POLICY AND PROCEDURE

SUBJECT/TITLE:	Procedure for Distributing Board Meeting and Enforcement Documents
APPLICABILITY:	Administration
CONTACT PERSON & DIVISION:	Executive Assistant, Vital Statistics
ORIGINAL DATE ADOPTED:	03/17/17
LATEST EFFECTIVE DATE:	03/17/17
REVIEW FREQUENCY:	5 years
BOARD APPROVAL DATE:	N/A
REFERENCE NUMBER:	100-001-P

A. PURPOSE

The intent of this document is to define the steps necessary for distribution of documents related to the Canton City Board of Health Meetings and Enforcement Hearings to be accessed by the general public on the Canton City Health Department's website.

B. POLICY

The Canton City Health Department (CCHD) fulfills the requirements of The Ohio Open Meetings Act (OOMA) by providing approved meeting dates to the public via distribution on the department website and the local newspaper. The exact date and time of each regular meeting is also announced at the end of the previous meeting and recorded in the minutes of that meeting.

CCHD also follows OOMA by making the meeting minutes available via public records request and by making them freely available on the department's website.

CCHD notifies the public of Board of Health enforcement actions by making hearing results publicly available on the department's website.

This policy describes the steps necessary to publish these documents on the department's website.

C. BACKGROUND

OOMA requires that public bodies meeting at monthly intervals must establish, by rule, a reasonable method that allows the public to determine the time and place of these regular meetings.

Additionally, OOMA requires that meeting minutes are "promptly" prepared and made available for public inspection after the final version is approved.

D. GLOSSARY OF TERMS

Department Website – The Canton City Health Department website at http://www.cantonhealth.org

Devices – Personal computers, mobile phones, tablet computers or other computing equipment

Ohio Open Meetings Act (OOMA) - The Open Meetings Act requires public bodies in Ohio to conduct all public business in open meetings that the public may attend and observe.

PDF – Portable Document Format, a file format that provides an electronic image of text or text and graphics that looks like a printed document and can be viewed, printed and electronically transmitted. PDF viewing software is freely available for most computing devices

Promptly - "Promptly" is not defined by OOMA but has been defined by court decision as "without delay and with reasonable speed."

E. PROCEDURES & STANDARD OPERATING GUIDELINES

1. The CCHD creates meeting agendas, reports, minutes and hearing results using word processing software, typically Microsoft Word. These documents can sometimes be difficult to view on devices that do not have this software installed. To make these documents more accessible to the public they are saved as a PDF file. To save a file as a PDF
   a. Open the meeting agenda, reports or minutes using your preferred word processing software
      i. Using Microsoft Word
         1. Click "File" near the top left of the application
         2. Select "Save As"
         3. Change the document type to "PDF (*.pdf)"
         4. Save the documents, noting the file name and location
      ii. Signed documents
         1. Scan the document
         2. Located the scanned pdf file then move it to the correct folder and rename
2. CCHD makes board meeting agendas, reports, minutes and hearing results available to the public on the department website
   a. Board meeting agendas should be posted to the website as soon as they are made final. Board meeting minutes, reports and enforcement hearing results are made available after the minutes are approved by the Board of Health.
      i. To upload these documents, log on to the department's website
         1. https://www.cantonhealth.org/admin/
         2. On the left side, click "Upload"
         3. On the page displayed, change the section to "Board of Health"
         4. Click "Choose File" then browse to the file created above and click "Open"
         5. Click "OK"
         6. Near the top of the screen, a message will be displayed "File Uploaded Successfully!"
      ii. To add the items to the page
         1. On the left side, click "Page List"
         2. On the page displayed, change the section to "Board of Health"
         3. Click "OK"
         4. Click the edit icon for the page titled "BOH Meeting Minutes"
         5. On this page, locate the meeting date for the document(s) that you are posting
         6. Highlight the correct word beside that date. Choose "AGENDA" for uploading an agenda, etc.
         7. In the controls above, click the "Insert/edit link" icon, shaped like an unbroken chain
         8. In the pop-up window, choose the "Link URL" box and enter, without quotes, "pdf/" followed by the filename you chose above
         9. Change the "Target" box to "Open in new window (_blank)"
         10. Click "Insert"

11. Click "OK"
12. Review the changes on this page, make sure the documents open correctly
13. At the top, click "Approve"
14. On the next page, check the "Approve?" box and click "OK"

F. CITATIONS & REFERENCES

N/A

G. CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. Rob Knight, Executive Assistant

H. APPENDICIES & ATTACHMENTS

N/A

I. REFERENCE FORMS

N/A

J. REVISION & REVIEW HISTORY

Revision Date	Review Date	Author	Notes
4/5/17		Rob Knight	Added hearing results to items posted
1/29/18		Domain 6	Added enforcement language

K. APPROVAL

This document has been approved in accordance with the "800-001-P Standards for Writing and Approving PPSOGFs" procedure as of the effective date listed above.