

**MENTAL HEALTH & RECOVERY  
SERVICES BOARD OF LUCAS COUNTY**

**Open Meetings Policy Compliance**

**COQ: I-A.2  
Effective: 4/1/16  
Supersedes: 4/1/14**

**POLICY**

As required by ORC 121.22, Board, Committee and Sub-committee meetings of the Mental Health and Recovery Services Board of Lucas County shall be conducted in accordance with Ohio's Open Meetings law as appropriate.

**ACCOUNTABILITY**

Board of Trustees, Board Secretary, Executive Director

**PROCEDURE**

This policy will apply to any prearranged discussion of the majority of Board, Committee, and/or Sub-committee members to discuss the business of the Board, and shall include regular, special and emergency meetings. The Secretary of the Board, or the appropriate Committee/Sub-committee Chair, shall be responsible for ensuring that all steps required by the Ohio Open Meetings Act are followed.

A. Notice of regular meetings

Regular meetings are defined as those meetings which are held at prescheduled intervals, and include all Board, committee and sub-committee meetings if regularly scheduled. Notice of all regular meetings will be listed on the MHRS Board website. The notice will list the date, time and place of such meeting, and identify the meeting as a regular board meeting or special or emergency meeting. The purpose of the regular meeting need not be included in the notice.

B. Notice requested by individuals and the media

Any person may request notification of all meetings at which a specific type of business is discussed. The Board will keep a mailing or email list of all such persons and will either email or mail out a notice for each meeting which matches the request.

C. Notice of special or emergency meetings

A special meeting is any meeting which is not a regular meeting and includes board retreats. An emergency meeting is a meeting to deliberate an event or situation requiring immediate action by the Board. The Board will keep a mailing or email list of news media organizations or individuals which have requested advance notice of special or

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emergency meetings. The Board will notify those news media organizations and individuals not less than 24-hours before a special meeting. The notice will include the date, time, place and purpose of the meeting.

**D. Executive Session**

A Board or Committee member, at a regular or special meeting, may make a motion for the Board or Committee to go into executive session. The member making the motion will include the purpose of the Executive Session, as permitted under ORC 121.22 (G). The Board or Committee may go into executive session to discuss the following matters:

1. Certain public employee matters;
2. Property related matters where a competitive advantage could result from premature disclosure;
3. Disputes which are the subject of a pending or imminent court action;
4. Reviewing negotiations or bargaining sessions with public employees;
5. Certain confidential matters under state or federal law; and
6. Certain security arrangements.

The call for the vote must include the purpose for executive session, and the vote may only be taken during an open meeting. A member making a motion to deliberate personnel matters will also state the particular focus of deliberation, i.e. appointment, employment, dismissal, discipline, or promotion. The motion must then be approved by a majority of a quorum of the Board of Trustees by a roll call vote. The Board will only deliberate during executive session, and will reconvene the open meeting prior to any decision-making or the end of the Board meeting.

**E. Board Minutes**

The Secretary of the Board or their designee will promptly review and approve minutes of all regular and special meetings and shall file the minutes at the Board office. The minutes of each meeting will include the order of business, any motions and the board member making the motion, and any decisions made. The minutes of a meeting in which an executive session was held will state only the purpose for executive session. All minutes will be made available for public inspection during regular business hours.

**Approved:**

  
**Scott A. Sylak, Executive Director**

3-15-16  
**Date**