

## **Policy Procedures for Public Inquiries:**

On December 15, 2009 a motion was made by Bernard Kulkaski, to accept the policy procedure for handling inquiries from the public, seconded by Kenneth Miller; shall be as follows:

1. All inquires will be brought to the Business Manager, in writing if requested, and a minimum of two weeks before a Board Meeting Date if the topic is to be considered by the Board.
2. The topic should be reviewed by the Business Manager and handled by her/him if this is possible.
3. If the topic is technical or legal, it may be referred to the appropriate personnel.
4. If the topic requires a factual inquiry, it will be referred to the appropriate standing committee chair or ad hoc chair for review.
5. Based on the response from the person assigned to the topic, the answer may come back to the Business Manager for a response.
6. If the topic, after all reviews, is deemed to be a matter that requires board action, the topic can be placed on the next meeting agenda for consideration by the board.

hearing -0- opposing votes, motion carried 5-0.

Policy will be added to the Rules & Regulations of the Pine Grove Joint Treatment Authority.

*Recorded in minutes from the regular meeting held December 15, 2009*