@state.de.us](mailto:willima.potter@state.de.us)

William J. Potter  
Deputy Director  
Delaware Workforce Investment Board