

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

**POLICY STATEMENT**

**SUBJECT: OPEN MEETINGS ACT POLICY**

**EFFECTIVE DATE: January 24, 2024**

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**PURPOSE**

To notify the public of all public meetings of the ADAMHS Board in compliance with Ohio Revised Code section 121.22.

**POLICY**

It is the policy of the ADAMHS Board to take official action and to conduct all deliberations on official business during open meetings in compliance with Ohio Revised Code section 121.22, unless an executive session is authorized by law.

**PROCEDURE**

A. Schedule and Notifications:

1. **Board Meetings:** The times and places of all ADAMHS Board Meetings are posted on the ADAMHS Board website at [www.adamhsc.org](http://www.adamhsc.org). The ADAMHS Board holds meetings either as a full Board or organized as one or more of the following Board Committees. In general, the Board meets on the following days each month, with the exception of August and December. *The schedule and starting times for all meetings are subject to change and can be obtained by visiting the Board's website.*
  - General Meetings of the Full ADAMHS Board of Directors:  
Usually held on the fourth Wednesdays of each month.
  - Faith-based Outreach Committee  
Usually held bi-monthly on the first Wednesday of even-numbered months.
  - Community Relations and Advocacy Committee:  
Usually held bi-monthly on the first Wednesday of odd-numbered months.
  - Finance and Oversight Committee:  
Usually held the third Wednesday of each month.
  - Executive Committee:  
Convened as needed from time-to-time.
2. **Schedule Change:** In the event that the observation of a national holiday, a special meeting or other circumstances cause a change to the ADAMHS Board meeting schedule, notice of any changes shall be posted on the ADAMHS Board website.
3. **Special Meeting:** In the event that a Special Meeting is called, the ADAMHS Board shall give at least twenty-four (24) hours advance notice to the news media that have requested notification,

except in the event of an emergency requiring immediate official action. In the event of an emergency, the ADAMHS Board shall notify the news media that have requested notification immediately of the time, place, and purpose of the meeting.

- 4. **Agenda:** The agenda for each ADAMHS Board meeting is posted on the ADAMHS Board website ([www.adamhsc.org](http://www.adamhsc.org)) the Friday prior to the scheduled meeting.
  - If a person does not have access to the internet, a person, upon request and payment of a reasonable fee, may obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. Provisions for advance notification may include, but are not limited to, mailing the agenda of meetings to all subscribers on a mailing list or mailing notices in self-addressed, stamped envelopes provided by the person.
- 5. **ADAMHS Board Executive Assistant:** Any person may call the ADAMHS Board Executive Assistant to inquire about the date, time and place of such meetings and shall be so informed.


B. Location of Meetings:

- 1. All meetings, unless otherwise specified, are held at the ADAMHS Board offices located at 2012 West 25<sup>th</sup> Street, 6<sup>th</sup> Floor, Ohio Room, Cleveland, Ohio 44113.

C. Audio and/or video recording of ADAMHS Board public meetings is permissible as long as it does not cause disruption to the meeting as determined by the presiding ADAMHS Board Chair.

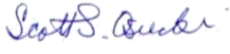
**Reference:** Ohio Revised Code section 121.22

**Supersedes and retires:** "Open Meetings Act Policy" Effective September 29, 2021

DocuSigned by:  
  
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 J. Robert Fowler, Ph.D  
 ADAMHS Board Chair

January 24, 2024

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Approval Date

DocuSigned by:  
  
48981644E10B435  
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 Scott S. Osiecki  
 ADAMHS Board Chief Executive Officer

January 2027

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Review Date