**NESHOBA COUNTY GENERAL HOSPITAL – NURSING HOME**

**Board of Trustee Meeting**

***Visitor Attendance Policy***

Welcome to the meeting of the Neshoba County General Hospital – Nursing Home Board of Trustees meeting. This is working meeting and as such we ask that you abide by certain policies to assure that our meetings can be conducted efficiently and without interruption. These policies are simply common courtesy we ask that you extend to all in attendance. Please note that the Board Room has very lively acoustics and small noises are amplified and distracting. There is limited seating is available in the board room so once the guest chairs are occupied all other visitors will be requested to sit outside the board room. During the open session, the board room door shall remain open for visitors to listen in.

**The meeting does not have a public forum session.** If you have a personal concern, direct your concern to Administration at Neshoba County General Hospital – Nursing Home, P.O. Box 648, Philadelphia, MS 39350, Attention: Administration or call 601-663-1232 from 8:00 a.m. to 4:30 p.m. Monday through Friday.

**Attendance policies:**

1. Cell phones should be placed on vibrate or silent. Ringing and other noises are disruptive to those talking and trying to listen.
2. Please do not hold conversations – phone or in person - in the room. The acoustics of this room are very good and conversations carry. Extraneous conversations distract from the ability to conduct the meeting.
3. No outside food or drink is allowed.
4. The use of tobacco products is not permitted on any NCGH-NH property.
5. There is no public forum, accordingly there is no question and answer session.
6. While there is no prohibition against recording the meeting, the Board reserves the right to ensure that equipment and methods used to record do not disrupt the meeting. If the equipment/methods used to record the meeting do create a disruption, you will be asked to discontinue the recording until a non-disruptive manner of recording is found.
7. Any food and beverages in the room are for meeting participants only.

Our goal is for all in attendance to be able to hear and see any information that is presented. To do so it will take the cooperation of all in attendance. If someone continues to disrupt the meeting by not following the policies they will be asked to leave.

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2015