

# South Central Ohio Workforce Partnership

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Area 20/21 Workforce Development Board

WDB Remote Meeting Policy (Area 20)

Effective: January 29, 2025



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## I. Purpose

To establish local policy regarding virtual attendance and quorum for Workforce Development Board (WDB) meetings.

## II. Effective

Immediately

## III. Background

Under ORC 121.22, public bodies cannot do official business without the attendance of a quorum, comprising members who gather in person at a designated location. The manual outlining these provisions, is found at:

<https://www.ohioattorneygeneral.gov/Files/Publications-Files/Publications-for-Legal/Sunshine-Laws-Publications/2021-Sunshine-Manual.aspx>.

However, revised ORC Section 6301.06 now allows WDB members to satisfy open meeting requirements by convening remotely in an interactive tele-conference or video conference. The legislation sets the following pre-conditions for holding remote meetings, all of which must be embodied in printed policies of the WDB:

- a. The board authorizes its members 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. The board establishes a primary meeting location that is open and accessible to the public.
- c. The board establishes a minimum number of its members that must be physically present in person at the primary meeting location if the board conducts a meeting by interactive video conference or teleconference.
- d. Not more than one board member remotely attending a board meeting by teleconference, is permitted to be physically present at the same remote location.

- e. The board establishes geographic restrictions for participation in meetings by interactive video conference and by teleconference.
- f. The board establishes a policy for distributing and circulating meeting-related materials to board members, 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.
- g. Meeting-related materials that are available before the meeting must be sent via electronic mail, facsimile, hand-delivery, or United States postal service to each board member.
- h. All board members must have the capability to receive meeting-related materials that are distributed during the board meeting.
- i. The board establishes a method for verifying the identity of a board member who remotely attends a meeting by teleconference.
- j. A roll call voice vote must be recorded for each vote taken.
- k. The minutes of the board meeting must identify which board members remotely attended the meeting by interactive video conference or teleconference.
- l. For remote meetings, the use of an interactive video conference is preferred, but nothing in this section prohibits the board from conducting its meetings by teleconference or by a combination of interactive video conference and teleconference at the same meeting.
- m. In the case of an interactive video conference, the board causes 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.
- n. In the case of a teleconference, the board causes a clear audio connection to be established that enables all meeting participants at the primary meeting location to hear each board member.

#### **IV. Policy**

The South Central Ohio Workforce Partnership and Area 20 Workforce Development Board (WDB) no longer requires that at least 45% of the board be in physical attendance at quarterly Workforce Development Board meetings in order for a quorum to be met. The minimum number of WDB members that must be physically present in person at the primary meeting location is 25%. Members who attend virtually will have all meeting-related materials distributed by electronic mail.

##### **a. Qualifying Criteria**

Board members who attend meetings virtually are eligible to contribute towards quorum if they notify the Board Chair in advance of the quarterly Workforce Development Board meeting and are affected by one or more of the following qualifying criteria:

- i. Illness;
- ii. Quarantine;
- iii. Travel outside of the local workforce area;

- iv. Inclement weather; and
- v. Company policy prohibiting in-person meetings.

b. Requirements for Remote Participation

Board members who attend virtually must satisfy the following conditions to satisfy open meeting requirements:

- i. Not more than one board member remotely attending a board meeting by teleconference, is permitted to be physically present at the same remote location;
- ii. A board member who remotely attends a meeting by teleconference must audibly or visually confirm their identity;
- iii. A roll call voice vote must be recorded for each vote taken; and
- iv. A clear audio connection is established that enables all meeting participants at the primary meeting location to see and hear each board member.
- v. No personal AI note taking programs are permitted in Area 20 Board meetings or committee meetings.

c. Consecutive Absence Policy

Board members are permitted one absence for each fiscal year (beginning July 1 of each calendar year and ending June 30 the following calendar year). If a board member misses three consecutive quarterly meetings, they will be subject to immediate removal.