

Policy Title: Open Meetings Act Policy (Sunshine Law)

Policy Number: I-A.2

Effective Date: February 18, 2025

PURPOSE

In compliance with the Ohio Revised Code (ORC) Section 121.22, the Alcohol, Drug Addiction and Mental Health Services (ADAMHS) Board of Erie County will notify the public of all its public meetings.

POLICY

The ADAMHS's Board's policy is to conduct open meetings, take official actions, and deliberate on official business in public, except when in Executive Session, as per section 121.22(G) of the ORC.

PROCEDURE

1. Schedule and Notifications

- Board General Meetings
The times and locations of all ADAMHS Board meetings are on the website at www.adamhserie.org. Meetings are held on the third Tuesday of each month, except in December, when the meeting is held the second Tuesday of the month. For the most current schedule, please visit the Board's website, as these details are subject to change.
- Finance Committee
Usually held bi-monthly on the second Tuesday of odd-numbered months.
- Planning Committee
Usually held on the first Tuesday of each month.
- Executive Committee
Convened as needed from time to time.

2. Board Meeting Notice

Notice is provided on the ADAMHS Board website. Notifications are sent via email to each provider/partner agency, the Sandusky Register, the Erie County Commissioners, and the ADAMHS Board members and staff.

3. Schedule Change

If a national holiday should occur on the regularly scheduled meeting day or a special meeting day, or if other circumstances alter the ADAMHS Board meeting schedule, any changes will be announced on the ADAMHS Board website.

4. *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.

5. *Executive Session Meeting*

The ADAMHS Board may go into executive session, by a roll call vote, and exclude the general public and/or staff to discuss the following topics as outlined in R.C. Section 121.22.

6. *Meeting Minutes*

The meeting minutes for each ADAMHS Board meeting are posted on the ADAMHS Board website (www.adamhserie.org). Copies of the minutes, as adopted and approved by the ADAMHS Board, shall be promptly prepared, filed, and maintained and shall be open to public inspection.

7. *Location of Meetings*

- All General Meetings, unless otherwise specified, are held at the Erie County Office Bldg., 247 Columbus Ave, 3rd fl., Sandusky, at 4:00 p.m.
- All Committee Meetings, unless otherwise specified, are held at the Government Office Bldg., 2900 Columbus Ave, 2nd Fl, Conf Rm 213, Sandusky.

8. *Audio/Video Recording*

Audio/video recording of the 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.

APPROVED



Board Chair

2-18-2025

Date



Executive Director

2-19-2025

Date

**RESOLUTION of the
ALCOHOL, DRUG ADDICTION AND MENTAL SERVICES BOARD ERIE COUNTY**

February 18, 2025

RESOLUTION NO. 02-2025-03

A RESOLUTION to APPROVE the OPEN MEETINGS ACT POLICY (Sunshine Law), No. I-A.2

WHEREAS, the Alcohol, Drug Addiction, and Mental Health Services (ADAMHS) Board of Erie County (herein referred to as "Board") recognizes the importance of transparency and public participation in its meetings;

WHEREAS, the ADAMHS Board of Erie County has reviewed and discussed the proposed Open Meetings Act Policy (Sunshine Law) to ensure compliance with the Ohio Revised Code (ORC) Section 121.22(G).

NOW, THEREFORE, BE IT RESOLVED, that the ADAMHS Board of Erie County hereby approves the Open Meetings Act Policy (Sunshine Law) as presented;

BE IT FURTHER RESOLVED that the Executive Director is authorized and directed to implement Open Meetings Act Policy (Sunshine Law) in accordance with the terms set forth in the policy document.

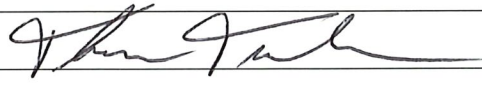
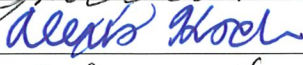
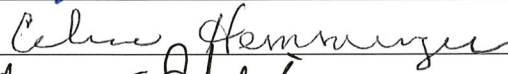
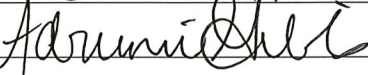
Adopted this 18th day of February, 2025 by the ADAMHS Board of Erie County.

RESOLVED BY: _____

SECOND TO RESOLUTION BY: _____

RESOLUTION Approved ROLL CALL Vote of the Board Members Present:

YES:

NO:

ABSTAIN:

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