

Area 14 Workforce Development Board

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Area 14 Meeting Policy

Area 14 Policy 14.21

Effective: September 13, 2021



I. Purpose

To establish local policy for the Area 14 WDB to conduct business through virtual videoconference or teleconference as passed in Ohio's General Assembly.

II. 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:

- (1) The Area 14 WDB will establish and publish a primary meeting location that is open and accessible to the public:
- (2) Meeting-related materials that are available before the meeting will be sent via electronic mail, facsimile, hand-delivery, or United States postal service to each board member:
- (3) In the case of an interactive video conference, the Area 14 WDB will ensure a clear video and audio connection to be established that enables all meeting participants at the primary meeting location to see and/or hear each board member:
- (4) In the case of a teleconference, the Area 14 WDB will ensure a clear audio connection to be established that enables all meeting participants at the primary meeting location to hear each board member:
- (5) All Area 14 WDB members will have the capability to receive meeting-related materials that are distributed during the board meeting:
- (6) A roll call voice vote will be recorded for each vote taken:
- (7) The minutes of the Area 14 WDB 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.

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V. Policy

On September 13, 2021, the Area 14 WDB 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:

(1) Area 14 WDB 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:

(2) At least one staff to the board 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) Area 14 WDB members are required to be physically present as all are authorized to remotely attend a board meeting:

(3) Area 14 WDB 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:

(4) All meeting-related materials will be emailed to Area 14 WDB members, and will be posted and accessible from the board's website, <https://www.ohioarea14.org>, 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:

(5) Each Area 14 WDB member will be asked state their name for the record if the board member is remotely attending a meeting by video conference or teleconference.

(6) The Area 14 WDB will hold one in-person meeting once a year in August to go over program allocations and the yearly report unless there is a vote to change this. All others will be held via video or teleconference.