

**THE SUMMIT AND MEDINA WORKFORCE AREA COUNCIL OF GOVERNMENTS  
FOR OHIO LOCAL WORKFORCE AREA 2  
RESOLUTION 2026-08**

**A Resolution adopting additions to the Summit and Medina Workforce Area Council of Governments Personnel Policy Manual to make clearer the guidelines for employees retiring and what information may be released from a past or present employee’s personnel file upon request from a potential future employer as a part of its hiring process.**

**WHEREAS**, the Workforce Development Board (“WDB”) is defined under 20 CFR 679.310 as the body which performs planning, implementation and assessment of workforce development programs in Summit and Medina Counties;

**WHEREAS**, the SAMWA COG has been formed, in part, to act as the employer of staff to support the WDB in performing its mandated functions;

**WHEREAS**, in order to establish and define the roles, responsibilities and the related policies and procedures therein that apply to the staff hired by the SAMWA COG to support the role of the WDB, the SAMWA COG Board approved the staff’s Personnel Policies and Procedures on January 25, 2017 via Resolution 2017-03 with amendments to the manual made via Resolution 2017-12 on May 11, 2017, via Resolution 2021-03 on March 25, 2021, via Resolution 2021-20 on October 6, 2021, via Resolution 2021-25 on December 9, 2021, via Resolution 2022-11 on July 6, 2022, via Resolution 2023-04 on March 23, 2023, and via Resolution 2023-10 on June 29, 2023;

**WHEREAS**, during a recent review of the SAMWA COG Personnel Policies and Procedures Manual, it was determined it is in the best interest of the SAMWA COG staff to make clearer the guidelines for employees retiring and what may information be released from a past or present employee’s personnel file upon request from a potential future employer as a part of its hiring process; and

**WHEREAS**, the SAMWA COG finds and determines, after review of all pertinent information, that it is necessary to amend the SAMWA COG Personnel Policies and Procedures Manual make clearer the guidelines for employees retiring and what may information be released from a past or present employee’s personnel file upon request from a potential future employer as a part of its hiring process.

**NOW, THEREFORE, BE IT RESOLVED**, by the SAMWA COG that:

**SECTION 1**

The SAMWA COG Board hereby authorizes and approves the amendments to the SAMWA COG Personnel Policies and Procedures Manual.

**SECTION 2**

This directive shall take effect immediately upon its adoption.

Ayes: 2  
Nays: 0  
Abstain: 0  
Absent: 0

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ADOPTED this 25<sup>th</sup> day of June, 2026.



Summit County Executive



Medina County Commissioner