



Community
MENTAL HEALTH
CLINTON • EATON • INGHAM

**BY-LAWS
AD HOC COMMITTEE
Virtual Meeting
Minutes**

Thursday, October 29, 2020, 5:30 p.m.

Call to Order:

The meeting was called to order at 5:33 p.m., by Chairperson Kay Randolph-Back.

Roll Call:

Kay Randolph-Back, Alan Platt, Emily Stivers, Paul Palmer

Other Board Members Present:

Dwight Washington

Staff Present:

Sara Lurie, Julie Vermett-Pollok

Public Present:

None

Previous Meeting Minutes:

The committee decided that it is not appropriate for this group to approve October 5, 2016 meeting minutes as that was a meeting of different members with a different charge than the present committee.

Adoption of Agenda:

MOVED by Alan Platt and **SUPPORTED** by Emily Stivers to adopt the meeting agenda.

MOTION PASSED with 4 votes in favor. Members Present: Kay Randolph-Back, Alan Platt, Emily Stivers, Paul Palmer.

Public Comments on Agenda Items:

None.

New Business:

None.

By-Law Language Review:

Task 1: The committee discussed adding language according to legislation regarding holding meetings in person or remotely and members attending meetings in person or remotely. Discussion regarding members' ability to vote while attending remotely and quorum; further research may be needed. Legislative language states members are allowed to attend remotely if they are on military duty, have a medical condition or are in an area covered by an emergency declaration. This committee will seek input from the full Board regarding further defining the three circumstances. Discussion of using the term remote instead of telephone or naming software. Discussion of the necessity for some members to attend remotely continuously due to medical conditions. Once the proposed changes have been written, Sara Lurie will send the language to the agency attorney to verify compliance with the Open Meetings Act.

Task 2: The committee discussed the new requirement for members who are attending remotely to announce during initial roll call the county, city or state in which they are physically located during the remote attendance. Sara will email all Board members that the process will begin with the first Board Committee meeting in November 2020.

The committee discussed the requirement to provide advance notice to the public a member's anticipated absence from a meeting. Such notification will be made by way of on the agency's website. This committee will seek full Board input regarding Board member contact information provided on the website, email address/telephone number.

Task 3: Assignments:

- 1) Kay Randolph-Back will write-up the proposed changes to the By-Laws and review them with this committee at the next meeting.**

- 2) Alan Platt will research who has the authority to issue a qualifying declaration of emergency resulting in meetings being held remotely.
- 3) Paul Palmer will research Robert's Rules of Order and other sources for the proper process of ending an Ad Hoc Committee, so that items such as minutes are not left unapproved. Paul will also research sources for training of Board members on proper Board processes and procedures.

Unfinished Business:

None.

Public Comment:

None,

Adjournment:

The meeting was adjourned at 6:47 p.m. The next By-Laws Ad Hoc Committee meeting is scheduled for Thursday, November 12th, 5:30 p.m.

Minutes submitted by:

Julie Vermett-Pollok

Julie Vermett-Pollok
Clinical Administrative Assistant
Integrated Treatment & Recovery Services