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Origination 12/2018
Last 11/2021
Approved
Effective 11/2021
Last Revised 12/2018
Next Review 11/2022

Owner **Nanette Everly**
Area **Board of Trustees**

Public Comment Policy

Affected Departments:

Board of Trustees

Purpose(s) / Objective(s):

The Board of Trustees will listen to public comments during the normally scheduled board meetings held once a month.

Policy(s):

N/A

Procedure(s):

- A. Any member of the community can attend the board's monthly public meeting and share comments regarding agenda items or services at JCHC.
- B. Prior to the meeting, the community member will complete the "Request to Speak to the Board of Trustees" Form and turn into Administration.
- C. Each community member will be allowed up to 3 minutes to make their comment.
- D. When more than one citizen attends to discuss the same topic, the board will allow a total of 10 minutes for public comments on that topic.
- E. The comments will appear in the meeting's minutes and will be part of the public record, therefore, specific individual patient situations or employees will not be discussed.

Documentation:

N/A

Additional Info:

N/A

Related Form(s):

Request to Speak to the Board of Trustees Form

Resources:

N/A

Attachments

[Request to Speak to the Board of Trustees Form](#)

Approval Signatures

Step Description	Approver	Date
Policy Committee	Nancy Hesseltine: Quality Assurance	11/2021
	Bryan Hunger: CEO	11/2021
	Nanette Everly: Board & Medical Services Manager	11/2021