

COVID Board Meeting Protocol

Revised 4/6/2021

Purpose: Establish meeting guidelines that meet OMA requirements and MDHHS Epidemic Orders while ensuring the health and safety of Board members, WMCMH team members, and any public attendee.

Legal Considerations: Consistent with MCL 333.2253, board meetings in person will occur only when units of local government have not declared a disaster or state of emergency. As a 3-county entity, the order must not be present in the county where the Board meeting is occurring. Per MCL 333.2253, if a disaster or state of emergency does not exist, “meeting in-person may now be the only lawful option to conduct the public’s business in accordance with the Open Meetings Act.”

Current Status of State of Emergency Declaration: Lake and Oceana as of this date (4/1) have both declined the declaration of disaster and/or state of emergency. Mason county is considering its decision on declaration of a state of emergency between April 6th-13th with a vote of the commission on April 13th..

Scheduled Board Meeting Locations:

April 20 th – Ludington (Mason County)	September 21 st – Hart (Oceana County)
May 18 th – Ludington (Mason County)	October 19 th – Baldwin (Lake County)
June 15 th – Hart (Oceana County)	November 21 st – Ludington (Mason County)
July 20 th – Baldwin (Lake County)	December 19 th – Ludington (Mason County)
August 17 th – Ludington (Mason County)	

Specific Guidelines:

- A virtual option for participation will be made available for Board members who express concern for their health and safety and/or for board members who have been ordered to quarantine due to COVID exposure or being COVID positive (remote attendance at meetings is permissible in WMCMH Board bylaws).
- Anyone who is feeling ill, demonstrating any symptoms of illness, or is on a quarantine order due to COVID exposure or a positive COVID test is prohibited from attending the meeting in person and will be invited to attend virtually. Additionally, anyone exhibiting any of the following symptoms will not attend the meeting and will be directed to participate virtually: cough, fever/feverish, difficulty breathing/shortness of breath, stomach distress (vomiting, diarrhea), loss of taste or smell.
- All individuals who attend the meeting (board members, team members and members of the public) will be screened prior to entering the facility of the Board meeting. Anyone with a positive screen will be requested to participate virtually.
- All participants who attend the meeting in person will be required to wear a face mask (covering both nose and mouth) **at all times** for the duration of the meeting and for duration of their presence in WMCMH facilities, unless they have a medical condition that excludes them from the face mask requirement.

- Social distancing will be observed before, during and after the Board meeting.
 - Chairs will be placed a minimum of 6 feet apart.
 - As appropriate and where possible barriers will be placed between meeting participants.

- There may be limited seating available dependent upon the facility (Lake and Oceana counties) being utilized for the meeting. When possible WMCMH will provide an alternative location, which will be identified and published in advance of the meeting that will allow more attendance, or WMCMH will provide an adjacent room with video connections to the Board meeting so the public may participate while also adhering to mandated social distancing requirements. If neither of these are possible WMCMH will refer the public to attend virtually.

- All surfaces will be cleaned prior to and after the meeting has ended.

- Doors to rooms will remain open and, if weather permits, windows will be open as well to ensure appropriate air flow.

- Members of the WMCMH Senior Management Team, except the CEO and Executive Assistant, will participate virtually to support adequacy of space and social distancing.

- No food will be served at the Board meeting in order to ensure that face coverings may be worn throughout the meeting.