

**Kansas Department of Commerce  
Workforce Services  
Policy and Procedures Manual**

**Policy Number:** 5-04-00

**Originating Office:** Workforce Services/**KANSASWORKS** State Board

**Subject:** Public Comment Policy

**Issued:** April 1, 2016 (KWSB Approved 4/27/16)

**Revised:**

**Programs:** Workforce Innovation and Opportunity Act

**Purpose:** For members of the public who wish to address the **KANSASWORKS** State Board

**Reference:** The Kansas Open Meetings Act (KOMA) K.S.A. 75-4317 *et seq.*, requires meetings conducted by Kansas public bodies and agencies to be open to the public. The **KANSASWORKS** State Board falls under KOMA.

**Policy:** KOMA does not require public bodies and agencies to hold public comment during meetings. The **KANSASWORKS** State Board (KWSB) wants to ensure, however, that all interested parties have an opportunity to be heard at meetings. KWSB establishes the following procedures to ensure fair and efficient meetings.

Persons wanting to speak about an agenda item will be allocated five minutes to address the KWSB.

Persons wanting to speak about general issues or concerns that are not on the agenda will be allocated five minutes to address the KWSB. The total time limit for all speakers wanting to speak about general issues or concerns is 30 minutes.

If an extensive number of persons in the audience have indicated they want to address the KWSB, then the Board Chair may limit the time allocated to each speaker, so that everyone has an opportunity to address the **KANSASWORKS** State Board.

Furthermore, written testimony can be provided to the KWSB in addition to verbal comments at the time of the meeting. Written testimony is limited to two pages.

To request a sign language interpreter or other accommodations to participate in this meeting, please email [workforcesvcs@kansasworks.com](mailto:workforcesvcs@kansasworks.com) or call 785-368-7209 **no later than one week prior to the meeting**. All sites are accessible locations.

Questions regarding this policy should be directed to:

Attention: **KANSASWORKS** State Board Manager / Email: [WorkforceSvcs@KansasWorks.com](mailto:WorkforceSvcs@KansasWorks.com)