

The Lake County Public Defender Commission met this day at its quarterly meeting with the following members present:

Sandy Dray, Father Steve Vellenga, Matthew Bangerter, Mark Gardner, and Elaine Waytes.

Mark Gardner presented the following resolution and moved for its adoption.

RESOLUTION ESTABLISHING RULE FOR PUBLIC NOTICE OF MEETINGS

In accordance with R.C. 121.22(F), the Lake County Public Defender Commission hereby adopts the following rule for the provision of public notice of its meetings:

- A. Public Defender Commission meetings shall be held quarterly, in accordance with R.C. 120.13(D).
- B. The date and time of each quarterly meeting is determined several weeks in advance of the meeting by a polling of each commission member's availability.
- C. Once each quarterly meeting date and time is determined, notice of that date, time, and location shall be published electronically no later than 72 hours in advance of each quarterly meeting on the website of the Lake County Public Defender (located under "Legal" on the "Departments" tab on Lake County's website at <https://www.lakecountyohio.gov>). Courtesy notice to any news media that has requested notice also shall be sent no later than 72 hours before each quarterly meeting.
- D. Notice of the date, time, and location of any special meeting of the Lake County Public Defender Commission shall be published electronically no later than 24 hours in advance of each special meeting on the website of the Lake County Public Defender (located under "Legal" on the "Departments" tab on Lake County's website at <https://www.lakecountyohio.gov>). Courtesy notice to any news media that has requested notice also shall be sent no later than 24 hours before each special meeting.
- E. In the event of an emergency meeting scheduled with less than 24 hours' notice, immediate notice of the date, time, location, and purpose of the emergency meeting shall be provided to any news media that has requested notification. Notice of the emergency meeting shall be posted on the website of the Lake County Public Defender (located under "Legal" on the "Departments" tab on Lake County's website at <https://www.lakecountyohio.gov>) at any time prior to the meeting if practicable.
- F. Any person, upon request to the Lake County Public Defender, may obtain reasonable advance notification of any meeting. Advance notice in accordance

with the timeframes set forth above for regular, special and emergency meetings will be sent via electronic mail, unless the requester specifically requests notice via U.S. mail and pays the actual cost of such notice in advance.

BE IT FURTHER RESOLVED that a copy of this resolution shall be displayed on the website of the Lake County Public Defender's Office under the "Public Defender Commission" tab located under "Legal" on the "Departments" tab on Lake County's website at <https://www.lakecountyohio.gov>.

Father Vellenga seconded the resolution and the role being called upon its adoption, the vote resulted as follows:

"AYES:" 5

"NAYS:"

Resolution adopted,
Michelle Chapman, Office Administrator

CERTIFICATION

I, Michelle Chapman, Office Administrator for the Lake County Public Defender's Office, do hereby certify that this is a true and accurate copy of a resolution adopted by said Board on April 24, 2025. This resolution is published on the website of the Lake County Public Defender's Office.

WITNESS my hand this 24nd day of April, 2025, in Painesville, Ohio.



Michelle Chapman, Office Administrator
Lake County Public Defender's Office