



Use of Virtual Technology When Conducting Board Meetings Policy

Policy Number: 2021-10.27.1 VTP

Effective Date

This policy will go into effect immediately upon passage.

Purpose

To establish local policy for the Lucas County Workforce Development Board to conduct business through virtual videoconference or teleconference as permitted through the passage of H.B. 110 (2021) by 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.

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 LCWDB 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 LCWDB 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;
- (4) In the case of a teleconference, the LCWDB 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 LCWDB 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



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(7) The minutes of the LCWDB 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.

Policy

Upon passage of this policy, the following rules will apply in accordance with Chapter 119, of the Revised Code that are necessary to implement the use of videoconferencing, teleconferencing, or a combination of both to conduct business, including all of the following:

- (1) LCWDB 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 two staff of the Lucas County Department of Planning and Development, acting on behalf of 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; *no* LCWDB members are required to be physically present as all are authorized to remotely attend a board meeting;
- (3) No more than one board member remotely attending a board meeting by teleconference is permitted to be physically present at the same remote location;
- (4) LCWDB 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;
- (5) All meeting-related materials will be emailed to LCWDB members, and will be posted and accessible online 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;
- (6) Upon appointment to the board, each LCWDB member will be provided a “unique number” and will be asked to recite the number to verify the identity of a board member who remotely attends a meeting by teleconference.