



POLICY OF EMPLOYINDY

Policy Name	WDB – Electronic Meeting Attendance
Policy Number	2013-WDB-001
Program Funding Stream	Not Applicable
Executive Committee Approval	(please date & initial below)
Chairperson	<i>[Signature]</i> 9-13-2016
Vice-Chairperson	<i>[Signature]</i> 9-13-16
Secretary	<i>[Signature]</i>
Treasurer	<i>[Signature]</i> 9/14/16
EmployIndy President & CEO	<i>[Signature]</i> Angela C. Ketch

REV	Description of Change	Author	Effective Date	Sunset Date
	Initial Release	W. Miller	January 1, 2013	December 31, 2015
	Changes for WIOA – Changes Workforce Investment Board to Workforce Development Board; Changes summary of law to reflect WIOA requirements; eliminates direct reference to a youth council	W. Miller	July 1, 2015	June 30, 2016
	Reauthorization	A. Klitzsch	July 1, 2016	June 30, 2018

1. Purpose

Legislation was enacted by the State of Indiana effective January 1, 2013 that allows for "electronic attendance" by workforce development board members under conditions that do not violate the open door legislative requirements. This policy will set guidance for the EmployIndy Workforce Development Board for utilizing "electronic attendance" at its meetings in accordance with this legislation.

2. Scope

This resolution sets policy for "electronic attendance" at Workforce Development Board meetings including Executive and other committee meetings.

3. Summary of the Law, Rules, and Governing Policies

House Enrollment Act 1003 added Section 12. IC 5-14-1.5-3.6 to the Indiana Code effective January 1, 2013. This new legislation allows workforce development board

members to attend meetings electronically if a means of communication that permits:

- (1) The member,
- (2) All other members participating in the meeting,
- (3) All members of the public physically present the place where the meeting is conducted, and
- (4) If the meeting is conducted under a policy adopted under subsection (g)(7), all members of the public physically present at the public location at which members participate by means of electronic communication, to simultaneously communicate with each other during the meeting.

In addition,

- A minimum of one third of the members must be physically present and all votes must be taken by roll call vote
- The workforce development board must adopt a policy allowing for and governing the electronic participation at meetings by a majority of the governing body
- Each member of the workforce board is required to physically attend at least one meeting of the board annually

Members attending a meeting electronically are considered to be present at the meeting, shall be counted for purposes of establishing a quorum, and may vote at the meeting.

Finally, the policy adopted by the governing body must be posted on the Internet web site for the workforce development board.

EmployIndy Board By-Laws were modified effective November 20, 2012 to reflect the changes in Indiana State Law allowing electronic attendance at workforce development board (WDB) and its committee's meetings when and as allowed by state law.

4. Responsibilities

Board directors, executive council members, and other WDB committee members will be aware of this policy and will be responsible ensuring that the appropriate requirements are followed.

The EmployIndy Chief Executive Officer will be responsible for 1) ensuring that electronic means for attending meetings are available, 2) granting permission for members to attend electronically, and 3) for posting the board's electronic meeting policy on the board's public web site.

5. Policy Statement

The EmployIndy Workforce Development Board hereby allows electronic attendance at its public meetings under the following conditions:

- All votes will be taken using roll call;
- A minimum of one third of the members must be physically present at the meeting;
- Any member wishing to participate using electronic means, must request such, a minimum of 24 hours before the scheduled meeting time;
- Any member using electronic means to attend a meeting must have also attend at least

- one meeting in person during the preceding 12 month time period;
- The decision to allow WDB directors and WDB committee members to attend a WDB or WDB committee meeting using electronic means will be determined by the EmployIndy Chief Executive Officer. The EmployIndy Chief Executive Officer may delegate this responsibility to appropriate committee chairs or EmployIndy staff at his/her discretion.
 - Such requests to allow WDB directors and WDB committee members to attend electronically will not be denied unless one or more of the following conditions exist:
 - Appropriate electronic media is not available;
 - The maximum allowable to meet physical attendance requirements has not been met; or
 - The participant has not physically attended a meeting in the prior 12 months.

6. Exceptions

The EmployIndy Chief Executive Officer may waive the requirement whereby, a participant has not physically attended a meeting in the prior 12 months upon a showing of good cause if a) the board member has not been a member for a full calendar year or b) this policy has not been in effect for a full 12 month period. However, the member must still meet the legislated requirement to physically attend at least one meeting in the 12 month period from their appointment or during the first year of this policy, as appropriate.

7. Definitions

Electronic Attendance -A telephone conference call, a video conference call or other electronic means whereby all parties physically or electronically attending the meeting will be able to hear and talk to each other; thus providing the ability to fully participate in the meeting.

8. Related Policies and Documents

EmployIndy By-Laws