



Open Records – Open Meetings
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BE ORGANIZED



UP FRONT

- Where do I begin?????

What's in the Book?

- Corporate Book –
 - Articles of Incorporation
 - Code of Regulations
 - Comprehensive Ethics Policy
 - Employer I.D.
 - Officer Appointment
 - Signing Authority
 - Public Records Policy
 - Board of Directors and schedule of terms



What's else is in the Book?

- Organized per year
 - Notices
 - Agenda
 - Minutes
 - Resolutions
 - Budgets



- Records, corporate books and meetings open to the public!
- Open meeting requirements based on the Ohio Revised Code and are outlined in the Land Bank's Code of Regulations.
- All meetings conducted according to the Roberts Rules of Order which we adopted at our opening board meeting.



Compliance, Compliance, Compliance

- Each year Audited by the State
- Auditor requests Corporate Book
- What do they look for?
 - Current List of Directors
 - Schedule of Meetings
 - Agendas
 - Minutes of Meeting and Actions Taken at Meeting
 - Matching our postings on the website with our corporate book



Meetings



- Meetings established in our Code of Regulations
- All meetings where a determination of the Board is required IS OPEN TO THE PUBLIC.
- Held per calendar quarter on 4th Friday – except for December which is the 3rd Friday.
- Meeting calendar for upcoming year distributed to Board at December meeting.
- Posted on website



Notice Requirements for Directors

Party to Be Noticed	Activity to Be Noticed	Notice Period	Methods for Notice	Receipts Needed for ...	Code of Reg. Section
Directors	Regular Board Meeting	Not less than 7 days nor more than 14 days prior to meeting	<ul style="list-style-type: none"> • Personal Delivery • U.S. Mail (first Class) • Fax • E-Mail • Telegram 	<ul style="list-style-type: none"> • Fax • E-mail 	Section 4.4.1
	Special Board Meeting	At least 24 hours prior to special meeting	<ul style="list-style-type: none"> • Personal Delivery • U.S. Mail (first Class) • Fax • E-Mail • Telegram 	<ul style="list-style-type: none"> • Fax • E-mail 	Section 4.4.2

Notice Requirements

Party to be Noticed	Activity to be Noticed	Notice Period	Methods for Notice	Receipts Needed for	Code of Reg. Section
Public	<ul style="list-style-type: none"> Board Meeting <ul style="list-style-type: none"> Regular Special 	Not later than 24 hours prior to regular or special meeting	<ul style="list-style-type: none"> Hard Copy Posted at Offices of Land Bank Offices of Co. Treasurer Offices of Commissioners Published on Website As Amended 	(NA)	Section 4.8.2
Directors	Agenda with minutes from last meeting and resolutions for next meeting	7 days prior to scheduled Board Meeting	E-mail to Each Director Hard copy by regular mail	None	None – Administrative practice
Public	Agenda for Regular or Special Meeting	Not later than 24 hours prior to regular or special	Published on website	(NA)	Section 4.8.4
News Media Special Request	Regular or Special Meeting	Same as for the specific activity described above	E-mail notification	No, but Media must fill out a special notification request form	Section 4.8.3

Open on the Web

- Organization Documents
 - Articles of Incorporation as filed and recorded
 - Code of Regulations
 - Agreement and Plan
- Reports
 - 2009 Report to Ohio General Assembly
 - State of Ohio Regular Audits from 2009 (first audit) through last audited year
- Board of County Commissioners' Resolutions
 - Incorporation documents
 - Designation of Land Bank as County Agent
 - Approving Agreement and Plan
- Policies
 - Ethics Policy
 - Public Records Policy
- Actions from all Board meetings – notices of meetings, agendas, approved minutes, resolutions including the yearly budget



Important Take Aways

- Transparency is important - it makes your life easier
- Auditors – they do check
- Corporate Book and Website

