

## SEC. 10 - OPEN RECORDS: SUNSHINE LAW POLICY

As a public governmental body, the CMHF actively promotes access to and transparency of meetings and records in adherence to the Missouri Sunshine Law (RSMO 610.011). Per CMHF Bylaws the Secretary will prepare the minutes of all meetings of the Board of Trustees, will be the custodian of all corporate records, and will perform, under the direction and subject to the control of the Chairperson, such other powers and duties as may be assigned to the Secretary. CMHF meetings, records, votes, actions, and deliberations are open to the public unless otherwise provided by law. Procedural and legal compliance for meetings and public notice is described in detail in Section 4. All meetings shall be considered public and duly noticed to the public, with very limited exceptions, mainly consisting of privileged discussions with lawyers or auditors, and limited personnel matters. Meeting minutes of the Board of Trustees contain records of votes, deliberations, and results of committee recommendations to the Board of Trustees. Once accepted, minutes are posted on the Public Information section of the CMHF website. Minutes shall remain posted on the CMHF website for at least 7 years. To promote public access to financial information, current, audited financial statements shall be posted on the Public Information section of the CMHF website. All CMHF information maintained by staff and trustees, including but not limited to, project information, contracts, budgets, and electronic communication, are subject to the Sunshine Law. Exceptions are very limited, further described under Policies 235-236. These include but are not limited to attorney-client consultation, HIPPA information, ACH and banking security information, physical and electronic security information, and identifiable health information. Response to unintended disclosure and access is detailed compliance with RSMO 407.1500.