

TO: Workforce Investment Board (WIB)

DATE: 07/08/10

FROM: WIB Staff

For Discussion

For Action

For Information

SUBJECT: WIB Meeting Minutes – Process

PROPOSED MOTION(S): For Information Only

DISCUSSION: It has come to our attention that the proper procedure for posting the minutes is that the minutes are always noted as “draft” until they have been approved by the Board. In following the procedure set by the Board of Supervisors, the meeting minutes will not be posted for that meeting date until the minutes have been approved by the Board. For example: Meeting Minutes for the meeting of July 8th, 2010 will be marked as a draft for the meeting of September 16, 2010 Meeting Packet. However, the July 8th, 2010 minutes will not be posted until after the September 16, 2010 meeting at which time the July 8th, 2010 minutes will be marked “Approved – September 16, 2010.” Should the minutes be corrected, they will be marked “Approved As Corrected – September 16, 2010.” Any corrections will be referenced in the September 16, 2010 minutes.

ATTACHMENT(S): None