




ÁREA LOCAL
DE DESARROLLO LABORAL
GUAYNABO / TOA BAJA

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Public Policy on Sunshine Provision #17-04:

Date: June 28, 2017
To: All Guaynabo - Toa Baja Local Area Staff, Service Providers, Local Board Members
From:  Oriel Rodríguez Ramírez – Chairman of the Workforce Development Board

I. PURPOSE

To enact the public policy that will govern the publicity, transparency, openness, and disclosure of the affairs of the Local Boards, as established by the openness and transparency requirement arising from the Workforce Innovation and Opportunity Act, (Public Law 113-128) enacted on July 22, 2014.

Effective July 1, 2017, all single management operators must have been selected through a competitive process.

II. BACKGROUND

Section 101 (g) and Section 107 (e) of Public Law 113-128, the Workforce Innovation and Opportunity Act (WIOA), establish requirements for publicity, transparency, openness, and disclosure of the affairs of the Local Board. In accordance with these provisions, this public policy is being issued to outline the Local Board's responsibility to ensure full compliance with the provisions of WIOA and any other related and applicable regulations.

III. REFERENCES

- Public Law 113-128, Workforce Opportunity and Innovation Act, sections 101(g) and 107(e).
- 20 CFR 679.390.
- TEGL 15-16 of January 17, 2017.
- TEGL 35-10 of June 16, 2011.

IV. PUBLIC POLICY ON THE SUNSHINE PROVISION

The Local Board is required by law to make certain information available to the public through electronic means on a periodic basis. This information includes, but is not limited to:

1. Information relating to the activities of the Local Board, such as:
 - a. Reports or studies commissioned or conducted by the Local Board itself
 - b. Official communications
 - c. Summons
 - d. Employment opportunities
 - e. Location and purpose of activities
 - f. Efforts to attract participants
 - g. Public policies issued by the Local Board
 - h. Board by-laws
 - i. Grievance procedure
2. Information on the Local Plan prior to submission, including:
 - a. Date of approval
 - b. Modifications
 - c. Most relevant aspects of the same
 - d. Initiatives and services of general interest to participants and patrons
 - e. Modifications to the plan
3. Information on Local Board members, including:
 - a. List of members
 - b. Area or entities they represent
 - c. Affiliation to entities or associations
 - d. Term of appointment and expiration date
 - e. Whether ex officio or private member.
4. Information on the designation of the One-Stop Management Center Operators, including:
 - a. Name of the natural or legal person designated as Operator
 - b. Local Areas covered
 - c. Members of the One-Stop Management Center
 - d. Service offered by each partner and a detailed description of the services offered by each one
 - e. Requirements and conditions for receiving the services of each partner.
 - f. Any surveys conducted by or for the One-Stop Management Center.
 - g. Minutes of the One-Stop Management Center Operator selection and certification meeting
 - h. Certification of the One-Stop Center Operator
5. Information regarding the award of delegated funds or contracts to eligible youth workforce investment providers, including:
 - a. Name of the natural or legal person to whom the delegation of funds or contract was awarded
 - b. Amount of the award
 - c. Services for which the delegation of funds or contract was awarded

- d. Information for those interested in participating in the services to be provided because of the award of the delegation of funds or contract granted
 - e. Results of the services or activity for which the delegation of funds or the contract was awarded
6. General information of the Board, at a minimum:
- a. Mission and Vision
 - b. Schedule
 - c. Contact Person
 - d. Physical Address (including map) and mailing address
 - e. Telephone
 - f. Contact person's e-mail address
7. Press releases, activities, and auction notices, among any other information of public interest.
- ii. The Local Board shall periodically make available to the public, through electronic methods (website), any other information that may be beneficial to potential participants and is not listed here.
 - iii. The Local Board shall make public the formal meetings where official business is conducted. However, meetings discussing the following matters are exempted from this requirement:
 - 1. Information prohibited from disclosure by any statute
 - 2. Security matters
 - 3. Matters related to internal personnel rules
 - 4. Financial or commercial information obtained from individuals or businesses that are trade secrets
 - 5. Discussion of law enforcement agencies' confidential or privileged information
 - 6. Information whose premature disclosure would hinder management or action
 - 7. Matters that directly prejudice the rights of an individual.

V. REQUIREMENTS FOR THE WEBSITE:

The information on the page must be updated periodically.

- 1. The Local Area shall establish and design its website according to the following requirements:
 - a. Use innovative technology to simplify service provision and access to information (design of the page in beta form, digitalization of forms that can be completed online, among others), such as:
 - i. Allow users to send information from the website to others.
 - ii. Designing the website using responsive design.
 - iii. Incorporating the ability to recognize and convert images and/or characters on paper into digital data.

- iv. Providing a link for automatic translation of the website content into most spoken languages.
 - v. Including help and information search mechanisms.
 - vi. Presenting information in an organized, attractive, logical, and user-friendly format.
 - vii. Choosing a background color that does not interfere with the page's content.
 - viii. Implementing a registration feature to identify the number of users.
 - ix. Using consistent and orderly naming of icons for easy access to information.
 - x. Utilizing HTML formatting for images and animations on the website.
 - xi. Providing documents in PDF format that allow text copying and enable online form completion.
- b. The page must be designed in compliance with Act 229-2003, better known as the Guarantee Access to Information for Persons with Disabilities Act.
 - c. Ensuring compliance with Act 55-2012, better known as The Moral Rights Act of Puerto Rico.
 - d. Including an access icon to relevant state and federal laws, regulations, and public policies, such as:
 - i. WIOA Public Law in PDF format.
 - ii. Local Plan in PDF format.
 - iii. Regional Plan in PDF format.
 - e. Adopting the "American Job Center" brand, which unifies and identifies job development services. The One-Stop Management Centers should be referred to as "American Job Centers."
 - i. The logo, size and colors can be found at www.dol.gov/ajc .
 - ii. Upon accessing the page, click on "view the graphic style guide for partners" to find the appropriate logo to be used.

VI. EFFECTIVENESS

This public policy shall be effective immediately upon approval.