

Big Bend Community Based Care Policy & Procedure

Series:	800: Quality Assurance and Improvement	
Policy Name:	Public Meetings	
Policy Number:	804	
Origination Date:	02/02/2009	Revised: Board Meeting of 12/13/2018
Regulation:	119.01, F.S. 394.9082(7)(e), F.S.	

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to provide public access to meetings, in accordance with the Florida's *Government in the Sunshine* law. All notices will have date, time, location and agenda, if available.

Procedure

- A. Public notice will be provided, in the form of an announcement on the BBCBC web site as well as press releases, media outlets such as public service announcements to radio, television, newspaper, chamber and county websites and subcontractors websites for the following:
 1. When two (2) or more members of the Board of Directors discuss matters on which the Board will likely take action.
 2. Board meetings will be posted on our website.
 3. When Committees of the Board meet and when one Board member meets with an individual to whom BBCBC has delegated the ability to make decisions or make recommendations to the Board.
 4. Emergency Board meeting notices will appear on the website twenty-four (24) hours prior to the meeting.
 5. The Annual Board meeting calendar will be posted on the website.
- B. Some meetings are exempted from the *Government in the Sunshine* law and are not open to the public. These meetings include:
 1. Meetings or discussions with an individual vested by law, charter, or ordinance with the authority to take action.
 2. Meetings of committees, staff members, advisory boards, or a single Board member or individual authorized to gather information or function as a fact-finder only.
 3. Meetings of the Board with its attorney to discuss pending litigation.
 4. Meetings of the Board relating solely to the evaluation of tort claims or to offers of compromise of tort claims.
- C. Summaries of public meetings will be promptly recorded and available for public inspection and submitted to DCF and placed on the website within thirty (30) days of the Board meeting.
- D. All public meetings will be conducted in facilities or locations that do not discriminate on the basis of sex, age, race, creed, or economic status and that do not present unreasonable public access.