

Wood County Alcohol, Drug Addiction and Mental Health Services Board

Policy 11

SUNSHINE LAW COMPLIANCE (OPEN MEETINGS)

Purpose

To provide a standard process and procedure for notification to the public of all Wood County Alcohol, Drug Addiction and Mental Health Services Board meetings.

Policy

1. All meetings of the Wood County ADAMH Services Board and its Committees shall be held and conducted in accordance with the requirements of ORC Section 121.22 and shall be considered "open meetings" which the public may attend.
2. Advance written notice of all regular Board and Committee meetings shall be provided to the following parties:
 - a. All Board members and staff.
 - b. Contract agencies of the Board.
 - c. Local news media, to include at least The Sentinel Tribune, The Suburban Press, The Perrysburg Messenger, The Rossford Record Journal, and NBXpress.
 - d. Others who may request such notification.

The Board shall provide immediate notice of an emergency meeting to all parties listed in Section 2(a)-(d).

3. The Board or its Committees may adjourn into executive session and exclude the general public and/or staff to discuss any of the following topics:
 - a. Appointment, employment, dismissal, discipline, promotion, demotion, or compensation of or the investigation of charges or complaints against a public employee or official unless the employee or official affected requests a public hearing.
 - b. Consideration of the purchase of property or for the sale of property at competitive bidding.

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- c. Conferences with the Board's attorney concerning disputes that are the subject of pending or imminent court action.
 - d. Matters related to labor negotiations.
 - e. Matters required to be kept confidential by State statutes, Federal law or regulations.
 - f. Details relating to security arrangements and emergency response protocols.
 - g. Matters that might identify individual clients without their consent.
 - h. Other such matters as may be provided for by law.
4. An Executive Session must always begin and end in Open Session. Moving to close a meeting and go into executive session shall state the specific purpose for the Executive Session, require a second and require an affirmative roll call vote of a majority of those present.
5. Copies of Board minutes, as adopted and approved by the Board, shall be routinely sent to all Board members, staff, and contract agencies of the Board. Also, be made available on the Board website.
6. Public records of the Board and Committee shall be made available to the public during regular business hours. Copies of such shall be provided within a reasonable amount of time upon request. The Board may charge duplication costs and postage incurred in honoring such requests. (Refer to Policy 10 Public Records and Retention).
7. The fact that Board and Committee meetings are open to the general public guarantees the right to attend a public meeting; it does not guarantee the right to participate in that meeting. However, at the discretion of the person who is chairing the meeting, representatives of the public may be invited to address the Board members or to participate in discussions.