



Lorain County Children Services

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Guidelines for Providing Public Comment at the Lorain County Children Services Board Meetings

The Lorain County Children Services Board welcomes and thanks you for your input. At each meeting, there is a designated time during the LCCS Board meetings in which the public can provide input to the LCCS Board. All meeting agendas and approved minutes are posted on www.childrenservices.org.

The purpose of the Public Comment agenda item is to discuss LCCS Board business only. Persons wishing to address their individual problems, concerns or questions, especially those related to a specific case managed by the agency, should speak with the Caseworker, Casework Supervisor or Ombudsman rather than to discuss those matters at LCCS Board meetings. This will allow the agency to gather the necessary information and/or personnel to address those concerns.

The following guidelines have been established to help facilitate Public Comment:

- If you are interested in providing Public Comment, please notify the Board Chair or Executive Director of your interest through the email link located on the [LCCS Board page of the LCCS site](#) or call the agency during regular business hours, 8:00 a.m. – 4:30 p.m. at (440) 329-5340. If you are unable to notify the Board ahead of time, you may also notify the Board Chair on the day of the Board meeting, prior to the start of the meeting whenever possible, or during the Public Comment agenda item. The Board Chair will allow public comment, upon the Board Chair's discretion, pending adherence to these Guidelines.
- You will be asked to provide your name and affiliation/association if appropriate.
- Each speaker will be given no more than three (3) minutes to provide Comment.
 - Public Comments will be addressed to the Board Chair.
 - Persons signing up to provide Public Comment cannot "give" their three minutes to someone else to extend another individual's time.
 - If two or more individuals have requested permission to speak on the same topic, the Board Chair may designate one of them to speak for the group.
 - The Board will generally not engage in a discussion or provide immediate feedback beyond acknowledging and thanking you for your input.
 - Individuals addressing the Board will not engage in remarks that may be interpreted as inflammatory, insulting, or libelous.

If you have any questions about the Signup or Decorum process, please use the signup email link to ask your question or call the agency at (440) 329-5340.

Guidelines for LCCS Board Public Comment, Created 03/03/2021

The information contained in this letter is confidential information intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient, or the employee or the agent responsible to deliver it to the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this letter is strictly prohibited. If you have received this letter in error, please immediately notify us by telephone at (440) 329-5340 or return this letter via regular mail. Thank you. Lorain County Children Services.

