UPSTATE WORKFORCE BOARD

Meeting Preparation and Meeting Minute/Website Procedure

Because it is imperative that the Upstate Workforce Investment Board conduct its business openly and honestly, meeting minutes will be made available for committee (Youth, One Stop and Disability) and board meetings within a reasonable time period following these procedures:

- The staff member whose responsibility it is to take accurate minutes at an official meeting (Committee or Board), will transcribe minutes and furnish a DRAFT version within five business days of the meeting date. Once draft version has been approved the meeting minutes will be sent through the final review process outlined on the *Meeting Minute Check List.*

- After review (utilizing the *Meeting Minute Check List* form) from the Executive Assistant, Executive Director and committee Chairperson(s), the staff member will distribute meeting minutes in the following manner (if ***NO changes*** were made by the Committee Chairperson):

  - A scanned copy of all documents to be loaded to the website will be **emailed** to the Website Administrator (excluding the check list). The staff member **MUST** ensure that any names and sensitive information (other than WIB staff, WIB Board/Committee members, and guest(s) present) is redacted from the scanned copy (minutes and supporting documentation). **No changes should be made to the original documents that are submitted for filing.** The Website Administrator will post minutes to the website **by the close of business on the day following receipt**. The Website Administrator will provide confirmation to the appropriate staff member that minutes are available online. If minutes are not able to be posted within the specified timeframe, the Website Administrator will inform the staff member.

  - Originals will be placed in the Website Administrator's box.

  - The Website Administrator will initial once loaded to the website.

  - The Website Administrator will pass originals to the Executive Assistant for filing.

- After review (utilizing the *Meeting Minute Check List* form) from the Executive Assistant, Executive Director and committee Chairperson(s), the staff member will distribute meeting minutes in the following manner (***IF changes*** were made by the Committee Chairperson):

  - A paper copy of the minutes and all attachments, along with the *Meeting Minute Check List*, to the Executive Director for final approval.

  - The Executive Director will forward the meeting minutes along with *Meeting Minute Check List* initialed and dated **to the committee staff person.**

- A scanned copy will be **emailed** to the Website Administrator (excluding the checklist). The staff member **MUST** ensure that any names and sensitive information (other than WIB staff, WIB Board/Committee members, and guest(s) present) is redacted from the scanned copy (minutes and supporting documentation). **No changes should be made to the original documents that are submitted for filing.** The Website Administrator will post minutes to the website **by the close of business on the day following receipt**. The Website Administrator will provide confirmation to the appropriate staff member that minutes are available online. If minutes are not able to be posted within the specified timeframe, the Website Administrator will inform the staff member.

- Originals will be placed in the Website Administrator's box.

- The Website Administrator will initial once loaded to the website.

- The Website Administrator will pass originals to the Executive Assistant for filing.

- Only the Upstate WIB meeting minutes will require approval at the following meeting. Therefore, the Executive Assistant will notify the Website Administrator of approval or changes **within two business days of the meeting in which the minutes are approved** (all previous steps should be completed up to this point).

- Minutes may be posted on the secured board member access site prior to a meeting for board members to review prior to approving minutes as written. Minutes will be posted to this site within **two business days of receipt by the Website Administrator**; a confirmation of the posting and password reminder will be sent by the Website Administrator to the appropriate staff member.

- Should a change need to be made to the minutes, it is the responsibility of the assigned staff member to the committee to make corrections and email the corrected version to the Website Administrator.

- Minutes for the *current and previous program year* will be available on the website.

Board Meeting Preparation Procedure

The Upstate Workforce Board (Upstate WB) meets no less than five times annually. Dates should be set by the WB Board Chair. The Executive Director's Assistant should work with the Board Chair in late June to set the meeting dates for the next program year (July 1-June 30). Board members, WB staff, contractor staff, the SCDEW representative and local media should be notified once dates are confirmed. The dates are to be forwarded to the individual responsible for website posting so they are placed on the website.

Current Upstate WB Committees include: One Stop, Youth, Disabilities, Nominating and Executive. Upstate WB Committee meetings should be scheduled no less than two weeks prior to Board meetings. Meeting dates should be set for the program year when possible.

When preparing for an official Upstate Workforce Board meeting, the following task list will be followed:

- Board Meeting Task List Checklist

When preparing for an Upstate Workforce Committee, the following task list will be followed:

- Committee Meeting Task List Checklist

All Meeting Task List Checklists should be filed within their specific Meeting Minute binder.

THIS DOCUMENT IS NOT A CONTRACT, EXPRESSED OR IMPLIED, BETWEEN THE UPSTATE WORKFORCE BOARD OR SPARTANBURG COUNTY AND THE EMPLOYEE.