

# PUBLIC NOTICE

## HEALTH DEPARTMENT OF NORTHWEST MICHIGAN

### PROGRAM AND EVALUATION COMMITTEE MEETING

THURSDAY, DECEMBER 2nd, 2021 4:30 P.M.

Meeting will be held at the Health Department of Northwest Michigan  
220 W. Garfield Ave, Charlevoix MI. 49720  
Lower level conference room

#### **Attendance**

Participants attending in person should wear a mask while indoors. To maintain proper social distancing and safe capacity limits, in person attendance will be limited to allow for spacing and following Health Department capacity limits as established by the Fire Marshall.

#### **Submission of comments on agenda items**

Public comment is welcomed by the Board of Health. Members of the public attending in person may address the Board of Health during "Public Comment" on any agenda item. Any member of the public speaking under the privilege of "Public Comment" may speak no longer than two (2) minutes.

The public is requested – but is not required – to fill out a "Public Comment Card" to address the Board of Health on any agenda item before the Board of Health acts on the item. The Public Comment Card is accessible by clicking this link: [PUBLIC COMMENT CARD](#). NOTE: Public comments submitted via public comment card will be reviewed but not read at the meeting.

The Board of Health will also accept public comments by contacting Board of Health members directly via phone or email with contact information available at [www.nwhealth.org](http://www.nwhealth.org)

#### **Meeting accessibility**

Pursuant to the American with Disabilities Act, individuals who, because of a disability, need special assistance to attend or participate in the Board of Health meeting, may request assistance by calling (231) 547-7624 or by emailing [j.kenney@nwhealth.org](mailto:j.kenney@nwhealth.org). Requests should be made by Sunday, 11/30/2021.

The availability of Public Comment is recognized by Robert's Rules of Order and the Michigan Open Meetings Act to provide for orderly comment from the public. To that end, the following information is provided:

1. There will be a sign-up sheet for those who wish to speak during public comment. A person who wishes to speak during Public Comment will first obtain recognition by the Chairperson before speaking.
2. The person will stand at the podium so that the microphone located there will be able to amplify the person's voice.
3. The person addresses the Chairperson on behalf of the entire Board. Public Comment is not to be addressed to individual commissioners or staff.
4. The person will first state their first and last name with spelling of the name if necessary.
5. There is a two (2) minute time limit for each speaker. There will be someone keeping time. After you state your name and spelling they will start the timer. Once you hear the ding, please be respectful and end your comment.
6. A speaker may speak only once at Public Comment. There is no provision for another audience member to "donate" their two (2) minute time to a speaker.
7. A speaker will be out of order if the speaker disrupts the meeting, fails to be germane, by speaking longer than the allotted time, by speaking vulgarities, or by making a personal attack on a Board member or Health Department employee that is unrelated to the performance of that person's duties.
8. If a speaker is called out of order, that speaker will not be able to speak again at the same meeting. If the speaker continues to disrupt the meeting or is disorderly, the Chairperson may request the removal of the speaker by law enforcement.
9. Members of the public shall refrain from interrupting the designated speaker. The Chairperson may interrupt a speaker at any time to enforce the rules.
10. Members of the public are not to approach the Board Members or distribute any materials during the meeting.
11. Members of the public shall not engage in disruptive, discourteous, belligerent, impertinent, threatening, disparaging, or otherwise uncivil behavior. Members of the public who refuse to conform with the rules despite being cautioned to do so by the Chairperson may be asked to leave the meeting and/or will result in a suspension of proceedings and adjournment.
12. The Chairperson will have the discretion to permit members of the public to speak at times other than the times reserved for public comment.

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AGENDA

- 1) ELECT COMMITTEE CHAIR/VICE-CHAIR
- 2) CALL MEETING TO ORDER – Chair
- 3) APPROVAL OF AGENDA
- 4) PUBLIC COMMENT
- 5) COVID DATA AND MONITORING PROCESS – Lisa/Dr. Meyerson
- 6) BYLAWS REVISION DISCUSSION
- 7) ADJOURNMENT

Members:

Scott Hankins  
Jarris Rubingh  
Matt Koontz  
Julie Powers  
Lisa Peacock  
Josh Meyerson

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