SHSS Board of Trustees Meeting Policy

**Meetings**

Regular Board meetings are held on the fourth Tuesday of the month at 12 PM unless otherwise posted at the Hospice of the EUP Boardroom.

Finance Committee meetings meet on the third Thursday of each month at 11 a.m. in the Hospice of the EUP Boardroom.

If you plan to attend a meeting, please call 906-259-0222 to confirm the meeting has not been canceled.

A calendar of Board meetings days and times will be posted on the SHSS webpage.

**Agendas and Minutes**

Agendas are available prior to the meetings. Minutes are available following Board approval of the minutes after the next regular board meeting.

**Members**

Tracey Holt, President

Linda Schmitigal-Snyder, Secretary

Justin Pollard, Treasurer

Kathy Cairns, Trustee

Christine Lundquist, Trustee

Dave Weber, Trustee

Dave Pietrangelo, Trustee, Security Specialist and HIPPA Officer

Debra McPherson-Doyle, Trustee

**Board Overview**

The Board of Trustees is the policy making body for Superior Health Support Systems (SHSS,) a non-profit organization that oversees the operations of Hearthside Assisted Living, the Merlin Dementia Home, and the Pennington Home. The board meets under the rules of the Michigan Open Meetings Act, 1976 PA 267. Closed sessions, usually held prior to the meetings, also follow these guidelines. That means meetings are posted in advance and minutes are kept.

**Board Meeting Participation Guidelines**

* Public hearing: Once the public hearing is declared open, the public is invited to speak. Afterward, the public hearing is declared closed, and the board may take action on the item.
* Public comments on agenda items: Public members who wish to comment on an agenda item may do so during the public portion of the meeting.
* Public comments on non-agenda items: Public members who wish to comment on non-agenda items may do so at the beginning of regular meetings during the pubic portion of the meeting.

**Meeting Participation Code of Courtesy**

The board respects the rights of the public to be heard during the decision-making process, and asks that everyone adhere to the following Code of Courtesy:

* For the purpose of recording minutes, begin your comments by stating your name and address for the record.
* All public comments should provide a point of view, gain information, share a criticism, or express a concern.
* Be considerate of others who wish to speak by limiting your comments to five (5) minutes and no more than 15 minutes on any one subject.

**Access to Public Meetings**

The SHSS will provide necessary, reasonable auxiliary aids and services to individuals with disabilities at the meeting/hearing upon prior notice to the SHSS Board.

Approved May 28, 2019