

WCHO	<i>Policy and Procedure</i>		
Department Member Services	# of Pages: 4		
Policy Name PUBLIC HEARINGS	Type of Policy: [<input checked="" type="checkbox"/>] WCHO [<input type="checkbox"/>] Regional [<input type="checkbox"/>] Network		
Policy Number 03.006	Effective Date	Revision Date	Approval Date 10/21/04
Administrative/Board of Directors Sign Off			
Administrative Signature:		Date:	
Board of Directors Signature:		Date:	

I. PURPOSE

To establish guidelines for organizing and disseminating information about public hearings conducted by WCHO. The Public Hearings are conducted to obtain information that assists the WCHO Board and WCHO staff in assessing the performance of the WCHO system and identify areas that need improvement. In addition, the Public Hearings fulfill contractual obligations contained in the contract between the WCHO and Michigan Department of Community Health that pertain to the Substance Abuse Annual Action Plan and the Mental Health Annual Program Plan.

II. APPLICATION

The Washtenaw Community Health Organization Board.

III. DEFINITIONS

Public hearing: an opportunity for members of the public to present testimony on a specified topic(s).

IV. POLICY

The Washtenaw Community Health Organization Services Board shall conduct two public hearings each year for the purpose of receiving opinions from consumers, families, providers, other community agencies, and the general public on the operations of the WCHO.

The Board may conduct additional public hearings on other topics deemed appropriate.

V. EXHIBITS

None

VI. REFERENCES

- A. Office of Substance Abuse Services, Annual Action Plan Guidelines.
- B. Open Meetings Act (1976 PA 267; MCLA 15.261, et seq; MSA 4.1800, et seq.)

VII. PROCEDURES

WHO

DOES WHAT

Member Services Manager

1. Prepares notice of a public hearing including, but not limited to:
 - a. The name of the Board.
 - b. The Board's phone number.
 - c. The Board's address.
 - d. The date of the hearing.
 - e. The time of the hearing.
 - f. The location of the hearing.
 - g. The purpose for the hearing.
 - h. The manner in which the public may give input.
 - i. The procedure by which the public may obtain additional information regarding the hearing.
2. Arranges for posting the notice at least 10 days prior to the scheduled date of the hearing at:
 - a. The Board's main office.
 - b. The County's main office.
 - c. Any other locations which the Board considers appropriate.
3. Publishes the notice at least once in one or more daily newspapers of general circulation in Washtenaw County. If the hearing relates to Substance Abuse Services, the same will be done in Livingston County.

4. Provides notice to groups which may have a special interest in the public hearing (for example: mental health service providers; organizations concerned with mental health and/or developmental disabilities and/or organizations concerned with substance abuse.
5. If a Public Hearing is scheduled on a specified topic, makes available for review at the Center's administrative office a copy of the material on which public comment will be taken (for example, an annual plan or budget).
6. Monitors the public hearing sign-in sheet for order of presentations according to order of sign-in. The sign in sheet will have columns for each person to enter:
 - a. Name, address, telephone number, and email address
 - b. Organizational or agency affiliation.
 - c. Request to speak.

Chair of the Board or Designee

1. Serves as chair of public hearing.
2. Establishes a reasonable time limit for individual speakers and group representatives.
3. Recognizes Board member's requests to obtain information from speakers, if deemed appropriate.

Director or Designee

1. Collects copies of written testimony submitted by the public.
2. Prepares a report summarizing the proceedings of the public hearing and distributes it to the Board. After Board discussion, a copy is sent to all who testified with an invitation to contact

WCHO staff if they would like additional discussion.

Director's Secretary

1. Maintains a file on each public hearing including copies of all written testimony submitted for the hearing and a copy of the report submitted by the Director or Designee.