



## **PUBLIC ACCESS POLICY**

*Purpose: To clarify practices regarding meeting attendance and access to records.*  
*Adopted: September 19, 2005*

### **GENERAL POLICY**

It is the policy of The REACH Healthcare Foundation (“Reach” or “Foundation”) to subject itself to the Kansas Open Meetings Act and the Kansas Open Records Act (the “Acts”) insofar as the Acts can be made applicable to the Foundation’s activities and are not otherwise inconsistent with the Foundation’s Articles and by-laws.

### **EXCEPTIONS TO OPEN MEETINGS AND OPEN RECORDS**

Meetings and records are not open to non-members to the extent they relate to:

- 1) Investment deliberations
- 2) Board nominations and personnel matters
- 3) Grant award activities
- 4) Board retreats
- 5) Committee meetings for the purposes of developing recommendations to the Board.
- 6) Other exceptions stated in the Acts, such as consultations with counsel and confidential data relating to financial affairs.

### **ATTENDANCE AT MEETINGS BY NON-MEMBERS**

Meetings of the Foundation’s Board of Directors and its committees, and of the Community Advisory Committee (“CAC”) and its sub-committees, which are conducted for the purpose of discussing or transacting business of the Foundation are open to non-members except as set forth in Section II.

Notice of the date, time, and place of any regular or special Board or CAC meeting will be furnished to any person requesting in writing such notice. Requests should be delivered to the individual and address listed in the last Section. The request for notice will be considered valid for the calendar year in which it was received. The Foundation will notify individuals on its public meeting notification list of the requirement to annually request public meeting notices. One notice of regular meetings will be provided for the calendar year. Separate notices will be provided for special meetings.

An agenda of the meeting will be available at the office of the Foundation after it has been prepared and distributed to the Board or Committee. The right to participate and speak at meetings will be determined by the Board or CAC chair, and must be requested at least two weeks prior to the meeting date.

### **ACCESS TO RECORDS**

Confidential Records: Certain records are confidential and may not be open or available to the public as set forth in Section II or the Acts. If a request is denied, a written statement of the grounds for denial will be provided on request.

Viewing of records: Records which are open to the public will be made available for viewing at the offices of Reach during regular office hours. A request to inspect must be made in writing 24 hours in advance. A sample request form will be available at the Foundation's office.

Copying of records: To obtain copies of records, a written request with the name and address of the person making the request, along with the specific records being requested, must be submitted to the Foundation's President and CEO. A sample form will be available at the Foundation's office. Minutes from the most recent 12-month period will be available at no charge. A fee of \$1 per page will be charged, payable in advance, for copies of other records. Copies will be available at the Foundation's office during regular office hours within three working days of receiving the request form.

Use of records: Pursuant to K.S.A. 45-230(a), no person shall knowingly sell, give or receive, for the purpose of selling or offering for sale any property or service to persons listed therein, any list of names and addresses contained in or derived from public records. Violation of this law may subject the violator to a civil penalty of \$500.00 for each violation.

### **ACCESS TO ALLOCATION MATERIALS**

Original materials submitted by grant seeking and recipient agencies (grant applications, and program and financial reports) are the proprietary property of The REACH Healthcare Foundation. Contents of such materials are for the sole purpose of conducting review and recommendation processes and are not open to the public. Any public disclosure would be the decision of the President and CEO in consultation with the Board Chair and Grants Committee Chair, on a case-by-case basis.

### **REQUESTS AND QUESTIONS**

Requests and questions regarding these policies and procedures should be directed to:

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