

# **RICHLAND COUNTY CHILDREN SERVICES**

## **BOARD PROCEDURE**

### **CITIZEN INVOLVEMENT IN REGULAR BOARD MEETINGS**

#### **PURPOSE:**

To ensure access to the Board of Richland County Children Services by citizens who wish to address matters of public concern which are within the Board's authority.

#### **POLICY STATEMENT**

The Board of Directors of Richland County Children Services (the "Board") meets as posted on the Agency website ([www.richlandcountychildrenservices.org](http://www.richlandcountychildrenservices.org)). The date and time can also be obtained by calling the Agency directly at (419) 774-4100. In accordance with Ohio Revised Code §121.22, these meetings occur monthly, are open to the public, and the Board has established, by rule, a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings.

#### **PROCEDURE**

As provided by Ohio Revised Code §121.22, members of the public have the right to attend all regularly scheduled meetings of the Board (with the exception of any portion of such meetings conducted in executive session), but do not have the right to speak to or otherwise address the Board at such meetings. The purpose of this policy is to establish the protocol to be followed when a member of the public desires to address the Board at a regularly scheduled meeting. This protocol is as follows:

1. First, the matter should be appropriate for the Board. Matters which are appropriate for the Board are areas of public concern regarding Board Policies, Agency Budget or other larger programmatic concerns for any program not within the mandatory statutory authority of the agency.
2. Matters of a confidential nature such as client complaints or grievances, foster or adoptive parent concerns/complaints should be handled through Agency Policy 13.15 Grievances.
3. Matters of employee complaints should be addressed through Agency Policy 9.1 Employee Complaints.
4. The Board will not entertain complaints or concerns from citizens related to specific agency cases, placement decisions of individual children, the approval of adoptive homes or placements, or matters involving any case planning activity.
5. Any member of the public who desires to address the Board at a regularly scheduled meeting shall notify the Board in writing (no later than seven (7) calendar days prior to the commencement of the meeting) that he or she requests to be placed on the agenda for the meeting. This notification shall identify the requester and state the purpose of the request by describing the subject matter he or she intends to discuss at the meeting. The written notice should be addressed to the Board as follows:

Richland County Children Services  
731 Scholl Road  
Mansfield, Ohio 44907  
Attn: RCCS Board Agenda

6. If the member of the public who desires to address the Board at a regularly scheduled meeting has made a proper request to do so as required by paragraph 5 above, the subject he or she wishes to discuss at the meeting shall be placed on the agenda. Provided, however, that in light of time considerations, the number of persons who will be permitted to address the Board at each regular meeting shall be limited to five (5). If the matter is not appropriate for the Board, the person shall be notified as such and directed to the relevant Agency Policy or process for addressing his or her specific concern/suggestion.

7. Any member of the public who has made a request pursuant to paragraph 1 above and has been placed on the Board meeting agenda shall be allotted a maximum of five minutes in order to address the Board during the meeting.
8. Notwithstanding the foregoing, nothing in this Policy shall limit the Board, by a majority vote of its members present, from allowing or extending the time for any member of the public to address the Board as it deems appropriate.