NORTHWEST WORKFORCE COUNCIL
WWW.NWBOARD.ORG

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Sunshine Provisions

679.390 The Local Workforce Development Board must conduct its business in an open manner as required by WIOA sec. 107(e), by making available to the public, on a regular basis through electronic means and open meetings, information about the activities of the Local WDB. Known as the "Sunshine Provisions," this includes:

(a) Information about the Local Plan, or modification to the Local Plan, before submission of the plan;
(b) List and affiliation of Local WDB members;
(c) Selection of one-stop operators;
(d) Award of grants or contracts to eligible training providers of workforce investment activities including providers of youth workforce investment activities;
(e) Minutes of formal meetings of the Local WDB; and
(f) Local WDB by-laws, consistent with § 679.310(g).

Northwest Workforce Council (NWC) is the Local Workforce Development Board (LWDB) for Washington state's Northwest four (4) county region (Island, San Juan, Skagit, and Whatcom). NWC conducts business in accordance with the Sunshine Provisions of WIOA: The annual schedule of the NWC Board (and standing committees) are posted on the NWC website, www.nwboard.org. Approximately one week before scheduled board meetings, detailed agendas (which call out Action items and reference source documentation) are posted to the website. Minutes of the meetings are posted when approved. All meetings are open to the public and contain a public comment period (no prior sign-up required to attend).

During the pandemic, board and committee meetings have been held using the virtual meeting platform Zoom. To uphold NWC's commitment to conducting business in an open and transparent manner, meeting dates and times are published annually. Hybrid participation options are included in the meeting agenda. Formal minutes are also posted to the board's website once approved. Meeting agendas are also posted in advance, and formal minutes are also posted to the board's website once approved. Additionally, regional partners are notified of meetings via email (e.g. SBDC, Ports, etc.).

The Consortium Committee (Interlocal Agreement) - comprised of the local elected official representing each of the four (4) counties - follows the same public meeting practices as does the full NWC Board. The Consortium Agreement and NWC meeting information can be found here: https://nwboard.org/boardbusiness; http://www.nwboard.org/events/.

Additionally, all Policy and Procedures are posted on our website. To note, WIOA Policy #01-37 Code of Ethics Conflict of Interest and Protected Disclosure is introduced at time of appointment, and again is highlighted as an annual board agenda item.

All elements of the "Sunshine Provisions," including the Plan which details processes, are clearly marked within the board website. However, should there by something of interest you are unable to locate, contact Liz Vaughn, support to the board or any member of the Executive Team, either by phone (360.676.3241) or email.