

COLUMBIANA COUNTY MENTAL HEALTH AND RECOVERY SERVICES BOARD
27 Vista Drive, P O Box 500, Lisbon, Ohio 44432

SUBJECT: OPEN MEETINGS

Section:

Page 1 of 1

Effective Date: 12/03/04

Supersedes:

**Approved By: Patricia A. Baumgarner
Executive Director**

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PURPOSE:

To establish a policy and procedure to implement Section 121.22(F) of the Revised Code of Ohio covering Open Meetings.

POLICY:

It is the policy of the Columbiana County Mental Health and Recovery Services Board to hold open meetings, to take official action, and to conduct all deliberations on official business only in open meetings, unless the subject matter is discussed in Executive Session in accordance with 121.22 (G) of the Revised Code. Minutes of such meetings shall be available for public inspection.

PROCEDURE:

1. An official communication will be sent to all commercial print and broadcast media servicing the Columbiana County area that the regular monthly meeting of the Board will be held at 6:30 p.m. at the Counseling Center on the fourth Tuesday of each month.
2. Notice of Board's meeting schedule will be posted within Board and provider offices and included in each Board newsletter.
3. Deviations from the regular schedule of any special meeting of the Board shall be reported to the media and similarly posted in Board and provider offices at least 24 hours in advance of such meeting.
4. Any person who inquires, in person or by telephone, concerning the date, time and place of such meetings shall be so informed.
5. All meetings of the Board and its committees and subcommittees will be held in open meetings. Audio or video tape recordings may not be made unless approved by the Board Chair or the person chairing the committee.
6. Staff meetings of the Executive Director and Board staff and meetings between supervisors and employees will not be open to the public.

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