

## **PUBLIC FORUM PROTOCOL**

### **December 2008**

The Public Forums are the planned venue for increased participation and input from citizens, providers, and organizations with an interest in the field of substance use disorders prevention, treatment, and recovery. This is also opportunity for input into the annual Block Grant plan. The State Council will have a presence at five regularly scheduled conferences that are held statewide throughout the year. Planning & Funding Committee will be the lead committee and point of contact for the coordination for all of the Public Forums held statewide. There are five conferences that will be staffed by the various State Council committees during the year. The conference and the committee staff lead are as follows:

#### Conferences in May

WAAODA                      Staff Lead: Planning & Funding

#### Conferences in June

Rural Institute              Staff Lead: ITC  
Prevention                      Staff Lead: Prevention

#### Conferences in October

Bureau                          Staff Lead: Planning & Funding  
Tribal                              Staff Lead: Diversity

A courtesy invite will occur to all of the SCAODA committees for all of the Public Forums. Please attend if your schedule allows participation. The Public Forums are subjected to the Open Meetings Law and a formal statement will be read at the beginning of each Public Forum indicating the purpose of the Forum and reminding participants that their attendance may be documented on the sign-in sheet. However, individuals attending the Public Forum can choose to remain anonymous and not sign-in. Also, when citizen or organization comments are made during the Public Forums it will be documented but will not be identified by the individual making the comment.

The Staff for each Public Forum will be in charge of taking minutes for each Public Forum held. After the minutes are completed Staff will distribute to the Committee members that attended that Public Forum for input and accuracy. After input the minutes will then be distributed to the four Committee Chairs for review. If there are issues that are brought up during the Public Forums that need action, Bureau staff will attempt to resolve those issues internally with a mechanism for communication to the individual/organization that identified the issue. If those respective issues cannot be resolved by Bureau staff they will be brought to the Planning & Funding Committee for action.

All of the final, approved minutes will be posted to the SCAODA Website under the Public Forum link. The hard copy of the sign-in sheet will be maintained at the Bureau and subjected to records retention laws.