

1-106 Minutes of Meetings of the Board

Minutes of all meetings of the Board shall be created and maintained in accordance with the requirements of law. The Board may incorporate by reference into its minutes lists of staff changes, reports, lists of budget information, formal written resolutions and other material of similar import, and such material shall be maintained in a permanent file to be designated as the "Early Childhood Development and Health Board's Documents File," which shall be kept in the custody of the Secretary to the Board and available for ready reference.

Each member of the Board shall be furnished with copies of the minutes of the open session portion of each regular and special meeting of the Board. Members of the Board shall be furnished with copies of the minutes of the executive session portion of any meeting of the Board for the purpose of approving those minutes, after which all copies shall be returned to the Secretary of the Board.

All minutes of the open session portion of any meeting of the Board shall be open to public inspection during regular business hours at the principal office of the Board. Minutes of executive sessions shall be kept confidential except from members of the Board or as otherwise required by law. Copies of minutes or excerpts from any minutes of the open session portion of any Board meeting or from any executive session if the law permits such disclosure may be furnished by the Secretary to the Board. If such minutes have not yet been approved by the Board, they shall be marked "Draft."

Adopted June 26, 2007