

**THE SUMMIT AND MEDINA WORKFORCE AREA COUNCIL OF GOVERNMENTS  
FOR OHIO LOCAL WORKFORCE AREA 2  
RESOLUTION 2026-13**

**A Resolution authorizing the Summit and Medina Workforce Area Council of Governments to adopt a change to its bylaws in order to convene meetings by means of video conference or any other similar electronic technology under specific conditions in accordance with Ohio Revised Code 121.221.**

**WHEREAS**, the Summit and Medina Workforce Area Council of Governments (“SAMWA COG”) adopted organizational documents, including its bylaws, on November 1, 2016, with the intent to define the governance structure through which the public workforce system in Ohio Local Workforce Area 2 (“Area 2”) would operate;

**WHEREAS**, the SAMWA COG Bylaws were previously amended by Resolution 2017-19, Resolution 2019-05, and Resolution 2022-17;

**WHEREAS**, the SAMWA COG Board is a public body and adheres to the State of Ohio’s Sunshine Laws, including the Open Meetings Act;

**WHEREAS**, effective April 9, 2025, Ohio House Bill 257 determined that members of a public body may hold and attend meetings by means of video conference or other similar electronic technology under certain conditions as outlined in Ohio Revised Code (ORC) 121.221; and

**WHEREAS**, the SAMWA COG Board finds and determines that it is necessary to amend the SAMWA COG Bylaws to permit virtual meetings by means of video conference or other similar electronic technology in accordance with ORC 121.122.

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

**SECTION 1**

The amended SAMWA COG Bylaws, attached hereto as Resolution *Exhibit A*, are hereby adopted. The amended bylaws Section 1.4 Meeting Format shall outline the conditions required by ORC 121.221 to hold and attend meetings by means of video conference or other similar electronic technology.

**SECTION 2**

Upon adoption of this Resolution, the amended bylaws, attached hereto as Resolution *Exhibit A*, replace all previously adopted versions of the SAMWA COG Bylaws.

**SECTION 3**

This Directive shall take effect immediately upon its adoption.

Ayes: 2

Nays: 0

Abstain: 0

Absent: 0

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

**THE SUMMIT AND MEDINA WORKFORCE AREA COUNCIL OF GOVERNMENTS  
FOR OHIO LOCAL WORKFORCE AREA 2  
RESOLUTION 2026-13**

  
\_\_\_\_\_  
Summit County Executive

  
\_\_\_\_\_  
Medina County Commissioner

**Bylaws of  
The Summit and Medina Workforce Area Council of Governments  
("SAMWA COG")**

The following Bylaws are hereby adopted this 25<sup>th</sup> day of June, 2026, by the Board of the Summit and Medina Workforce Area Council of Governments ("SAMWA COG").

**Introduction**

**Whereas**, The Workforce Innovation and Opportunity Act (WIOA) envisions a workforce development system that is focused on job seekers, businesses, and the needs of regional economies, and requires workforce development boards and chief elected officials to design and govern the system regionally, aligning workforce policies and services with regional economies and supporting service delivery strategies tailored to those needs; and

**Whereas**, the SAMWA COG was established to provide the governance structure for the WDB to carry out its mandated functions of planning, contracting and assessing workforce development programs and to more clearly establish that local elected officials have ultimate responsibility for the expenditure of WIOA funds; and

**Whereas**, in order to carry out the purposes of the SAMWA COG and to achieve the mandates of WIOA, it is necessary to establish bylaws to achieve the following:

1. Define, where needed, the governance structure of the SAMWA COG Board,
2. Establish a Workforce Development Board,
3. Define the duties of the WDB and the processes by which the WDB will perform its functions,
4. Define the WDB's accountability to the SAMWA COG Board (the Local Elected Officials),
5. Clarify the lines of fiscal accountability as they relate to, a) the administrative functions of the SAMWA COG and the WDB, and b) the receipt, expenditure and monitoring of WIOA funds for the provision of workforce development services,
6. Provide for the hiring of staff, including an executive director, to support the duties and functions of the WDB, and to define the staff's accountability to chief local elected officials (the SAMWA COG Board) and to the WDB,
7. To designate Fiscal Agents,
8. To provide for the competitive process to choose a One-Stop Operator and service providers, and
9. To provide guidance as to the working relationship (logistics) between the WDB and its staff, the fiscal agent for WIOA program funds and the management of programs through the One-Stop Operator.

NOW THEREFORE, the SAMWA COG Board adopts the following bylaws:

## **Definitions**

1. “WIOA.” The Workforce Innovation and Opportunity Act of 2014, as amended.
2. “Workforce Area 2.” Ohio Counties of Summit and Medina.
3. “Chief Elected Officials” (“CEOs”). In Summit County the Chief Elected Official is the County Executive. In Medina County, the Chief Elected Officials are the County Commissioners. For the purposes of this Regional Council of Governments (“COG”) the Medina County Commissioners will elect or appoint one of their members to serve as their representative.
4. “COG Fiscal Agent.” The person or entity designated as the Subrecipient of WIOA funds from the Ohio Department of Job and Family Services (“ODJFS”) and will receive, process and account for administrative funds used for the administration and staffing of the SAMWA COG, including the administrative support of the WDB. Through a Subrecipient relationship with the Area WIOA Fiscal Agent distributes WIOA program funds to the WIOA Fiscal Agent.
5. “WIOA Fiscal Agent.” The person or entity designated to the receive, process and account for WIOA program funds allocated to Workforce Area 2 from the COG Fiscal Agent
6. “Workforce Development Board” (“WDB”). The body defined under 20 CFR 679.310 to perform planning, implementation and assessment of workforce development programs in Summit and Medina Counties.
7. “One-Stop Operator.” An entity that oversees and manages the coordination of an array of employment services and connections to work-related training and education to achieve results for jobseekers, workers, and businesses under the direction of the SMWDB and in accordance with the goals and mandates of WIOA.

## **Section 1. SAMWA COG Board Governance and Functions**

1.1 Governance. The SAMWA COG Board consists of two members, one Medina County Commissioner chosen by the Board of Commissioners of Medina County, and the other the County Executive of Summit County. The chairmanship of the COG Board shall be determined at the first meeting of each calendar year by mutual agreement between the CEOs. The Chairman shall hold all of the powers/authorities granted to the same within the text of the WIOA, its regulations, and other federal, and state law. The Chairman is responsible to schedule and cancel, through its COG staff, and preside over all meetings. The Chairman will also serve as Secretary of the SAMWA COG and will be responsible to arrange for the keeping of minutes

of meetings and records of proceedings. The member who is not chairperson will be the Treasurer of the SAMWA COG and will be responsible to arrange for periodic financial reports from staff and fiscal agents.

1.2 Function and Actions by Consensus. The principal function of the Board will be to provide the organizational structure within which the Workforce Development Board (“WDB”) will operate, to oversee the work of the Workforce Development Board, to evaluate its effectiveness and to implement its programs and recommendations. The SAMWA COG Board will take action only by consensus vote of both members. Plans, actions, contracts and programs recommended by the WDB will be implemented by the SAMWA COG Board unless both members agree to withhold approval.

1.3 Meetings are open to the public. In compliance with Ohio’s Public Records and Open Meetings Laws, collectively known as “Sunshine Laws”, all meetings of the SAMWA COG Board at which Board business is conducted are in public or publicly available, and adequate notice to the public shall be given of such meetings. Members of the public may address the SAMWA COG Board on matters pending before them during a designated time allotment for public comment, determined at the Chair’s discretion. Any member of the public who wishes to speak will be granted three minutes to be heard by the SAMWA COG Board. All records and data utilized by the members in the conduct of business of the Board will, upon request, be made available to the public per the SAMWA COG’s public records policy. Minutes from meetings will be posted on the Area website. As stated in Section 1.4 below, one member may attend meetings virtually, except when the following is being considered:

- i. A major nonroutine expenditure, meaning an expenditure outside of WIOA funds;
- ii. A significant hiring decision, meaning the hiring of the SAMWA COG executive director;
- iii. Either board member requests the meeting occur fully in person at least 48 hours before the meeting, unless the board members agree to waive the 48 hour notice.

1.4 Meeting Format. In accordance with Ohio Revised Code 121.221, the Board may convene for meetings in-person or by means of video conference or other similar electronic technology under the following conditions:

- i. At least one board member is physically present and notice by reasonable methods of the location and time of the meeting where this member is present is given at least 72 hours in advance, with an immediate notification to the news media if there is a change in the time or location because of an emergency;
- ii. Public access is provided along with livestreaming by means of the internet, television, cable, or public access channels, or by means of any other similar electronic technology, including to permit public comment as referenced in Section 1.3;
- iii. All votes are taken by roll call;
- iv. A member who attends a meeting virtually notifies the Chairperson not less than 48 hours;
- v. An emergency requiring a change in time and location of the meeting occurs when the time or location has to be changed because of safety concerns, including but not limited

to building damage and/or electronic technology issues. As stated in Section 1.1, this Board consists of two members and when the meeting location is located in the county of the Chairperson, the other member shall be presumed to give notice of virtual attendance to the Chairperson at the time the meeting is scheduled.

1.5 Proxy. Each CEO may designate a proxy to serve in his/her absence. If the duly appointed CEO cannot attend any regular or special SAMWA COG meeting, the duly appointed representative CEO may arrange for a proxy to serve in his or her place. In Medina County, one of the other members of the board of county commissioners, by invitation of the member commissioner, may serve as a proxy to the duly appointed representative at any time without their board of county commissioners taking any special action. However, a board of county commissioners may declare by resolution which commissioner shall serve as the alternate to the COG. In Summit County the County Executive may appoint a proxy to serve in their place at any time without special action of County Council. The sole requirement for the proxy from either County to serve is that the proxy is a registered voter and resident of the county for whom s/he serves as a representative. While serving in place of the duly appointed SAMWA COG representative, the proxy representative will have all the same powers and authorities as that of the duly appointed representative to the SAMWA COG.

## **Section 2. Establishment of the local Workforce Development Board**

### **2.1 Appointments to the WDB.**

The CEOs shall each:

- a. Appoint a number of Business Members which equates to the ratio of their county's population to the total population of the Area, but totaling ten (10) members with a minimum of three (3) appointed by Medina County;
- b. Appoint one (1) of the required education and training representatives which results in a total of two (2) appointments;
- c. Appoint one (1) of the required labor representatives which results in a total of two (2) appointments;
- d. Agree to appointing the required joint training apprenticeship program representative and one of the following: the representative of a CBO or the representative of an organization with youth expertise, which results in a total of two (2) appointments;
- e. Agree to alternate an appointment of the economic and community development representative from their respective county following each term; the CEO of the non-represented county shall appoint the required vocational rehabilitation representative, which results in a total of two (2) appointments; and
- f. Agree that the State of Ohio shall determine who they nominate for the required representative of the State Employment Service Office serving under Wagner-Peyser which results in one (1) appointment; further, the CEOs shall agree to alternate this appointment following the term of the representative;

Any additional appointments surpassing the required minimum of 19 members deemed appropriate by a CEO shall be appointed by their respective county and may shall result in the appointment of additional business members to maintain the required 51% business majority.

2.2 WDB Composition. The Board shall consist of a minimum membership of 19 as outlined in the WIOA and stated herein. To arrive at the correct minimum membership level, specific composition requirements must be met.

- a. A majority of the members (at least 51 percent) shall be representatives of business in the local area, who: (i) are owners, chief executives or operating officers, or other business executives with decision-making authority; (ii) represent businesses, including small businesses (or organizations representing such businesses); and (iii) that provide employment opportunities in in-demand industry sectors or occupations in the local area; and (iii) are appointed from among individuals nominated by local business organizations and business trade associations.
- b. At least 20 percent of the members shall be representatives of the workforce within the local area, who: (i) shall include organized labor representatives nominated by local labor federations; (ii) shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists; (iii) may include representatives of community based organizations that have expertise in addressing employment needs of individuals with barriers to employment; and (iv) may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth.
- c. Shall include representatives of entities administering education and training activities in the local area, as follows: (i) a representative of eligible providers administering adult education and literacy activities under title II; (ii) a representative of institutions of higher education providing workforce investment activities (including community colleges). The WDB may include representatives of local educational agencies, and community-based organizations with expertise in addressing the education or training needs of individuals with barriers to employment;
- d. Shall include representatives of governmental and economic and community development entities serving the local area, as follows:(i) a representative of economic and community development entities; (ii) an appropriate representative from the State employment service office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.); (iii) an appropriate representative of the programs carried out under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741). The WDB may include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and

public assistance and representatives of philanthropic organizations serving the local area; and

- e. The WDB may include such other individuals or representatives of entities as the COG may determine to be appropriate, while maintaining a majority of at least 51 percent Business community members.

### **Section 3. Fiscal Officers**

3.1 **COG Fiscal Agent.** The County of Summit Department of Finance and Budget under the County Executive, shall be named as the COG Fiscal Agent for purposes of receiving, processing and accounting for administrative funds used for the administration and staffing of the SAMWA COG, including the administrative support of the WDB. Through a Subrecipient relationship the COG Fiscal Agent distributes WIOA program funds to the WIOA Fiscal Agent.

3.2 **WIOA Fiscal Agent.** The County of Summit Department of Job and Family Services shall be designated to the receive, process and account for WIOA program funds allocated to Workforce Area 2 from the COG Fiscal Agent.


### **Section 4. Miscellaneous**

4.1 **Dispute Resolution.** Any dispute between the SAMWA COG Board and the WDB regarding any matters they are required to perform together shall be determined by discussion between the Chief Elected Officials and the Executive Committee of the WDB. In the event the parties cannot reach an agreement, the decision of the SAMWA COG Board shall prevail.

4.2 These Bylaws amend and replace all previously adopted bylaws of the SAMWA COG.

In Witness Whereof, the members of the Board of the SAMWA COG have executed these Bylaws this 25<sup>th</sup> day of June, 2026.

Members of the Board of the SAMWA COG:

  
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Ilene Shapiro, Summit County Executive  
Summit County Representative to the SAMWA COG

  
\_\_\_\_\_  
Colleen Swedyk, Medina County Commissioner  
Medina County Representative to the SAMWA COG