

**WIOA Area 8 policy related  
to  
Virtual Videoconference or Teleconference Provision to Conduct Business**

**Purpose:** To meet the requirements of the Workforce Innovation and Opportunity Act.

**Background:** This policy describes the process for conducting business through virtual video conference or teleconference as passed in Ohio's general assembly.

**Action:**

1. The Revised ORC section 6301.06 allows WDB members to satisfy open meeting requirements by convening remotely in an interactive teleconference or videoconference. The legislation sets the following conditions for remote meetings.
2. Board members must be allowed to vote and be counted for a quorum, by remote participation in an interactive tele or video conference.
3. The Board will identify a primary meeting location that is open and accessible to all members of the public, from which remote meetings can be observed. This location will be identified when the agenda is distributed.
4. The Board must ensure that all attendees at the primary meeting location can clearly hear and, in the case of a video conference, see the actions and discussion of all participating board members
5. Board member must be identifiable at any time when he/she speaks or acts during the remote meeting. Therefore, if a video conference, the camera must remain on. Votes will be taken by a roll call to ensure that each board member is identified.
6. Twenty percent of the board members must be present at the meeting location. Workforce Director or staff will be present to ensure effective use of audio-visual equipment for anyone who attends a meeting in person.
7. No more than one board member can attend a meeting by teleconference from any given remote location to avoid un-observed discussion.
8. The meeting minutes will identify which member participated remotely, as well as the time frame of any late arrival, early departure, and/or interrupted participation.
9. Board members are expected to be physically located within the United States or its territories for participation in remote meetings.
10. All meeting related materials will be emailed to all board members and will be posted and accessible from the Board's website for the public and the media prior to the meeting or within 24 hours after the meeting.