



Community
MENTAL HEALTH
CLINTON • EATON • INGHAM

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

Thursday, November 12, 2020, 5:30 p.m.

Call to Order:

The meeting was called to order at 5:32 p.m., by Chairperson Kay Randolph-Back.

Roll Call:

Kay Randolph-Back (Eaton Township, Eaton County), Alan Platt (Meridian Township, Ingham County), Emily Stivers (Haslett/Meridian Township, Ingham County), Paul Palmer (Ingham County)

Other Board Members Present:

None

Staff Present:

Sara Lurie, Rachel Jacobs

Public Present:

None

Previous Meeting Minutes:

The committee approved the October 29, 2020 meeting minutes.

Adoption of Previous Meeting Minutes:

MOVED by Alan Platt and SUPPORTED by Paul Palmer to adopt the previous meeting minutes.

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

Adoption of Agenda:

MOVED by Emily Stivers and SUPPORTED by Alan Platt 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.

By-Law Language Review:

Task 1: The committee reviewed the edits and proposed language changes made by Kay Randolph-Back throughout the By-Laws proposed document. The proposed language changes are reflected from the statute (Sec 3a(8)) with regards to the Board conducting all committee and full-board meetings in person unless the governor or a local official or a local governing body has issued a declaration of an emergency or disaster that would risk personal health and safety for persons attending a meeting. A Board member may attend an in-person meeting electronically, by telephonic or video conferencing, and vote at the meeting in any of the following three circumstances: (1) the Board member is on military duty, (2) the Board member has a medical condition, and (3) the Board member is located in an area covered by such a declaration. In addition, language around call to order, public comment, etc. were made reflecting section K and L, stating: A member attending a meeting remotely for a reason the open meeting act allows shall announce publicly at the outset of the meeting that s/he is attending remotely and, whenever the allowable reason is not military duty, identify the city, village or township, the county, and the state in which s/he is physically located while attending the meeting; and A member of the public may comment upon recognition by the Chairperson. The time limit shall be three minutes per person per topic, or as indicated by the Chairperson.

Task 2: New requirements for roll call with the announcement of the city, village or township, followed by the county of location you are in. The committee completed this requirement as previously discussed and announced during roll call of this meeting (stated above).

Adoption of By-Laws:

MOVED by Emily Stivers and SUPPORTED by Alan Platt to adopt the By-Laws and present to the Board.

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

Unfinished Business:

Kay Randolph-Back wanted the committee to review the volunteers report status for the assignments given during the last Ad Hoc meeting on October 29, 2020. The committee reviewed each assignment as follows:

- 1) Kay Randolph-Back shared the proposed changes to the By-Laws and the committee approved to move forward with bringing before the Board. Kay Randolph-Back will submit the final draft to Julie Vermett-Pollok to submit with the Board packet for the next Board Meeting.**
- 2) Alan Platt researched who has the authority to issue a qualifying declaration of emergency resulting in meetings being held remotely. Alan Platt found that it appears local health departments or local cities can declare certain emergencies, but there is no clear information on whether the Director of MDHHS, Robert Gordon, can declare a state of emergency. Alan is willing to explain, if needed at Board Meeting.**
- 3) Paul Palmer states that there was nothing in the handbook regarding Robert's Rules of Order. At this time, we will wait and Paul Palmer will make a recommendation when appropriate.**

New Business:

None

Public Comment:

None.

Adjournment:

The meeting was adjourned at 6:03 p.m.

Minutes submitted by:

Rachel Jacobs

**Rachel Jacobs
Clinical Administrative Assistant
Adult Mental Health Services**