

**WDA 16**

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# Policy Letter 02-2021

**Policy: Virtual Videoconference or Teleconference Provision to Conduct Business**

Effective Date: October 1, 2021

References: Workforce Innovation and Opportunity Act 2014

 Ohio Am. Sub. H. B. No. 110 – 134th General Assembly

## **Workforce Development Board Approval**

Motion24-2021 approved on September 17, 2021. This is a new policy.

## **Purpose**

To establish local policy for WDB16 to conduct business through virtual videoconference or teleconference as passed in Ohio’s General Assembly.

## **Background**

The Ohio General Assembly passed an allowance in the SFY2022 – 2023 biennial budget that local public workforce boards may conduct business through the use of interactive video conference or teleconference.

**IV. Requirements**

The requirement in division (C) of section 121.22 of the Revised Code that a member of a public body be present in person at a meeting open to the public to be part of a quorum or to vote does not apply to a local board if the board holds a meeting by interactive video conference or teleconference in the following manner:

 (a) WDB16 establishes the primary meeting location of Harris Co Department of Job and Family Services, 520 N. Main Street, Cadiz OH. This location is open and accessible to the public. This meeting location may be changed as long as the meeting location is provided in the meeting “sunshine” public notification and communicated to all WDB16 members.

 (b) Meeting-related materials that are available before the meeting will be sent via electronic mail, facsimile, hand-delivery, posted on the WDA16 website or United States postal service to each board member:

 (c) In the case of an interactive video conference, WDB16 will ensure a clear video and audio connection to be established that enables all meeting participants at the primary meeting location to see and hear each board member:

 (d) In the case of a teleconference, WDB16 will ensure a clear audio connection to be established that enables all meeting participants at the primary meeting location to hear each board member:

 (e) All WDB16 members will have the capability to receive meeting-related materials that are distributed during the board meeting:

 (f) A roll call voice vote will be recorded for each vote taken,

 (g) The minutes of the WDB16 meeting will identify which board members remotely attended the meeting by interactive video conference or teleconference.

The use of an interactive video conference is preferred, but nothing prohibits the board from conducting its meetings by teleconference or by a combination of interactive video conference and teleconference at the same meeting.

**V. Policy**

WDB16 has adopted the following rules and policy in accordance with Chapter 119, of the Revised Code that are necessary to implement the use of videoconferencing and/or teleconferencing to conduct business, including all of the following:

 (a) WDB16 members are hereby authorized to remotely attend a board meeting by interactive video conference or teleconference, or by a combination thereof, in lieu of attending the meeting in person:

 (b) At least one (1) Ohio Means Jobs Center staff must be physically present in person at the primary meeting location if the board conducts a meeting by interactive video conference or teleconference; Zero (0) WDB16 members are required to be physically present, as all are authorized to remotely attend a board meeting:

 (c) No more than one board member remotely attending a board meeting by teleconference is permitted to be physically present at the same remote location:

 (d) WDB16 members are expected to be physically located within the United States or its territories for participation in meetings by interactive video conference and by teleconference:

 (e) All meeting-related materials will be emailed to WDB16 members, and will be posted and accessible from the board’s website, [www.omj16.com](http://www.omj16.com) , for the public and the media in advance of or during a meeting at which board members are permitted to attend by interactive video conference or teleconference:

 (f) Visual verification of Board members will be used to verify Board member identity. If a visual connection is not available, the Board member will need to verify their identity by answering questions posed by the Board Chair or Staff to the Board. teleconference. If verification cannot be made, the vote of that member will not be counted for any Board actions, nor will their presence count toward the By-Laws required quorum.

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