



**ÁREA LOCAL  
DE DESARROLLO LABORAL  
GUAYNABO / TOA BAJA**

*Guaynabo-Toa Baja Local Area of Workforce Development  
Workforce Innovation and Opportunity Act (WIOA)*

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**PUBLIC POLICY FOR THE RESPONSIBILITY TO COMPLY WITH THE TRANSPARENCY  
AND DISCLOSURE REQUIREMENT (SUNSHINE PROVISION) OF GUAYNABO-TOA  
BAJA LOCAL BOARD OF WORKFORCE DEVELOPMENT ACTIVITIES**

**WIOA #2021-002**

**I. BACKGROUND**

Section 101 (g) and Section 107 (e) of Public Law 113-128, known as Workforce Innovation and Opportunity Act (WIOA), establish the requirements for advertising, transparency, openness and disclosure of the affairs of the Local Board. In compliance with WIOA and its regulations, the State Board has issued the applicable state policy DDEC-WIOA 01-2021.

**II. PURPOSE**

As provided, this Public Policy is issued in order to establish the responsibilities of the Guaynabo-Toa Baja Local Board to perform all the necessary procedures to comply locally with the elements that will rule the advertising, transparency, openness and disclosure of the affairs of our Local Board. We promote compliance with the specifications established by the public policy and guides of the Puerto Rico Workforce Development State Board.

**III. LEGAL REFERENCES**

- Federal Public Law 113-128, of July 22, 2014, Workforce Innovation and Opportunity Act (WIOA), Sections 101 (g) and 107 (e).
- WIOA Final Regulation - Federal Register Vol. 81, No. 161, August 2016- 20 CFR 679.390.
- TEGL 15-16 of January 17, 2017.
- TEGL 35-10 of June 16, 2011.
- Public Policy No. DDEC-WIOA 01-2021, Guidelines for the Responsibility of Local Boards to Comply with the Transparency and Disclosure Requirement (Sunshine Provision) of Local Board Activities under WIOA.

#### IV. PUBLIC POLICY FOR TRANSPARENCY REQUIREMENTS OR “SUNSHINE PROVISION”

The Local Board is required by Law to make available to the general public, periodically, through electronic media, and accessible to people with disabilities the Guaynabo-Toa Baja Local Board web page, which is [www.consorcioguaynabotoabaja.org](http://www.consorcioguaynabotoabaja.org).

To comply with the information on the web page, it must be updated periodically, so this Local Board establishes that:

- A Local Board officer will be assigned with updating the page weekly or before, as necessary, and publishing information (i.e. recruiting announcements).
- The Local Board Coordinator, in coordination with all the Local Area components, will control the information to be provided to the person in charge of updating the page.
- Every Monday, the Coordinators of the LA/LB components must deliver or send through the different outlets the information to be included in the page for that week. If there is no new information, they will notify it.
- The Local Board's web address and availability will be announced through social media, so the general public knows of its existence.
- Technical support from an organization specialized in technology must be procured in order to work with the technical aspects of maintaining the system and content to be included.
- Communication will be established with the partners of the Centro de Gestión Única - American Job Center (hereafter, CGU-AJC), regarding page availability.

The page content is regulated by the Public Policy, which establishes the following information as a minimum:

1. General Local Board information.
2. Regulations, public policies, and procedures approved by and for the Local Board.
3. Information about the Local Board members.
4. List of the members.
  - a. Area or entities they represent.
  - b. Affiliation to entities or associations.
  - c. Term of their appointment and expiration date.
  - d. If s/he is an ex-officio or private member.
5. Organization and Work Committees.
6. Local Board Public meetings; advance notices.
7. Record or minutes, available and notified to the State Board.
8. Information about the Local Plan before submittal:
  - a. Approval date.
  - b. Modifications.
  - c. Most relevant aspects of the Plan.

- d. General interest initiatives and services for participants and employers.
9. Information about the designation of the CGU-AJC Operators, including:
  - a. Public notice for the competitive process.
  - b. Minutes of the selection meeting and Certification of the CGU-AJC Operator.
  - c. Name of the natural person or legal entity designated as Operator.
  - d. CGU-AJC Partners.
  - e. Service offered by each partner and a detailed description of the services each one provides.
  - f. Requirements and conditions to receive the services of each one of the partners.
  - g. Certification from the CGU-AJC Operator.
10. Information about the delegation of funds or contracts awarded to eligible providers of youth workforce investment.
  - a. Name of the natural person or legal entity awarded the delegation of funds or contract.
  - b. Total amount awarded.
  - c. Services for which the delegation of funds or contract was awarded.
  - d. Information for the persons interested in participating of the services to be provided by the delegation of funds or contract awarded.
  - e. Results of the services or activity for which the delegation of funds or contract was awarded.
11. Hyperlink to the State List of Eligible Training Providers for the Workforce Development Program.
12. Selected Youth Program Service Providers.
13. Press releases, activities and bidding notices, and other public interest information.

The following topics are exempt from the disclosure requirement for the meetings including, but not limited to:

1. Information, which cannot be disclosed as prohibited by any statute.
2. Safety issues.
3. Issues related to internal personnel rules.
4. Financial or commercial information gathered from any individual, business or commercial secrets.
5. Discussion of information collected by law enforcement agencies, confidential or privileged information.
6. Information whose premature disclosure would damage the execution of any procedure or measure.
7. When issues are discussed, which directly affect the rights of an individual.

## V. WEB PAGE REQUIREMENTS:

The State Board Public Policy has established the minimal requirements the Local Board web page must meet as summarized below. The Local Area must establish and design its web page, according to the following requirements:

- a. Use innovative technology simplifying the delivery of services and access to information (beta page design, digitizing forms that may be completed online, among others), such as:
  1. Allowing the transmittal of information on the page to other users.
  2. The page design must be responsive.
  3. The page must have the capacity to recognize images and/or characters in paper and convert them into digital data.
  4. The page must include a link to allow for the automatic translation of its content into the most spoken languages.
  5. Include help mechanisms and information search.
  6. Information must be organized, in an attractive design, logical and user friendly.
  7. The page background color must not interfere with its content.
  8. The page must include a log that allows identifying the amount of users.
  9. Include icons named consistently and organized so the person interested in the information can have easy access.
  10. The page images and animations must use HTML format.
  11. The documents on the page must be in PDF format so they can be copied as text and not as an image. Also, forms must have the capacity to be filled online.
  12. The page must be designed in compliance with Public Law 229-2003, as amended, known as the Act to Guarantee Access of Information to People with Disabilities.
  13. The page must comply with Act 55-2012, as amended, known as the Puerto Rico Copyright Law.
  14. The page must include an access icon to all state and federal laws and relevant regulations, as well as to public policies, such as:
    - WIOA Federal Public Law in PDF
    - Local Plan in PDF
    - Regional Plan in PDF
  15. The adopted web page must include the brand "American Job Center," which unifies and identifies the workforce development services. "American Job Center" is the name that must identify the one-stop shop centers (*centros de gestión única*). The logo, size and colors can be found in [www.del.gov/ajc](http://www.del.gov/ajc). Once the page is accessed, click "view the graphic style guide for partners," to find the logo that must be used.

## VI. APPROVAL AND VALIDITY

This policy repeals Public Policy about the "Sunshine Provision" #17-04 of June 28, 2017, and will be effective at the time of its approval and signature and will remain in effect until it is amended or repealed.

In Toa Alta, Puerto Rico, today, June 24, 2021.



Mr. Oriel Ramírez Rodríguez  
President  
Local Board of Workforce Development