



# Workforce Issuance

100 DCS 03.113

☒ Policy ☐ Information

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

**cc:** WIOA State Partners

**From:** Alice Sweeney, Director  
MassHire Department of Career Services

**Date:** March 13, 2020

**Subject:** Open Meeting Law, Suspension of Certain Provisions

**Purpose:** To provide information to Chief Elected Officials and MassHire Workforce Boards regarding the suspension of certain provisions of the Open Meeting Law, G.L.c. 30A, § 18B.

**Background:** On March 12, 2020, Governor Baker issued an Executive Order modifying certain requirements of the Open Meeting Law, to enable public bodies to carry out their responsibilities while adhering to public health recommendations regarding social distancing.

**Policy:** The Executive Order relieves public bodies from the requirement in the Open Meeting Law that meetings be conducted in a public place that is open and physically accessible to the public, provided that the public body makes provision to ensure public access to the deliberations of the public body through adequate, alternative means. "Adequate, alternative means" may include, without limitation, providing public access through telephone, internet, or satellite enabled audio or video conferencing or any other technology that

enables the public to clearly follow the proceedings of the public body in real time. A municipal public body that for reasons of economic hardship and despite best efforts is unable to provide alternative means of public access in real time may instead post on its municipal website a full and complete transcript, recording, or other comprehensive record of the proceedings as soon as practicable afterwards.

In addition, all members of a public body may participate in a meeting remotely; the Open Meeting Law's requirement that a quorum of the body and the chair be physically present at the meeting location is suspended.

All other provisions of the Open Meeting Law, such as the requirements regarding posting notice of meetings and creating and maintaining accurate meeting minutes, as well as the limited, enumerated purposes for holding an executive session, remain in effect.

**Action**

**Required:** MassHire Workforce Boards should immediately implement the process to hold meetings in accordance with this executive order. Please ensure that board members and other interested individuals are apprised of this information.

**Effective:** Immediately, and shall remain in effect until rescinded or until the State of Emergency is terminated, whichever happens first.

**Inquiries:** Please forward questions related to this guidance to [PolicyQA@detma.org](mailto:PolicyQA@detma.org) and reference the issuance number and description.

**Attachment:** The full text of the Executive Order is available here:  
[https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download?lang=en&id=2.141223986.1449578466.1584101325-303426516&\\_ga=2.141223986.1449578466.1584101325-303426516](https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download?lang=en&id=2.141223986.1449578466.1584101325-303426516&_ga=2.141223986.1449578466.1584101325-303426516)