Kansas Department of Commerce
Workforce Services
Policy and Procedures Manual

Policy Number: 6-01-00

Originating Office: Workforce Services/**KANSAS**WORKS 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 **KANSAS**WORKS 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 **KANSAS**WORKS State Board falls under KOMA.

Policy: KOMA does not require public bodies and agencies to hold public comment during meetings. The **KANSAS**WORKS 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 **KANSAS**WORKS 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@ks.gov 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: **KANSAS**WORKS State Board Manager / Email: WorkforceSvcs@ks.gov