



# Workforce Issuance

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100 DCS 03.112.2

Policy  Information

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

**cc:** WIOA State Partners

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

**Date:** April 10, 2026

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

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**Purpose:** To update the MassHire Workforce Open Meeting Law Policy Issuance, replacing 100 DCS 03.112.1 dated July 18, 2025.

These revisions clarify the laws, rules, and regulations that MassHire Workforce Boards must follow when hosting any meetings subject to the Massachusetts Open Meeting Law (OML) or Sunshine Provisions of the Workforce Innovation and Opportunity Act (WIOA). This guidance further serves to clarify requirements and timing for posting notices and other materials on MassHire Workforce Boards' websites after a meeting subject to these laws and maintaining current board and committee member listings.

**Background:** MassHire Workforce Boards are required to follow the Open Meeting Law requirements of WIOA sections 101(g) (state workforce board) and 107E (local boards). In addition, meetings of public bodies in Massachusetts (which includes the workforce boards) are generally subject to Open Meeting Law (G.L. c 30, §§ 18-25 and 940 CMR 29.00).

The intent of the Open Meeting Law (“OML”) 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).

For purposes of OML, public bodies include boards, commissions, committees or subcommittees within the executive or legislative branches or within any county, district, city, region or town established to serve a public purpose.

Note: Board members should be cognizant of communications occurring outside of the public meeting (either verbal or virtual) that may be construed as a deliberation and is therefore not allowable. Additionally, Board members should be aware that private emails may evolve into public records as they relate to public meetings.

**Policy:** In accordance with section 107(e) of WIOA and this Workforce Issuance, 100 DCS 03.112.2, local boards are required to make information regarding their activities available to the public on a regular basis. This includes online, through open meetings, or other electronic means, and includes, but is not limited to, items such as disseminating information regarding the WIOA Local Four-Year Plan prior to submission of the plan, board membership, the designation and certification of MassHire Career Center Operators, grant award(s), contracts to eligible providers of youth workforce investment activities, and publishing of minutes following each local board meeting.

In addition to WIOA’s Sunshine Provision, MassHire Workforce Boards must also comply with meeting and record requirements as prescribed in the Massachusetts Open Meeting Law, G.L. c. 30A, §§ 18-25 and regulations at 940 CMR § 29.00 et seq. This includes posting notice of public meetings at least 48 business-hours in advance with an agenda of topics expected to be discussed, including posting in each local municipality in accordance with 940 CMR 29.03. MDCS policy is for local workforce boards to post meeting minutes and materials relied upon during the meeting on their website, after approval by the local board in accordance with OML.

OML requires that all members of the local board are required to submit a certification indicating that they have received a copy of and understand the requirements of OML. This must be done annually and kept on record. The Attorney General’s Office offers an Open Meeting Law Guide and training on their website. All board members are required to review the Guide and attend online training.

Additional information can be found here: [The Open Meeting Law](#)

**Action**

**Required:** Each MassHire Workforce Board must review its meeting and record procedures and update them as needed to ensure compliance with the requirements of WIOA, M.G.L. c. 30A, §§ 18-25, the regulations at 940 CMR § 29.00 – 29.11, and this Workforce Issuance.

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

**Effective:** Immediately

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