



# Workforce Issuance

100 DCS 03.112.1

Policy  Information

**To:** MassHire Workforce Board Chairs  
MassHire Workforce Board Directors  
MassHire Career Center Directors  
MassHire Title I Fiscal Officers  
MDCS Operations Managers

**cc:** WIOA State Partners

**From:** Beth Goguen, Director  
MassHire Department of Career Services

**Date:** July 18, 2025

**Subject:** **Open Meeting Law**

**Purpose:** To update the MassHire Workforce Open Meeting Law Policy Issuance with regard to the Massachusetts Open Meeting Law (OML) and compliance as it pertains to the Workforce Innovation and Opportunity Act (WIOA). This policy replaces 100 DCS 03.112.

This policy is being revised to clarify that MassHire Workforce Board formal meeting minutes must be posted, electronically, online, after Board meetings.

**Background:** In addition to the Open Meeting (*Sunshine Provision*) requirement of WIOA Secs 101(g) and 107(e), the Massachusetts Attorney General provides Open Meeting Law regulations, 940 CMR 29.00-29.11. The updated regulations streamline, modernize, and clarify [Open Meeting Law](#) (OML) compliance while simultaneously sustaining the law's spirit of transparency covering all public bodies; M.G.L. c. 30A, §§ 18 through 25.

A public body is a multiple-member board, commission, committee or subcommittee within the executive or legislative branch or within any county, district, city, region or town, however created, elected, appointed or otherwise

constituted, which is established to serve a public purpose. The intent of the Open Meeting Law is to ensure transparency in the deliberations upon which public policy is based. Such transparency is aided in part by the Law's requirement for public bodies to provide notice of meetings, engage in open deliberation and guarantee public access (with some exceptions).

**Policy:** In accordance with WIOA Sec 107 (e) and this MassHire policy guidance, 100 DCS 03.112.1, the local board are to make available to the public, on a regular basis through electronic means, including online, and open meetings, information regarding the activities of the local board, including information regarding the local plan prior to submission of the plan, and regarding membership, the designation and certification of MassHire Career Center Operators, and the award of grants or contracts to eligible providers of youth workforce investment activities, and publish minutes following each formal local board meeting.

In addition to requirements of WIOA, MassHire Workforce Boards must comply with meeting and record requirements as prescribed in the Massachusetts Open Meeting Law, MGL Ch. 30A, §§ 18-25 and regulations at 940 CMR § 29.00 – 29.11.

**Action**

**Required:** Pursuant to guidance provided herein, each MassHire Workforce Board must review its meeting and record procedures to ensure compliance with the requirements with both WIOA and MGL Ch. 30A, §§ 18-25 and the regulations at 940 CMR § 29.00 – 29.11.

**References:** <https://www.mass.gov/the-open-meeting-law>

**Effective:** July 1, 2025

**Inquiries:** Please email questions to [PolicyQA@mass.gov](mailto:PolicyQA@mass.gov). Please indicate the Issuance number and subject.