

**ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES
BOARD OF CUYAHOGA COUNTY**

POLICY STATEMENT

SUBJECT: BOARD MEETING MINUTES

EFFECTIVE DATE: September 23, 2020

PURPOSE

To maintain an official record of all Board of Directors public meetings of the Alcohol, Drug Addiction and Mental Health Services (ADAMHS) Board of Cuyahoga County.

POLICY

It is the policy of the ADAMHS Board that minutes are taken at all public meetings of the Board of Directors. Minutes shall be available in a written format via hard copy or electronic version. They shall include a list of each Board member in attendance and each absent, items discussed, action taken, or directions given. Dissenting opinion shall be noted. Discussion is summarized, noting outcome and dissention. Board members requiring particular statements to appear in the minutes should state that their comments are for the record at the time in which they are made.

It is the policy of the ADAMHS Board to provide access to minutes of the public meetings of the Board as follows:

1. Following approval by the Board at a subsequent meeting of the Board, a copy of the approved minutes of the Board will be retained in the Board offices.
2. Persons who request to review the minutes of the Board meetings may do so on the ADAMHS Board official website or at the ADAMHS Board office at all reasonable times during regular business hours.
3. Persons who request to obtain a copy of the minutes of the Board meetings shall be provided, at the ADAMHS Board office, a copy of the approved minutes, at cost, within a reasonable time after making the request.

RESPONSIBILITIES

It is the responsibility of the full Board as to General Meetings of the Board and of the Board committee members as to Committee meetings of the Board to:

1. Review, at the next regularly scheduled General or Committee meeting of the Board, the minutes of the applicable previous meeting for accuracy and completeness of the record.

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It is the responsibility of the Board of Directors Chair to:

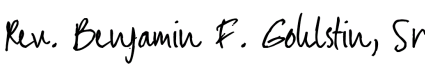
1. Review and sign the minutes of the Board General Meetings following approval of those minutes by the Board as the official record of those proceedings.

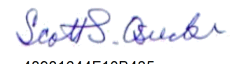
It is the responsibility of the Chief Executive Officer to:

1. Ensure that minutes of the Board public meetings are recorded and distributed to all Board of Directors in a timely fashion so as to allow for review and approval.
 2. Organize, maintain and protect the official record of Board actions through original Board minutes, signed by the Chair of the Board of Directors.
 3. Establish office procedures to implement this policy.
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Supercedes and retires: Board Meeting Minutes, Effective March 22, 2017

Reference: Ohio Revised Code sections 121.22(C), 149.43(B)

DocuSigned by:

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Rev. Benjamin F. Gohlstin, Sr.
ADAMHS Board Chair

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Scott S. Osiecki
ADAMHS Board Chief Executive Officer

September 23, 2020

September of 2023

Approval Date

Review Date