



**DESERT HEALTHCARE DISTRICT  
BOARD AND STAFF COMMUNICATIONS AND POLICIES  
Board and Staff Communications and Policies Committee Meeting  
October 18, 2022  
5:00 p.m.**

In lieu of attending the meeting in person, members of the public will be able to participate by webinar by using the following link:

<https://us02web.zoom.us/j/84379083256?pwd=a2pqay8rWVVo0RG5GaTlrSU84ajNZQT09>

**Webinar ID: 843 7908 3256**

**Password: 738384**

Participants will need to download the Zoom app on their mobile devices. Members of the public may also be able to participate by telephone, using the follow dial in information:

Dial in: **(669) 900-6833 or Toll Free (833) 548-0282** To Listen and Address the Committee when called upon:

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<i>Page(s)</i>	<b>AGENDA</b>	<i>Item Type</i>
	I. <b>CALL TO ORDER</b> – Director Leticia De Lara, Chairperson	
1-2	II. <b>APPROVAL OF AGENDA</b>	Action
3-8	III. <b>MEETING MINUTES</b> 1. June 15, 2022	Action
	IV. <b>PUBLIC COMMENTS</b> At this time, comments from the audience may be made on items <u>not</u> listed on the agenda that are of public interest and within the subject-matter jurisdiction of the District. The Committee has a policy of limiting speakers to not more than three minutes. The Committee cannot take action on items not listed on the agenda. Public input may be offered on an agenda item when it comes up for discussion and/or action.	
	V. <b>OLD BUSINESS</b>	
9-27 28-37	VI. <b>NEW BUSINESS</b> 1. Policy #OP-05 – Grant & Mini Grant Policy	Action
	2. Policy #BOD-03 – Appointment & Duties for Committees	Action
38-41	3. Policy #BOD-07 – Board Meeting Agenda	Action
42-53	4. Policy #BOD-16 – Proprietary, Confidentiality and Personal Information	Action



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|--------------|--|---------------|
| <b>54-61</b> | 5. Policy #OP-01 – Access to Public Records  | <b>Action</b> |
| <b>62-71</b> | 6. Policy #OP-03 – Records Retention   | <b>Action</b> |
| <b>72-93</b> | 7. Policy #OP-04 – Electronic Communications Usage and Retention                   | <b>Action</b> |
| <b>94-99</b> | 8. Policy #OP 15 – Engagement of the Community, Public, and Subject Matter Experts | <b>Action</b> |

**VII. FUTURE TOPICS & ISSUES**

**VIII. ADJOURNMENT**

The undersigned certifies that I posted a copy of this agenda in the front entrance to the Desert Healthcare District offices located at 1140 North Indian Canyon Drive, Palm Springs, California. I also caused a copy of this agenda to be posted in the front entrance of the Desert Healthcare District office located at the Regional Access Project Foundation, 41550 Eclectic Street, Suite G100, Palm Desert, California at least 72 hour prior to the meeting.

If you have any disability which would require accommodation to enable you to participate in this meeting, please email Andrea S. Hayles, Special Assistant to the CEO and Board Relations Officer, At [ahayles@dhcd.org](mailto:ahayles@dhcd.org) or call (760) 567-0298 at least 72 hours prior to the meeting.

*Andrea S. Hayles*

Andrea S. Hayles, Board Relations Officer



**BOARD AND STAFF COMMUNICATIONS & POLICIES COMMITTEE MEETING  
MEETING MINUTES  
June 15, 2022**

Directors Present	District Staff Present	Absent
Chair/Director Leticia De Lara, Chair Vice-President Evett PerezGil Director Les Zendle, MD	Conrado E. Bázquez, MD, CEO Chris Christensen, CAO Donna Craig, Chief Program Officer Alejandro Espinoza, Chief of Community Engagement Eric Taylor, Accounting Manager Andrea S. Hayles, Clerk of the Board	

AGENDA ITEMS	DISCUSSION	ACTION
<b>I. Call to Order</b>	The meeting was called to order at 1:01 p.m. by Chair De Lara.	
<b>II. Approval of Agenda</b>	Chair De Lara asked for a motion to approve the agenda.	<b>Moved and seconded by Director Zendle and Vice-President PerezGil to approve the agenda. Motion passed unanimously.</b>
<b>III. Meeting Minutes</b>	Chair De Lara asked for a motion to approve the March 15, 2022, meeting minutes.	<b>Moved and seconded by Vice-President PerezGil and Director Zendle to approve the March 15, 2022, meeting minutes. Motion passed unanimously.</b>
<b>IV. Public Comment</b>	Brad Anderson, Rancho Mirage Resident, provided a written public comment attached to the committee meeting minutes and described his public comment concerning the May 24 closed session.	
<b>V. Old Business</b>	There was no Old Business to report.	
<b>IV. New Business – Existing Policy Revisions</b>  <b>a. Policies</b> <b>1. Desert Healthcare Foundation Bylaws</b>	Chris Christensen, CAO, described the Foundation Bylaws revisions. The committee requested a clarification on the modifications to Article IV. Section 5.b. from legal counsel, as a result of being included in the District bylaws.	<b>Moved and seconded by Director Zendle and Director De Lara to approve the Desert Healthcare Foundation Bylaws with a recommendation of approval to forward to the Board and include a comment for Article IV. Section 5.b. Motion passed unanimously.</b>

**BOARD AND STAFF COMMUNICATIONS & POLICIES COMMITTEE MEETING**  
**MEETING MINUTES**  
**June 15, 2022**

<p><b>2. Stipend Ordinance No. 22-01 &amp; Resolution No.22-12</b></p>	<p>Chris Christensen, CAO, described the stipend and compensation revisions presented at the May board of directors meeting that required a public notice publication and a stipend ordinance to increase the stipend by 5%, and a resolution established from legislation for up to six (6) meetings per month per director.</p> <p>Public Comment: Brad Anderson, Rancho Mirage, Resident, provided a written and verbal public comment to the stipend ordinance that is attached to the minutes.</p>	<p><b>Moved and seconded by Director Zendle and Vice-President PerezGil to approve Stipend Ordinance No. 22-01 &amp; Resolution No.22-12 and to forward to the Board for approval.</b> <b>Motion passed unanimously.</b></p>
<p><b>3. Policy #BOD-21 – Meeting &amp; Insurance Compensation</b></p>	<p>Chris Christensen, CAO, described the modifications to the meeting and insurance compensation from \$10,000 per year to \$10,600 per year. The committee requested clarification that includes only eligible dependent children of each director.</p>	<p><b>Moved and seconded by Director Zendle and Vice-President PerezGil to approve Policy #BOD-21 – Meeting &amp; Insurance Compensation and to forward to the Board for approval, including revised language for only eligible dependent children of each director.</b> <b>Motion passed unanimously.</b></p>
<p><b>4. Policy #BOD-18 – Ticket Distribution</b></p>	<p>Chris Christensen, CAO, described the minor changes to the ticket distribution policy.</p>	<p><b>Moved and seconded by Director Zendle and Vice President PerezGil to approve Policy #BOD-18 – Ticket Distribution and to forward to the Board for approval.</b> <b>Motion passed unanimously.</b></p>

**BOARD AND STAFF COMMUNICATIONS & POLICIES COMMITTEE MEETING  
MEETING MINUTES  
June 15, 2022**

<p><b>5. Policy #FIN-02 – Authorized Check Signers, Signers, Dollar Limits, and Transfer of Funds</b></p>	<p>Chris Christensen, CAO, described the modification to the authorized check signers to a minimum of four (4) board members, and the addition of language to the transfer of funds.</p>	<p><b>Moved and seconded by Director Zendle and Vice-President PerezGil to approve Policy #FIN-02 – Authorized Check Signers, Signers, Dollar Limits, and Transfer of Funds and to forward to the Board for approval. Motion passed unanimously.</b></p>
<p><b>6. a. Policy #FIN-03 Statement of Investment Policy b. Resolution No.22-13 – Investment Policy</b></p>	<p>Chris Christensen, CAO, described minor changes to the statement of investment policy, and the resolution that accompanies the policy for FY 2022-2023.</p>	<p><b>Moved and seconded by Director Zendle and Vice-President PerezGil to approve Policy #FIN-03 Statement of Investment Policy and Resolution and No.22-13 – Investment Policy to forward to the Board for approval. Motion passed unanimously.</b></p>
<p><b>7. Policy #FIN-05 Credit Card Usage</b></p>	<p>Chris Christensen, CAO, described the changes to the credit card usage policy.</p> <p>Public Comment: Brad Anderson, Rancho Mirage, Resident, provided a written and verbal public comment on Policy #FIN-03 and Resolution No 22-13, which is attached to the minutes.</p>	<p><b>Moved and seconded by Director Zendle and Director De Lara to approve Policy #FIN-05 Credit Card Usage and to forward to the Board for approval. Motion passed unanimously.</b></p>
<p><b>b. Remote Work Agreement – Informational Item</b></p>	<p>Chris Christensen, CAO, described the pandemic aspects of the temporary COVID remote work and transitioning to the new remote work agreement beyond COVID.</p>	<p></p>



**BOARD AND STAFF COMMUNICATIONS & POLICIES COMMITTEE MEETING  
MEETING MINUTES  
June 15, 2022**

<b>VI. Future Topics &amp; Issues</b>	There were no future topics or issues.	
<b>VII. Adjournment</b>	Chair De Lara adjourned the meeting at 3:50 p.m.	<b>Audio recording available on the website at <a href="https://www.dhcd.org/Agendas-and-Documents">https://www.dhcd.org/Agendas-and-Documents</a></b>

ATTEST: \_\_\_\_\_  
Leticia De Lara, Chair/Director  
Board and Staff Communications & Policies Committee

*Minutes respectfully submitted by Andrea S. Hayles, Clerk of the Board*

DRAFT

## Andrea Hayles

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**From:** Brad Anderson  
**Sent:** Wednesday, June 15, 2022 12:47 PM  
**To:** Andrea Hayles  
**Subject:** Public comment - June 15, 2022 DHCD (required remotely conducted meeting)

June 15, 2022

Desert Healthcare District (DHCD)  
1140 N. Indian Canyon Dr.  
Palm Springs, CA. 92262  
(760) 567-0298  
Attn: Clerk of the Board

Re: Written Public Comment for agenda Items listed below for the June 15, 2022 DHCD Meeting (1:PM)  
(Submitted in accordance with California's AB361)

Dear DHCD Directors,

Please consider the written statements listed below prior to the implementation of "updated" policies and or ordinance/resolution to reflect change.

Agenda Item: Five (New Business)

a.2: (Stipends) Ordinance 22-01 & Resolution 22-12

Opposed,

The DHCD has chosen to continue operations under the pretext of an Emergency that disallows for In-Person Public meetings of the DHCD but allows for other public event's to precede unabated. While the DHCD denied access to elected officials with In-Person open California Public meetings- No Increases in wages/benefits should be supplied to DHCD directors.

6.a: (Investment policy - FIN-03)

6.b: (Investment policy - Resolution 22-13)

Opposed,

The DHCD have included language to restrict "firearms" and other categories of goods from the DHCD (special district) financial investment policy. This attempt to change policy of the DHCD appears to be motivated with political elements that have No financial advantage to the general population that currently support the DHCD. Such unnatural actions of political aspects to potentially harm law abiding Industries are unreasonable and illustrates the willingness of political element to violate the honor of there elected positions and NOT being good stewards with Public monies.

7.b: (Remote work agreement)

Opposed,

No agreement for working from Home should be required - while the DHCD remains under a self declared State of Emergency

Sincerely,

Brad Anderson | Rancho Mirage, CA. |

Cc:





**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

Date: October 18, 2022  
To: Board & Staff Communications and Policies Committee  
Subject: Consideration to Approve Policies

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**Staff Recommendation:** Consideration to approve updated policies

**Background:**

- The policies listed below have been determined to need review and/or revision.
- Policy #OP-05 – Revisions to include an increase of the mini grants from \$5,000 to \$10,000 and a Declination Appeal Process
- Policy #BOD-03 – Revisions to include adding Board and Staff & Policies Committee
- Policy #BOD-07 – Minor revisions
- Policy #BOD-16 – Minor revisions
- Policy #OP-01 – Minor revisions
- Policy #OP-03 – Minor revisions
- Policy #OP-04 – Minor revisions
- Policy #OP-15 – Minor revisions

**Fiscal Impact:**

None



**DESERT HEALTHCARE**  
**DISTRICT & FOUNDATION**

Date: October 18, 2022

To: BOARD AND STAFF COMMUNICATIONS AND POLICIES  
COMMITTEE MEETING

Subject: Requested Grant Declination Process – Structure Review

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**Staff Recommendation:** Review, input and consideration of additions/changes to the existing District grant review process for advancement to the Board of Directors for review/approval.

**Grant Review Process:** This revised chart details each phase of the review and selection process informing organizations on the status of their grant applications once submitted. Sharing our review process and criteria demonstrates that the District understands the value this information holds for applicants and that staff is there to support them throughout this process. Being transparent about our process facilitates trust from potential applicants and brings clarity to the whole process.

**History/Background:**

- On July 26<sup>th</sup>, the DHCD Board of Directors President, Karen Borja requested a review of the current District practices related to grant application review and a declinations appeal process.
- The **current** District process does not include a declinations appeal process.

**Comparative Organizational Grant Declination Structures:**

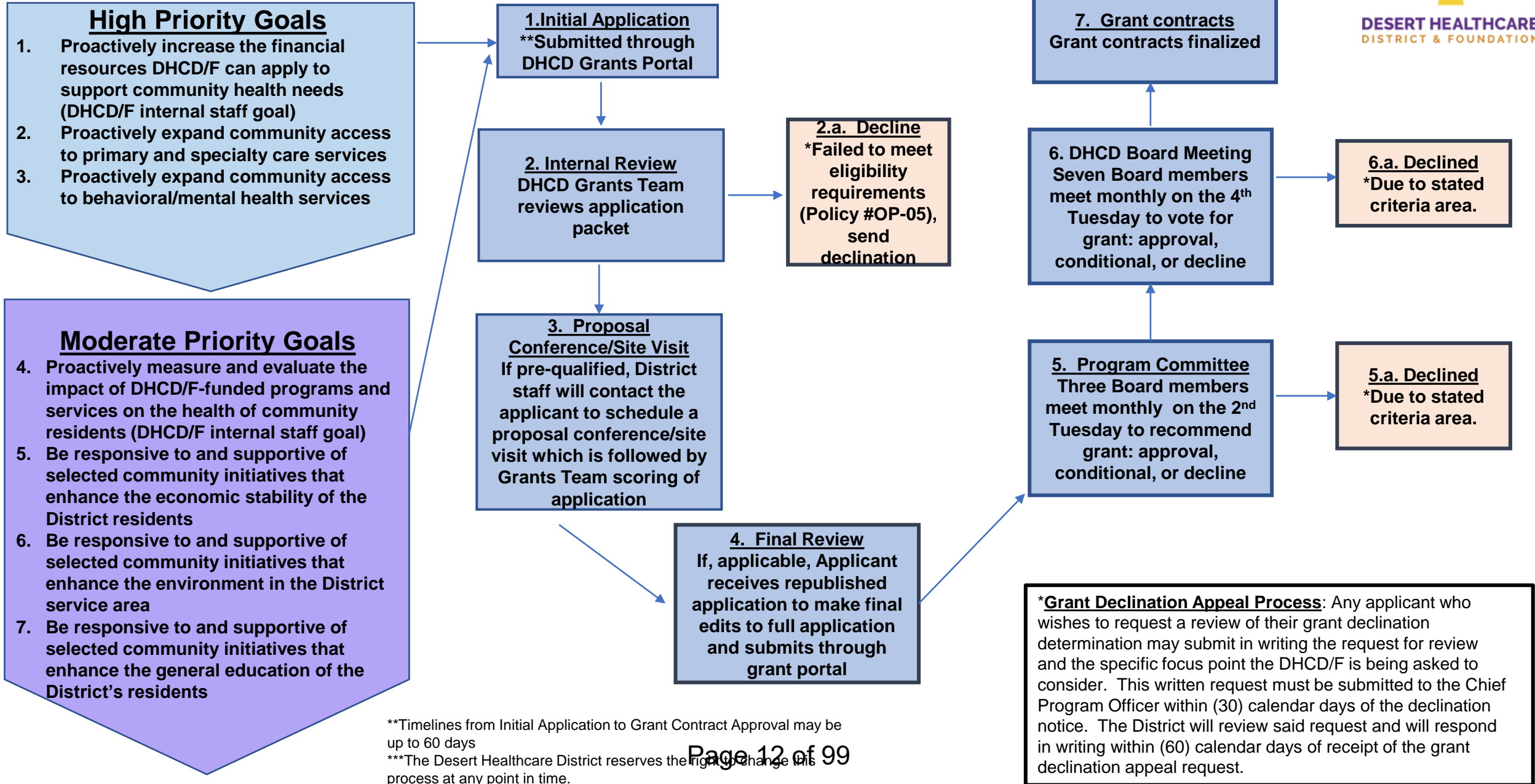
- A review of a cross-section of various organizations that provide funding, and their declination structure highlighted a focus on insuring that the identified/published review process was followed and was free of any deviation from established practices.
- There is a specific timeline (10-30 days) by which the declination review must be requested in writing and must state an aspect of the review process that was not followed.
- Organizations have a specific amount of time to respond to the written request (30-60 days) with a final determination.

**Proposed structural additions to existing DHCD Grant and Mini Grant Policy:**

- Grant declination determinations by the Program Committee or Board of Directors will include a statement of identified declination criteria area.
- Grant Declination Appeal Process: Any applicant who wishes to request a review of their grant declination may submit in writing the request for review and the specific focus point the DHCD/F is being asked to consider (Grant & Mini Grant Policy #OP-05).

- This written request must be submitted to the Chief Program Officer within (30) calendar days of the declination notice.
- The District will review said request and will respond in writing within (60) calendar days of receipt of the grant declination appeal request.

**Fiscal Impact:** None



\*\*Timelines from Initial Application to Grant Contract Approval may be up to 60 days  
 \*\*\*The Desert Healthcare District reserves the right to change this process at any point in time.



**POLICY TITLE:** GRANT & MINI GRANT POLICY

**POLICY NUMBER:** OP-05

**COMMITTEE APPROVAL:** 10-18-2022~~02-10-2022~~

**BOARD APPROVAL:** 10-18-2022~~02-22-2022~~

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**POLICY #OP-05:** In accordance with Desert Healthcare District’s mission and strategic plan it is the policy of the Desert Healthcare District (“District” or “DHCD”) to provide guidelines for Grants & Mini Grants to provide health and wellness programs/projects for the benefit of the District residents and in alignment with the California Health and Safety Code requirements. Each year the Board of Directors will allocate a budget for both grants and mini grants.

The District Board may amend this policy as needed to be consistent with any state legislation regarding healthcare district grant programs.

**GUIDELINES:**

1. The District will administer the grant funds to assure transparent and responsible distribution of monies and to maximize the benefit to community members and fairness to grant recipients.
  - 1.a. All grants must align with the Desert Healthcare District & Foundation’s (“DHCD/F”) strategic plan. The strategic plan is available on our website, [www.dhcd.org](http://www.dhcd.org)
  - 1.b. The Board will adopt a grant budget allocation each fiscal year during the annual budget process. (July – June).
  - 1.c. Grant recipients should not assume there exists an entitlement to continued funding nor that similar funding will be available in future years.



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1.d. Grant recipients must accept the District's standard grant/contract terms and conditions as a stipulation of any grant award. A Grantee who is not in compliance as identified in the Grant Contract may become ineligible to apply for future grants for a period of up to two (2) years.

1.e. The District will place a priority on collaboration with community agencies applying for grants, to maximize use of funds and impact while avoiding the fostering of competing programs that may make each such competing programs to become less effective.

Applicants who choose not to collaborate must demonstrate a distinction between their proposed services and those that may already be in place.

1.1 Grant requestors utilizing a fiscal agent may be considered; the application shall include a copy of a resolution adopted by the fiscal agent organization's board of directors approving of the action to act as an agent on behalf of the requestor.

1.2 Per AB 2019 and revised California Health and Safety Code Section 32139(c)(5), individual meetings regarding grants between an applicant and a District Board member, officer, or staff outside of the established grant process is prohibited. Staff may provide technical assistance, upon request, from potential and current Grantees.

2. **Mini Grants** allow the Desert Healthcare District community to access support for small health initiatives that possibly do not have the capacity for a large program or project. The mini grant application is processed by the administration of DHCD. Consideration is contingent upon the availability of funds, community health priorities, and the ability of the applicant to effectively administer the project programmatically



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DISTRICT & FOUNDATION

and financially. The mini grant provides up to ~~\$10,000~~\$5,000 per one request in a fiscal year. The request must align with the DHCD strategic goals and objectives.

### 3. Grant Application Process

#### a. Program Committee

The Program Committee shall be responsible for oversight and for making recommendations to the Board, where appropriate, on District matters related to grant-making and related programs.

#### b. Eligibility/Criteria

3.b.1 The District awards grants only to organizations exempt from federal taxation under Section 501(c) (3) of the Internal Revenue Code or equivalent exemption; such as a public/governmental agency, program or institution. Except for mini grant recipients, all organizations must have current audited financial statements.

3.b.2 Some small organizations (annual revenue of \$500,000 or less) may be financially unable to provide audited financial statements. Under certain circumstances defined by the ability of the organization and if the organization is able to provide a service to meet the mission of the District, the District may consider providing grant funds to complete a financial audit. The District may also consider providing grant funds to develop capacity building.

3.b.3 Organizations must directly serve residents of the Desert Healthcare District. Agencies physically located outside District boundaries would be eligible for funds upon demonstration that the residents of the District will be proportionately served.

3.b.4 Grants are available to organizations whose activities improve residents' health within one priority area of the District's strategic plan. Through



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investment of its grant dollars, the District supports programs, organizations and community collaborations with potential for achieving measurable results. Through the use of a grant scoring structure, consideration is given to projects or organizations that:

- Have proven records of success and capacity
- Have potential to impact the greatest numbers of District residents in alignment with strategic goals
- Can demonstrate the greatest potential to positively change health-related behaviors
- Are based on research and/or best practices that demonstrate effectiveness
- Have data available to measure progress, outcomes and relevance
- Have strong fiscal and operational governance

**4. Funding Restrictions**

4.1 The District's grants will NOT support the following:

- Individuals
- Endowment campaigns
- Retirement of debt
- Annual campaigns, fundraising events, or expenses related to fundraising
- Programs that proselytize or promote any religion or sect, or deny services to potential beneficiaries based upon religious beliefs
- Expenses related to lobbying public officials
- Political campaigns or other partisan political activities
- Unfunded government mandates





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- Replacement funds to allow funding to be shifted to other programs or budget areas
- Any organization who discriminates against others based on, including, but not limited to race, color, creed, gender, gender identity, sexual orientation or national origin.

## **5. Application Process**

**Please refer to attached Application Process flowchart**

### **5.1 Grant Declination Appeal Process**

Any applicant who wishes to appeal their grant declination must follow the guidelines below:

1. Submit in writing the request for appeal and the specific focus point/criteria the DHCD/F is being asked to consider.
2. The written request must be submitted to the Chief Program Officer within 30 calendar days of receipt of the declination notification.
- 4-3. The DHCD/F will review said request and will respond in writing within 60 calendar days of receipt of the grant declination appeal request (process for review and final determination).

## **6. No-Cost Grant Extension**

6.1 Under a No-Cost Extension, grantees may extend a grant's project period one time for up to 12 months. A No-Cost Extension may be requested when the following conditions are met:

- 6.1.1 No term of award specifically prohibits the extension



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- 6.1.2 Project's originally approved scope will not change
- 6.1.3 The end of the project/grant period is approaching
- 6.1.4 There is a programmatic need to continue
- 6.1.5 There are sufficient funds remaining to cover the extended effort

6.2 The Desert Healthcare District always retains the right to decline the request. Examples of reasons to decline might include:

- a. An extension may not be granted solely because there is money left over. Programmatic benefit must be justified.
- b. Deliverables as outlined in Exhibit B (Payment Schedule, Requirements & Deliverables) have been met.

6.3 Process:

Grantee must submit a written request to the DHCD/E at least 30 days before the end of the current project period. The request should be sent to the Grant Department and include the following information:

1. The amount of funds remaining, and an explanation for why they have not been spent
2. Rationale for continuing the project
3. An explanation of why the project has not been completed
4. Inclusion of a detailed work plan and how all unfinished activities will be completed by the proposed end date



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**AUTHORITIES**

Desert Healthcare District Bylaws Article V, section 5.6

**DOCUMENT HISTORY**

<u>Revised</u>	<u>10-25-2022</u>
Revised	02-22-2022
Revised	02-23-2021
Revised	03-24-2020
Revised	05-28-2019
Revised	05-24-2016
Approved	02-20-2012

DRAFT



**POLICY TITLE:** GRANT & MINI GRANT POLICY  
**POLICY NUMBER:** OP-05  
**COMMITTEE APPROVAL:** 10-18-2022  
**BOARD APPROVAL:** 10-18-2022

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**POLICY #OP-05:** In accordance with Desert Healthcare District’s mission and strategic plan it is the policy of the Desert Healthcare District (“District” or “DHCD”) to provide guidelines for Grants & Mini Grants to provide health and wellness programs/projects for the benefit of the District residents and in alignment with the California Health and Safety Code requirements. Each year the Board of Directors will allocate a budget for both grants and mini grants.

The District Board may amend this policy as needed to be consistent with any state legislation regarding healthcare district grant programs.

**GUIDELINES:**

1. The District will administer the grant funds to assure transparent and responsible distribution of monies and to maximize the benefit to community members and fairness to grant recipients.
  - 1.a. All grants must align with the Desert Healthcare District & Foundation’s (“DHCD/F”) strategic plan. The strategic plan is available on our website, [www.dhcd.org](http://www.dhcd.org)
  - 1.b. The Board will adopt a grant budget allocation each fiscal year during the annual budget process. (July – June).
  - 1.c. Grant recipients should not assume there exists an entitlement to continued funding nor that similar funding will be available in future years.



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1.d. Grant recipients must accept the District's standard grant/contract terms and conditions as a stipulation of any grant award. A Grantee who is not in compliance as identified in the Grant Contract may become ineligible to apply for future grants for a period of up to two (2) years.

1.e. The District will place a priority on collaboration with community agencies applying for grants, to maximize use of funds and impact while avoiding the fostering of competing programs that may make each such competing programs to become less effective.

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### **3. Grant Application Process**

#### **a. Program Committee**

The Program Committee shall be responsible for oversight and for making recommendations to the Board, where appropriate, on District matters related to grant-making and related programs.

#### **b. Eligibility/Criteria**

3.b.1 The District awards grants only to organizations exempt from federal taxation under Section 501(c) (3) of the Internal Revenue Code or equivalent exemption; such as a public/governmental agency, program or institution. Except for mini grant recipients, all organizations must have current audited financial statements.

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grant dollars, the District supports programs, organizations and community collaborations with potential for achieving measurable results. Through the use of a grant scoring structure, consideration is given to projects or organizations that:

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- Replacement funds to allow funding to be shifted to other programs or budget areas
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- b. Deliverables as outlined in Exhibit B (Payment Schedule, Requirements & Deliverables) have been met.

6.3 Process:

Grantee must submit a written request to the DHCD/F at least 30 days before the end of the current project period. The request should be sent to the Grant Department and include the following information:

- 1. The amount of funds remaining, and an explanation for why they have not been spent
- 2. Rationale for continuing the project
- 3. An explanation of why the project has not been completed
- 4. Inclusion of a detailed work plan and how all unfinished activities will be completed by the proposed end date



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

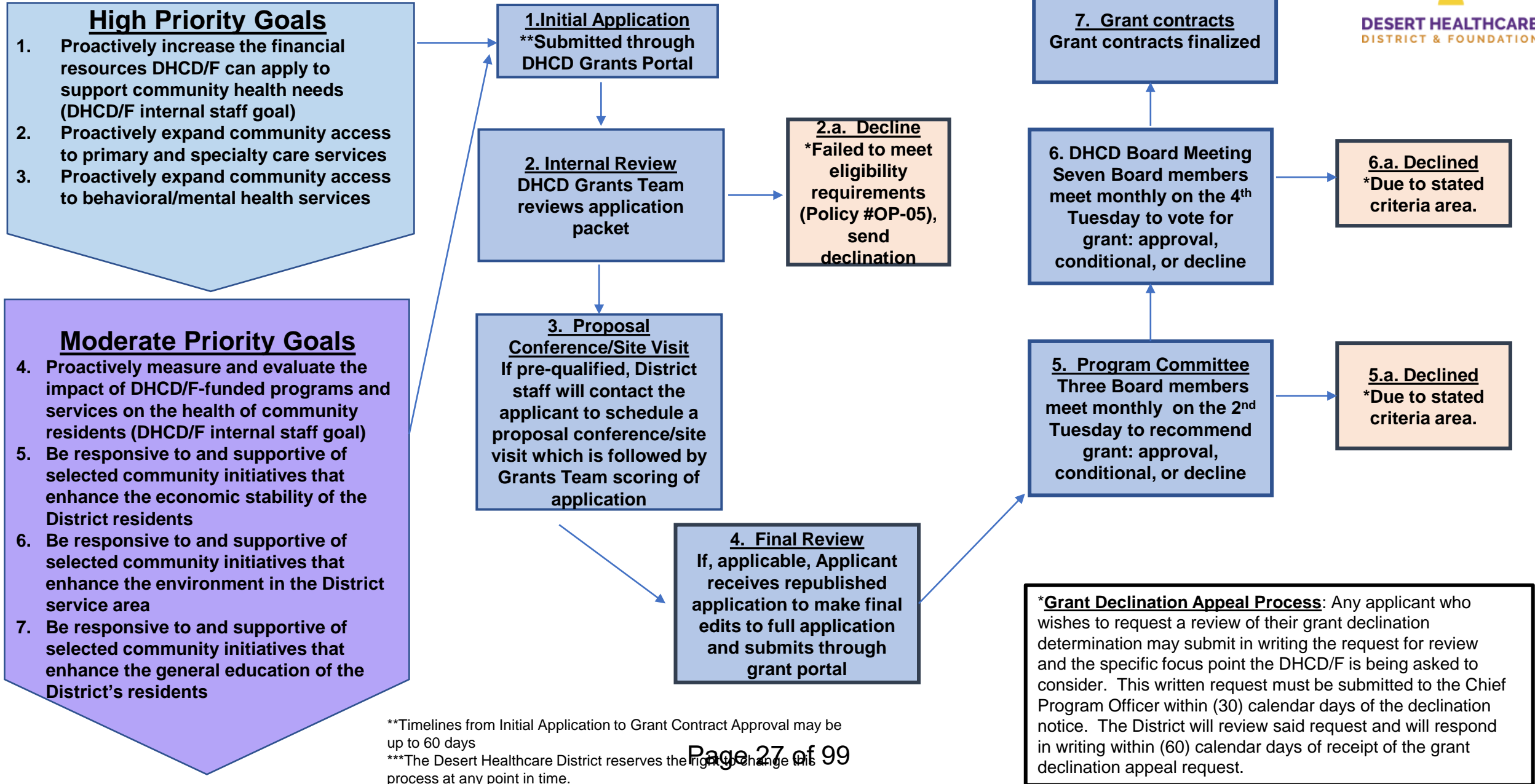
**AUTHORITIES**

Desert Healthcare District Bylaws Article V, section 5.6

**DOCUMENT HISTORY**

Revised	10-25-2022
Revised	02-22-2022
Revised	02-23-2021
Revised	03-24-2020
Revised	05-28-2019
Revised	05-24-2016
Approved	02-20-2012

DRAFT



\*\*Timelines from Initial Application to Grant Contract Approval may be up to 60 days  
 \*\*\*The Desert Healthcare District reserves the right to change this process at any point in time.



**POLICY TITLE:** APPOINTMENT & DUTIES FOR COMMITTEES

**POLICY NUMBER:** BOD-03

**COMMITTEE APPROVAL:** 10-18-2022~~11-09-2020~~

**BOARD APPROVAL:** 10-25-2022~~11-24-2020~~

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**POLICY #BOD-03:** It shall be the policy of the Desert Healthcare District (“District”) that the Board of Directors (“Board”) President shall appoint Board members to all committees and all committees shall be advisory only to the full Board of Directors unless otherwise specifically authorized to act by the Board. The District encourages community engagement to ensure the community’s voice is heard. For guidelines, reference Policy #OP-15 Engagement of the Community, Public, and Subject Matter Experts.

**1. DISTRICT BOARD COMMITTEES:**

**1.1. Ad-hoc Committees.** Special Ad-hoc Committees of less than a quorum of the Board may be appointed by the Board President, for specific tasks or for a limited or a single purpose that is not perpetual. Ad hoc Committees shall not be created by formal action of the Board and shall be dissolved once the specific task is completed.

**1.2. Standing Committees.** The District Bylaws shall reference and list the Board Standing Committees which shall meet regularly to review reports from District staff, legal counsel, and consultants relating to the subject matter of the committee. Annually at the first Board meeting following the election of officers the Board President shall appoint three Board members to each Standing Committee and a chairperson. The Board Treasurer shall serve as the Chair of the Finance, Legal and Administrative Committee (F&A Committee). There shall be the following Standing Committees:

**1.2.1. Finance, Legal, Administration, and Real Estate Committee (F&A).** This committee shall be responsible for making recommendations to the Board where appropriate on matters related to finance, administration, human resources, property management, legal affairs (including legislation), real estate, and information systems (IS).



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**1.2.2. Strategic Planning Committee.** This committee shall meet quarterly, or more often if needed, and shall be responsible for monitoring the District's progress in achieving the goals and expectations outlined in its strategic plan.

**1.2.3. Hospital Lease Oversight Committee.** This committee shall meet quarterly, or more often if needed, and shall be charged with oversight responsibilities to ensure compliance with the terms of the current Lease of Desert Regional Medical Center.

**1.2.4. Program Committee.** This committee shall be responsible for oversight and for making recommendations to the Board where appropriate on District matters related to its grant-making and related programs.

**1.2.5. Board and Staff Communications & Policies Committee.** This committee shall meet quarterly, or more often, if needed, and shall be responsible for monitoring and developing the District's Board and staff communications and relations. The committee is also responsible for developing and maintaining the District's policies and policies manual.

**2. F&A COMMITTEE.** In accordance with the District Bylaws, this committee shall be responsible for oversight and for making recommendations to the Board where appropriate on matters related to finance, administration, human resources, property management, legal affairs (including legislation) real estate, and information systems (IS).

**2.1. Responsibilities.** The responsibilities of the F&A Committee include the following:

- To understand the financial needs and conditions of the District.
- To provide objective perspective regarding finances.
- To provide advice, counsel and feedback to the committee as requested during budget development.

**3. STRATEGIC PLANNING COMMITTEE.** In accordance with the District Bylaws,



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DISTRICT & FOUNDATION

this committee shall meet quarterly, ~~and or~~ more often if needed, and shall be responsible for monitoring the Districts' progress in achieving the expectations outlined in the District's strategic plan.

**3.1. Responsibilities.** The responsibilities of the Strategic Planning Committee include the following:

- Responsible for monitoring the District's progress in achieving the expectations outlined in its strategic plan.
- To provide vision and guidance on the development of the District's strategic plan.
- To monitor implementation of the District's strategic plan and program-related activities to ensure programs/initiatives are achieving the desired impact.

**4. HOSPITAL LEASE OVERSIGHT COMMITTEE.** In accordance with the District Bylaws, this committee shall meet quarterly, or more often if needed, and shall be ~~responsible for~~ charged with oversight responsibilities to ensure compliance with the terms of the current lease of Desert Regional Medical Center.

**4.1. Responsibilities.** The responsibilities of the Hospital Lease Oversight Committee include the following:

- Review of all mandated Hospital operation scores and reports performed by independent third parties.
- Review of quarterly inspections of Hospital facilities.
- Provide updates to the Board of Directors.
- Provide an annual report reflective of lease requirements from lessee.

**5. PROGRAM COMMITTEE.** In accordance with the District's mission and strategic plan, the grant program provides funds to qualified nonprofit and governmental grantees to make positive impacts on community health and improve access to health care. The Program Committee recommends grant making policy to the Board of Directors and guides and monitors District grant making functions and



**DESERT HEALTHCARE**  
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program-related activities through which the District carries out its strategic plan to improve the health of the achieve optimal health for all stages of life for all District's residents.

**5.1 Responsibilities.** The responsibilities of the Program Committee include the following:

- To identify trends and healthcare needs that can be addressed by the District and provide input on needs assessments conducted by District staff.
- To provide advice, counsel and feedback to staff as needed during program development.
- To monitor implementation of grant making and program-related activities to ensure alignment with the District's Strategic Plan.
- To identify key program issues to be discussed at the Board level.
- To consider grant proposals and recommendations provided by staff and make recommendations of grants to approve to the District's Board of Directors.

**6. BOARD AND STAFF COMMUNICATIONS & POLICIES COMMITTEE.** In accordance with the District's bylaws, this committee shall meet quarterly or more often, if needed, and shall be responsible for monitoring and developing the District's Board and staff communications and relations. The committee is also responsible for developing and maintaining the District's policies and policies manual.

**6.1 Responsibilities.** The responsibilities of the Board and Staff Communications & Policies Committee include the following:

- To inquire, monitor and develop details for communication between the Board and Staff.
- To review and develop policies applicable to the District & Foundation.
- To review and revise, as needed, policies on a two (2) year rotation to ensure policies are up-to-date.
- Some policies may require review of the respective committee (i.e F&A



**DESERT HEALTHCARE**  
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[Committee and Program Committee\) prior to review by the Board and Staff Communications & Policies Committee.](#)

**AUTHORITIES**

Desert Healthcare District Bylaws Article VI

**DOCUMENT HISTORY**

<u>Revised</u>	<u>10-25-2022</u>
Revised	11-24-2020
Revised	04-23-2019
Approved	03-22-2016

DRAFT





**POLICY TITLE:** APPOINTMENT & DUTIES FOR COMMITTEES  
**POLICY NUMBER:** BOD-03  
**COMMITTEE APPROVAL:** 10-18-2022  
**BOARD APPROVAL:** 10-25-2022

---

**POLICY #BOD-03:** It shall be the policy of the Desert Healthcare District (“District”) that the Board of Directors (“Board”) President shall appoint Board members to all committees and all committees shall be advisory only to the full Board of Directors unless otherwise specifically authorized to act by the Board. The District encourages community engagement to ensure the community’s voice is heard. For guidelines, reference Policy #OP-15 Engagement of the Community, Public, and Subject Matter Experts.

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**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

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**3.1. Responsibilities.** The responsibilities of the Strategic Planning Committee include the following:

- Responsible for monitoring the District's progress in achieving the expectations outlined in its strategic plan.
- To provide vision and guidance on the development of the District's strategic plan.
- To monitor implementation of the District's strategic plan and program-related activities to ensure programs/initiatives are achieving the desired impact.

**4. HOSPITAL LEASE OVERSIGHT COMMITTEE.** In accordance with the District Bylaws, this committee shall meet quarterly, or more often if needed, and shall be charged with oversight responsibilities to ensure compliance with the terms of the current lease of Desert Regional Medical Center.

**4.1. Responsibilities.** The responsibilities of the Hospital Lease Oversight Committee include the following:

- Review of all mandated Hospital operation scores and reports performed by independent third parties.
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- Provide an annual report reflective of lease requirements from lessee.

**5. PROGRAM COMMITTEE.** In accordance with the District's mission and strategic plan, the grant program provides funds to qualified nonprofit and governmental grantees to make positive impacts on community health and improve access to health care. The Program Committee recommends grant making policy to the Board of Directors and guides and monitors District grant making functions and program-related activities through which the District carries out its strategic plan to achieve optimal health for all stages of life for all District residents.



**5.1 Responsibilities.** The responsibilities of the Program Committee include the following:

- To identify trends and healthcare needs that can be addressed by the District and provide input on needs assessments conducted by District staff.
- To provide advice, counsel and feedback to staff as needed during program development.
- To monitor implementation of grant making and program-related activities to ensure alignment with the District's Strategic Plan.
- To identify key program issues to be discussed at the Board level.
- To consider grant proposals and recommendations provided by staff and make recommendations of grants to approve to the District's Board of Directors.

**6. BOARD AND STAFF COMMUNICATIONS & POLICIES COMMITTEE.** In accordance with the District's bylaws, this committee shall meet quarterly or more often, if needed, and shall be responsible for monitoring and developing the District's Board and staff communications and relations. The committee is also responsible for developing and maintaining the District's policies and policies manual.

**6.1 Responsibilities.** The responsibilities of the Board and Staff Communications & Policies Committee include the following:

- To inquire, monitor and develop details for communication between the Board and Staff.
- To review and develop policies applicable to the District & Foundation.
- To review and revise, as needed, policies on a two (2) year rotation to ensure policies are up-to-date.
- Some policies may require review of the respective committee (i.e F&A Committee and Program Committee) prior to review by the Board and Staff Communications & Policies Committee.



**AUTHORITIES**

Desert Healthcare District Bylaws Article VI

**DOCUMENT HISTORY**

Revised	10-25-2022
Revised	11-24-2020
Revised	04-23-2019
Approved	03-22-2016

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**DESERT HEALTHCARE**  
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**POLICY TITLE:** BOARD MEETING AGENDA

**POLICY NUMBER:** BOD-07

**COMMITTEE APPROVAL:** ~~10-18-2022~~11-09-2020

**BOARD APPROVAL:** ~~10-25-2022~~11-24-2020

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**POLICY #BOD-07:** It is the policy of the Desert Healthcare District (“District”) to prepare an agenda for each regular and special meeting of the Board of Directors.

**GUIDELINES:**

1. The Chief Executive Officer or designee shall prepare an agenda for each regular and special meeting of the Board of Directors. For items to be placed on the agenda, the Board President, or any two Board Members may call the Board President and request the item(s) no later than 5:00 p.m. five (5) business days prior to a regular meeting date.
2. In accordance with Government Code Section 54956(a), the Board President, or a majority of the members of the Board (4) may call a special meeting by delivering written notice to each member of the Board. The Chief Executive Officer or designee shall then develop an agenda forecast with the Board President.
3. This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda that a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting. The Board may ask clarifying questions of public testimony.
4. At least ~~seventy-two (72)~~ hours prior ~~to~~ all regular meetings and ~~(24)~~ hours for all special meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review within the District offices, in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926), and on the District’s website at [www.dhcd.org](http://www.dhcd.org).



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The following outlines the agenda of both type meetings:

- A. Call to Order
- B. Approval of Agenda
- C. Public Comment and/or Presentations (non-agendized)
- D. Consent Calendar
- E. CEO Report
- F. DRMC Governing Board of Directors Report
- G. Committee Reports
- H. Old Business
- I. New Business
- J. Directors Comments and Reports
- K. Informational Items
- L. Adjournment

5. On occasion, as needed, a closed session of the Board is required, properly announced and conducted for only those purposes allowed in the Ralph M. Brown Act (California Government Code §54950 through §54926) and are generally held (but not limited to) following the regular or special meeting agenda.

**AUTHORITIES**

Desert Healthcare District Bylaws Article V

**DOCUMENT HISTORY**

<u>Revised</u>	<u>10-25-2022</u>
Revised	11-24-2020
Revised	07-23-2016
Approved	03-23-2016



**POLICY TITLE:** BOARD MEETING AGENDA  
**POLICY NUMBER:** BOD-07  
**COMMITTEE APPROVAL:** 10-18-2022  
**BOARD APPROVAL:** 10-25-2022

---

**POLICY #BOD-07:** It is the policy of the Desert Healthcare District (“District”) to prepare an agenda for each regular and special meeting of the Board of Directors.

**GUIDELINES:**

1. The Chief Executive Officer or designee shall prepare an agenda for each regular and special meeting of the Board of Directors. For items to be placed on the agenda, the Board President, or any two Board Members may call the Board President and request the item(s) no later than 5:00 p.m. five (5) business days prior to a regular meeting date.
2. In accordance with Government Code Section 54956(a), the Board President, or a majority of the members of the Board (4) may call a special meeting by delivering written notice to each member of the Board. The Chief Executive Officer or designee shall then develop an agenda forecast with the Board President.
3. This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda that a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting. The Board may ask clarifying questions of public testimony.
4. At least 72 hours prior to all regular meetings and 24 hours for all special meetings, an agenda which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review within the District offices, in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926), and on the District’s website at [www.dhcd.org](http://www.dhcd.org).





**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

The following outlines the agenda of both type meetings:

- A. Call to Order
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  - H. Old Business
  - I. New Business
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  - K. Informational Items
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**AUTHORITIES**

Desert Healthcare District Bylaws Article V

**DOCUMENT HISTORY**

Revised	10-25-2022
Revised	11-24-2020
Revised	07-23-2016
Approved	03-23-2016



**POLICY TITLE:** PROPRIETY, CONFIDENTIALITY AND PERSONAL INFORMATION

**POLICY NUMBER:** BOD-16

**COMMITTEE APPROVAL:** ~~10-18-2022~~~~11-09-2020~~

**BOARD APPROVAL:** ~~10-25-2022~~~~11-24-2020~~

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**POLICY #BOD-16:** During the course of business, the Desert Healthcare District (“District”) may occasionally be provided with confidential medical information related to its employees, directors, or other affiliates (collectively referred to herein as “employees”). This policy is intended to be in compliance with all state and federal laws mandating confidentiality of medical information, including but not limited to the California Confidentiality of Medical Information Act (CMIA) and, to the extent applicable, the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA). The law shall supersede any provision of this policy that is in conflict.

**GUIDELINES:**

1. Employee medical information is considered confidential and shall be protected from unnecessary disclosure. When provision of medical records by a third-party provider is necessary or anticipated, an Authorization to Release Medical Information to Employer form (see attached) must be executed by the employee.

**1.1 Definitions.** “Medical information” means any individually identifiable information, in electronic or physical form, in possession of or derived from a provider of health care, health care service plan, health insurance plan, pharmaceutical company, or contractor regarding an employee’s medical history, mental or physical condition, or treatment. Such information includes, but is not limited to, medical records, doctor reports, disability certifications, or any written or oral disclosure of health conditions, illnesses, diseases, or requests for accommodation on account of health condition. “Medical information” shall be further defined to include any individually identifiable medical information provided by the employee directly unless confidentiality has been waived by the employee. “Individually identifiable” means that the medical information includes or contains



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any element of personal identifying information sufficient to allow identification of the individual such as the patient's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the individual's identity.

**1.2 Designation of a Privacy Officer.** The Privacy Officer of the District shall be the Chief Administration Officer ("CAO") as staff Human Resources ("HR") representative for the District. Should that position be unfilled, the Chief Executive Officer ("CEO") will serve in the Privacy Officer position. The Privacy Officer shall be responsible for the implementation of this policy; the receipt and maintenance of employee medical information; obtaining required authorizations when necessary; and for maintaining adequate protections to ensure the confidentiality and security of employee medical information.

**1.3 Prohibition Against Unauthorized Disclosure.** No employee who is through necessity or inadvertence provided another employee's confidential medical information may disclose or use such information without the express authorization from the Privacy Officer. Employees may not use or disclose employee medical information obtained at the District for any reason after the employment relationship with the District ends. Misuse or unauthorized disclosure of confidential medical information will result in discipline, up to and including termination of employment. Employees should relay or provide medical information, when necessary, only to the Privacy Officer. The Privacy Officer shall make every effort to maintain the confidentiality of any employee communication, oral or otherwise, containing an employee's confidential medical information.

**1.4 Medical Files.** All employee medical information documentation, whether obtained from any post-offer examination, workers' compensation examination, or directly from the employee, shall be maintained in separate, secure medical files. Employee medical files shall be treated as confidential. Employee medical files shall be kept in a locked location, accessible to only the Privacy Officer or their his/her authorized designee. No employee may place any medical-related material into an employee's general personnel file.

**1.5 Mandate to Report Violations.** Any violation of this policy shall be reported to the Privacy Officer as soon as reasonably possible. Because report of violation



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

may necessarily disclose apparent confidential medical information, employees are prohibited from relaying or repeating the report or the conveyed medical information to any party other than the Privacy Officer or ~~their~~his/her authorized designee. This prohibition does not prevent employees from reminding others about the requirements of this policy.

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**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

**Acknowledgement of Receipt/ Confidentiality of Medical Information Policy**

I acknowledge receipt of this policy by signing this form. I understand it is my duty to familiarize myself with this policy and to adhere to its terms. I have been advised of my right to seek clarification on any of the contents herein I do not understand.

This policy is subject to change. I understand I can obtain a copy of the revised policy by requesting one from the Chief Administration Officer/Privacy Officer.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print name in full

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To be completed only if no signed acknowledgement of receipt is obtained. If it is not possible to obtain the individual's acknowledgement, indicate the reason why the acknowledgement was not obtained.

\_\_\_ Refused to sign

\_\_\_ Unable to sign

\_\_\_ Mailed to employee Date: \_\_\_\_\_

\_\_\_\_\_  
Chief Administration Officer/Privacy Officer

\_\_\_\_\_  
Date



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

**Authorization to Release Medical Information to Employer**

This authorization to release medical information is in compliance with the California Confidentiality of Medical Information Act of 1981 (Cal. Civil Code Section 56 *et seq.*) and is for the purpose of allowing the Desert Healthcare District (“District”) to coordinate personnel matters for employees.

I, \_\_\_\_\_ (print name of employee), hereby authorize the Custodian of Records of (Doctor and/or facility) \_\_\_\_\_ to furnish to the District medical records and information pertaining to my medical history, mental or physical condition, services rendered or treatment. Such information may be provided to the Privacy Officer for the District.

Duration: This authorization shall become effective immediately and shall remain in effect until (date) \_\_\_\_\_, 202\_\_. I understand that I may revoke this authorization at any time, even before the end of this duration, by submitting a written request for revocation to the District’s Privacy Officer.

Uses: The requestor may use the medical records and information hereby released for the coordination of personnel matters, including but not limited to leave requests or medical accommodation requests. I understand that disclosure could lead to re-disclosure that would not be protected under my right to medical confidentiality.

Restrictions: I understand that the District may not further use or disclose the medical information unless another authorization is obtained from me or unless such use or disclosure is specifically required or permitted by law.

Additional Copy: I have been provided a copy of this authorization, and I further understand that I have a right to receive another copy upon request.

Signature:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ A.M./P.M.

\_\_\_\_\_  
Employee’s Signature  
(if employee is incompetent, signature of legal representative)



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

**AUTHORITIES**

Desert Healthcare District Bylaws Article V, section 5.6

**DOCUMENT HISTORY**

<u>Revised</u>	<u>10-25-2022</u>
Revised	11-24-2020
Revised	03-23-2016
Approved	12-16-2014

DRAFT



**POLICY TITLE:** PROPRIETY, CONFIDENTIALITY AND PERSONAL INFORMATION

**POLICY NUMBER:** BOD-16

**COMMITTEE APPROVAL:** 10-18-2022

**BOARD APPROVAL:** 10-25-2022

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**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

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DRAFT



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

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Employee Signature

\_\_\_\_\_  
Date

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Please print name in full

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To be completed only if no signed acknowledgement of receipt is obtained. If it is not possible to obtain the individual's acknowledgement, indicate the reason why the acknowledgement was not obtained.

\_\_\_ Refused to sign

\_\_\_ Unable to sign

\_\_\_ Mailed to employee Date: \_\_\_\_\_

\_\_\_\_\_  
Chief Administration Officer/Privacy Officer

\_\_\_\_\_  
Date



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

**Authorization to Release Medical Information to Employer**

This authorization to release medical information is in compliance with the California Confidentiality of Medical Information Act of 1981 (Cal. Civil Code Section 56 *et seq.*) and is for the purpose of allowing the Desert Healthcare District (“District”) to coordinate personnel matters for employees.

I, \_\_\_\_\_ (print name of employee), hereby authorize the Custodian of Records of (Doctor and/or facility) \_\_\_\_\_ to furnish to the District medical records and information pertaining to my medical history, mental or physical condition, services rendered or treatment. Such information may be provided to the Privacy Officer for the District.

Duration: This authorization shall become effective immediately and shall remain in effect until (date) \_\_\_\_\_, 202\_\_. I understand that I may revoke this authorization at any time, even before the end of this duration, by submitting a written request for revocation to the District’s Privacy Officer.

Uses: The requestor may use the medical records and information hereby released for the coordination of personnel matters, including but not limited to leave requests or medical accommodation requests. I understand that disclosure could lead to re-disclosure that would not be protected under my right to medical confidentiality.

Restrictions: I understand that the District may not further use or disclose the medical information unless another authorization is obtained from me or unless such use or disclosure is specifically required or permitted by law.

Additional Copy: I have been provided a copy of this authorization, and I further understand that I have a right to receive another copy upon request.

Signature:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ A.M./P.M.

\_\_\_\_\_  
Employee’s Signature  
(if employee is incompetent, signature of legal representative)



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

**AUTHORITIES**

Desert Healthcare District Bylaws Article V, section 5.6

**DOCUMENT HISTORY**

Revised	10-25-2022
Revised	11-24-2020
Revised	03-23-2016
Approved	12-16-2014

DRAFT



**POLICY TITLE:** ACCESS TO PUBLIC RECORDS

**POLICY NUMBER:** OP-01

**COMMITTEE APPROVAL:** [10-18-2022](#)[11-09-2020](#)

**BOARD APPROVAL:** [10-25-2022](#)[11-24-2020](#)

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**POLICY #OP-01:** The California Legislature has declared that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in this state. The California Public Records Act ("PRA"), Government Code Sections 6250 to 6270, requires the Desert Healthcare District ("DHCD") to make public records available for inspection by the public and to provide copies upon request. DHCD has established the following guidelines to ensure that all persons understand and are afforded the opportunity to use their right to access public records. A copy of these guidelines will be provided free of charge upon request.

**GUIDELINES:**

1. "Public records" include any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by DHCD regardless of physical form or characteristics. "Writing" means handwriting, typewriting, printing, photocopying, photographing, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing, any form of communication or representation, including letters, words, pictures, sounds or symbols or any combination thereof, and any record thereby created, regardless of the manner in which the record has been stored.
2. Public records are open to inspection during DHCD office hours, generally 8:30 a.m. – 5:00 p.m. Monday through Friday, except for holidays. Advanced notice is not required to inspect public records; however, the inspection of records is subject to a rule of reason and must be consistent and available within the DHCD offices.

2.1 Records available for immediate inspection include the Statement of Economic Interest (FPPC Form 700) of designated DHCD employees and this Access to Public Records Guidelines.



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

**2.2** It is the policy of DHCD that records not exempt from disclosure by state law will be open for public inspection with the least possible delay. There is no charge to inspect records. In order to prevent records from being lost, damaged or destroyed during inspection, DHCD staff may determine the location of, and may monitor, the inspection.

**3.** While a written request is not required, DHCD prefers that all Public Records Requests be in writing so that DHCD can more accurately identify the records sought and process the request more efficiently. Requests may be made in person, by phone, by email or directed to DHCD's office at the following address:

Desert Healthcare District  
1140 North Indian Canyon Drive  
Palm Springs, CA 92262  
Phone: (760) 323-6113  
Fax: (760) 323-6509  
Email: [ahayles@dhcd.org](mailto:ahayles@dhcd.org)

Please include the following information in your request, so that we may respond to your request in a timely manner:

**3.1** A clear and specific description of the information you are requesting. If possible, identify dates, subjects, titles and authors of the records requested. If needed, DHCD staff may ask for additional information if the request is not specific enough to permit identification of the records sought.

**3.2** Contact information is recommended so DHCD can obtain clarifying information if needed and send you a response or copies of records.

**3.3** The District strives to fulfill requests as soon as possible but not beyond ten (10) days from the date the request is received, DHCD will determine whether the request, in whole or in part, seeks copies of disclosable public records in DHCD's possession and notify the requester of such determination. In unusual circumstances, the 10-day time limit may be extended up to an additional fourteen (14) days by written notice to the requester, setting forth the reason for the time extension. Unusual circumstances include:



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

**3.3.1** The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request;

**3.3.2** The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request;

**3.4** If DHCD determines it will comply with the request, the records will be made available as promptly as possible upon payment, if required, of any applicable copying fees.

**3.5** Upon request, DHCD will make an electronic public record available in any electronic format in which DHCD holds the information.

**3.6** The cost for all other copies is the direct cost of duplication, or a statutory fee if applicable.

**4.** In balancing the public's right to access public records with other rights and interests, including the individual right of privacy and the need for DHCD to be able to competently perform its duties, the Legislature has established certain categories of records that may be exempt from public disclosure under specified circumstances. These include but are not limited to, certain personnel records, investigative records, drafts, confidential legal advice, records prepared in connection with litigation, real estate appraisals and evaluations made relative to pending acquisition of property, trade secrets, communications with the Governor's Office and information that is confidential pursuant to other state or federal statutes.

**5.** Upon receipt of a Court Order or a Subpoena Duces Tecum (a notice to appear and to bring records, or to produce records without appearance) should be forwarded to the Chief Executive Officer and the DHCD legal counsel. While a Subpoena Duces Tecum is issued by a court, it is not always an order of the court declaring that the particular records are subject to disclosure. Such records may still be subject to protection against disclosure by reason of the existence of a privilege or other legal excuse. Therefore, receipt of such a subpoena does not permit disclosure of records in and of itself and legal counsel shall determine the appropriate response.





**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

**AUTHORITIES**

California Public Records Act Government Code Sections 6250 to 6270  
Desert Healthcare District Bylaws Article V, section 5.6

**DOCUMENT HISTORY**

<u>Revised</u>	<u>10-25-2022</u>
Revised	11-24-2020
Approved	02-24-2016

DRAFT



**POLICY TITLE:** ACCESS TO PUBLIC RECORDS

**POLICY NUMBER:** OP-01

**COMMITTEE APPROVAL:** 10-18-2022

**BOARD APPROVAL:** 10-25-2022

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**POLICY #OP-01:** The California Legislature has declared that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in this state. The California Public Records Act ("PRA"), Government Code Sections 6250 to 6270, requires the Desert Healthcare District ("DHCD") to make public records available for inspection by the public and to provide copies upon request. DHCD has established the following guidelines to ensure that all persons understand and are afforded the opportunity to use their right to access public records. A copy of these guidelines will be provided free of charge upon request.

**GUIDELINES:**

1. "Public records" include any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by DHCD regardless of physical form or characteristics. "Writing" means handwriting, typewriting, printing, photocopying, photographing, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing, any form of communication or representation, including letters, words, pictures, sounds or symbols or any combination thereof, and any record thereby created, regardless of the manner in which the record has been stored.
2. Public records are open to inspection during DHCD office hours, generally 8:30 a.m. – 5:00 p.m. Monday through Friday, except for holidays. Advanced notice is not required to inspect public records; however, the inspection of records is subject to a rule of reason and must be consistent and available within the DHCD offices.

**2.1** Records available for immediate inspection include the Statement of Economic Interest (FPPC Form 700) of designated DHCD employees and this Access to Public Records Guidelines.



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

**2.2** It is the policy of DHCD that records not exempt from disclosure by state law will be open for public inspection with the least possible delay. There is no charge to inspect records. In order to prevent records from being lost, damaged or destroyed during inspection, DHCD staff may determine the location of, and may monitor, the inspection.

**3.** While a written request is not required, DHCD prefers that all Public Records Requests be in writing so that DHCD can more accurately identify the records sought and process the request more efficiently. Requests may be made in person, by phone, by email or directed to DHCD's office at the following address:

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Fax: (760) 323-6509  
Email: [ahayles@dhcd.org](mailto:ahayles@dhcd.org)

Please include the following information in your request, so that we may respond to your request in a timely manner:

**3.1** A clear and specific description of the information you are requesting. If possible, identify dates, subjects, titles and authors of the records requested. If needed, DHCD staff may ask for additional information if the request is not specific enough to permit identification of the records sought.

**3.2** Contact information is recommended so DHCD can obtain clarifying information if needed and send you a response or copies of records.

**3.3** The District strives to fulfill requests as soon as possible but not beyond ten (10) days from the date the request is received, DHCD will determine whether the request, in whole or in part, seeks copies of disclosable public records in DHCD's possession and notify the requester of such determination. In unusual circumstances, the 10-day time limit may be extended up to an additional fourteen (14) days by written notice to the requester, setting forth the reason for the time extension. Unusual circumstances include:



**3.3.1** The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request;

**3.3.2** The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request;

**3.4** If DHCD determines it will comply with the request, the records will be made available as promptly as possible upon payment, if required, of any applicable copying fees.

**3.5** Upon request, DHCD will make an electronic public record available in any electronic format in which DHCD holds the information.

**3.6** The cost for all other copies is the direct cost of duplication, or a statutory fee if applicable.

**4.** In balancing the public's right to access public records with other rights and interests, including the individual right of privacy and the need for DHCD to be able to competently perform its duties, the Legislature has established certain categories of records that may be exempt from public disclosure under specified circumstances. These include but are not limited to, certain personnel records, investigative records, drafts, confidential legal advice, records prepared in connection with litigation, real estate appraisals and evaluations made relative to pending acquisition of property, trade secrets, communications with the Governor's Office and information that is confidential pursuant to other state or federal statutes.

**5.** Upon receipt of a Court Order or a Subpoena Duces Tecum (a notice to appear and to bring records, or to produce records without appearance) should be forwarded to the Chief Executive Officer and the DHCD legal counsel. While a Subpoena Duces Tecum is issued by a court, it is not always an order of the court declaring that the particular records are subject to disclosure. Such records may still be subject to protection against disclosure by reason of the existence of a privilege or other legal excuse. Therefore, receipt of such a subpoena does not permit disclosure of records in and of itself and legal counsel shall determine the appropriate response.



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

**AUTHORITIES**

California Public Records Act Government Code Sections 6250 to 6270  
Desert Healthcare District Bylaws Article V, section 5.6

**DOCUMENT HISTORY**

Revised	10-25-2022
Revised	11-24-2020
Approved	02-24-2016

DRAFT



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

**POLICY TITLE:** RECORDS RETENTION

**POLICY NUMBER:** OP-03

**COMMITTEE APPROVAL:** 10-18-2022~~11-09-2020~~

**BOARD APPROVAL:** 10-25-2022~~11-24-2020~~

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**POLICY #OP-3:** It is the policy of the Desert Healthcare District's Board of Directors to provide guidelines regarding the retention or disposal of Desert Healthcare District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

**GUIDELINES:**

1. The California Secretary of State has issued local government records management guidelines in accordance with Government Code Section 60200 et seq., which augments the authority of local governments and districts to establish records retention schedule. The Board of Directors of Desert Healthcare District ("District") is authorized by the provisions of California Government Code sections 60200 et seq., to establish a records retention schedule applicable to District records. The records retention policy assists the District in documenting the records that (i) require office or temporary storage, (ii) have historic or research value, and (iii) should be destroyed because they no longer have any administrative, fiscal, or legal value.

**1.1 Authorization for Destruction of Records.** The record retention schedule, Exhibit "A", is the approved schedule for the District which is in compliance with Government Code sections 60200 et seq. The schedule gives the time periods documents must remain open/active for the public, the time period documents will remain closed (saved but may be boxed or in storage) and the process for destroying documents.

**1.2 Destruction of Records after Scanning.** Any record not expressly required by law to be filed and preserved in original form may be destroyed at any time after it is electronically stored in conformance with the requirements of Government Code section 60203.



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

**1.3 Destruction of Duplicates.** Pursuant to Government Code section 60200, any duplicate record, paper, or document which has the original or a permanent photographic copy stored in the files of the District, may be destroyed after confirmation that the original or permanent photographic copy remains on file in the District.

**1.4 Retention of Records Not Mentioned.** All records, papers, and documents not mentioned in this policy may be scanned as archival records or destroyed so long as such disposal is consistent with the recommendations of the Local Government Records Management Guidelines as set forth by the Secretary of State as the same may be amended from time to time.

**1.5 Retained Records.** Following Government Code section 60201, the District shall retain records that

- relate to formation, change of organization, or reorganization of the District;
- District ordinance unless it has been repealed or is invalid or unenforceable for a period of five (5) years;
- minutes of a meeting of the legislative body of the District;
- pending claims and litigation records for two (2) years after the disposition;
- records that are the subject of a pending Public Records Act request until the request is granted or two (2) years have passed since denial;
- records of construction projects prior to notice of completion and release of stop notices, if any;
- records related to non-discharged contracts or debts; records of title for District real property;
- unaccepted construction bids/proposals until two (2) years old;
- records that specify the amount of compensation paid to District employees, officers, or independent contractors until seven (7) years old;
- records for which the administrative, fiscal, or legal purpose has not yet been fulfilled.
- emails shall be retained for six (6) months.



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

**EXHIBIT "A"**

**Review Period**

<b>Record Series (Description)</b>	<b>Open/Active</b>	<b>Closed</b>	<b>Disposal</b>	<b>Notes</b>
Accident reports and logs	2 years	2 years	Shred	
Accounting files, miscellaneous	<del>5</del> 1 years	<del>5</del> 4 years	Shred	
Accounts payable (vendor files, invoices, employee travel and expense records)	1 year	<del>6</del> 4 years	Shred	
Accounts receivable	1 year	4 years	Shred	
Agendas, minutes and supporting materials for Board/Committee packet	1 year	Indefinite	Archive	
Agreements with agencies, firms, individuals	1 year	5 years	Shred	Depending on type of agreement, some will be indefinite
Appraisal Reports	1 year	5 years	Shred	Originals to be filed in project file
Audit Reports	10 years	10 years	Shred	
Bank statements (with cancelled checks)	1 year	4 years	Shred	
Board correspondence	1 year	4 years	Shred	Dispose after leaving the Board
Budgets, annual	1 year	Indefinite	Archive	
Cash receipt books with backup and deposit tickets	1 year	4 years	Shred	
Claim or litigation on behalf of DHCD	1 year	Indefinite	Archive	
Claim or litigation against DHCD		Indefinite	Archive	
Computer maintenance files	1 year	3 years	Toss	
Computer programs	1 year	6 years	Toss	





**DESERT HEALTHCARE**  
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Computer tape disks/backup	2 years	2 years	Toss	
Computer tracking records	1 year	3 years	Toss	
Conflict of Interest Statements	1 year	Indefinite	Archive	Include oath of office, economic statements, etc.
Correspondence, general	1 year	2 years	Toss	
Deeds	1 year	Indefinite	Archive	
Director's compensation and reimbursement	1 year	4 years	Shred	Dispose after Director leaves Board
Director's fees	1 year	6 years	Shred	Dispose after Director leaves Board
Disability Claims	1 year	Indefinite	Archive	
Easements	1 year	Indefinite	Archive	
Employee records	1 year	6 years	Shred	
Employee records terminated	1 year	6 years	Shred	
Employee time records (i.e. payroll files) including deduction authorizations and overtime	1 year	6 years	Shred	
Employee travel and expense records	<del>6</del> 1 years	6 years	Shred	
Equipment maintenance records and contracts	1 year	5 years	Toss	
Financial reports, miscellaneous	10 years	10 years	Shred	
Financial Statements, annual	1 year	Indefinite	Archive	
Historical files (history of the former DHD)	1 year	Indefinite	Archive	
Insurance certificates and policies	1 year	6 years	Shred	
Inventory Records	1 year	6 years	Toss	
Investment Portfolio	1 year	Indefinite	Archive	Permanent for research/historical value



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

Investments (Certificates of Deposit)	1 year	6 years	Shred	
Lease Agreements	1 year	6 years	Shred	Permanent for research/historical value
Ledgers, General and Journal	1 year	Indefinite	Archive	
Legal opinions	1 year	Indefinite	Archive	
Policies and Procedures	1 year	Indefinite	Archive	
Resolutions	1 year	Indefinite	Archive	
Retirement plan agreements, amendments, and related documents	1 year	Indefinite	Archive	Permanent for historic value
Vehicle operation records	1 year	3 years	Toss	
Vendor files, misc. correspondence	1 year	1 year	Shred	Dispose when no longer relevant
Workers' compensation files	1 year	6 years	Shred	

**\*Schedule Instructions**

1. Records are Open/Active files for at least the period stated as a matter of general practice. After the Open/Active period has passed, to the extent possible, records will be identified to the applicable department for closure recommendation, via electronic records management systems.
2. Records placed in closed files will be retained for the scheduled period. Notice to the applicable department will be made prior to disposal.

**AUTHORITIES**

Desert Healthcare District Resolution #11-05

**DOCUMENT HISTORY**

<u>Revised</u>	<u>10-25-2022</u>
Revised	11-24-2020
Approved	05-24-2016



**POLICY TITLE:** RECORDS RETENTION  
**POLICY NUMBER:** OP-03  
**COMMITTEE APPROVAL:** 10-18-2022  
**BOARD APPROVAL:** 10-25-2022

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**POLICY #OP-3:** It is the policy of the Desert Healthcare District’s Board of Directors to provide guidelines regarding the retention or disposal of Desert Healthcare District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

**GUIDELINES:**

1. The California Secretary of State has issued local government records management guidelines in accordance with Government Code Section 60200 et seq., which augments the authority of local governments and districts to establish records retention schedule. The Board of Directors of Desert Healthcare District (“District”) is authorized by the provisions of California Government Code sections 60200 et seq., to establish a records retention schedule applicable to District records. The records retention policy assists the District in documenting the records that (i) require office or temporary storage, (ii) have historic or research value, and (iii) should be destroyed because they no longer have any administrative, fiscal, or legal value.

**1.1 Authorization for Destruction of Records.** The record retention schedule, Exhibit “A”, is the approved schedule for the District which is in compliance with Government Code sections 60200 et seq. The schedule gives the time periods documents must remain open/active for the public, the time period documents will remain closed (saved but may be boxed or in storage) and the process for destroying documents.

**1.2 Destruction of Records after Scanning.** Any record not expressly required by law to be filed and preserved in original form may be destroyed at any time after it is electronically stored in conformance with the requirements of Government Code section 60203.



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

**1.3 Destruction of Duplicates.** Pursuant to Government Code section 60200, any duplicate record, paper, or document which has the original or a permanent photographic copy stored in the files of the District, may be destroyed after confirmation that the original or permanent photographic copy remains on file in the District.

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**1.5 Retained Records.** Following Government Code section 60201, the District shall retain records that

- relate to formation, change of organization, or reorganization of the District;
- District ordinance unless it has been repealed or is invalid or unenforceable for a period of five (5) years;
- minutes of a meeting of the legislative body of the District;
- pending claims and litigation records for two (2) years after the disposition;
- records that are the subject of a pending Public Records Act request until the request is granted or two (2) years have passed since denial;
- records of construction projects prior to notice of completion and release of stop notices, if any;
- records related to non-discharged contracts or debts; records of title for District real property;
- unaccepted construction bids/proposals until two (2) years old;
- records that specify the amount of compensation paid to District employees, officers, or independent contractors until seven (7) years old;
- records for which the administrative, fiscal, or legal purpose has not yet been fulfilled.
- emails shall be retained for six (6) months.



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

**EXHIBIT "A"**

**Review Period**

<b>Record Series (Description)</b>	<b>Open/Active</b>	<b>Closed</b>	<b>Disposal</b>	<b>Notes</b>
Accident reports and logs	2 years	2 years	Shred	
Accounting files, miscellaneous	1 year	4 years	Shred	
Accounts payable (vendor files, invoices, employee travel and expense records)	1 year	4 years	Shred	
Accounts receivable	1 year	4 years	Shred	
Agendas, minutes and supporting materials for Board/Committee packet	1 year	Indefinite	Archive	
Agreements with agencies, firms, individuals	1 year	5 years	Shred	Depending on type of agreement, some will be indefinite
Appraisal Reports	1 year	5 years	Shred	Originals to be filed in project file
Audit Reports	10 years	10 years	Shred	
Bank statements (with cancelled checks)	1 year	4 years	Shred	
Board correspondence	1 year	4 years	Shred	Dispose after leaving the Board
Budgets, annual	1 year	Indefinite	Archive	
Cash receipt books with backup and deposit tickets	1 year	4 years	Shred	
Claim or litigation on behalf of DHCD	1 year	Indefinite	Archive	
Claim or litigation against DHCD		Indefinite	Archive	
Computer maintenance files	1 year	3 years	Toss	
Computer programs	1 year	6 years	Toss	



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

Computer tape disks/backup	2 years	2 years	Toss	
Computer tracking records	1 year	3 years	Toss	
Conflict of Interest Statements	1 year	Indefinite	Archive	Include oath of office, economic statements, etc.
Correspondence, general	1 year	2 years	Toss	
Deeds	1 year	Indefinite	Archive	
Director's compensation and reimbursement	1 year	4 years	Shred	Dispose after Director leaves Board
Director's fees	1 year	6 years	Shred	Dispose after Director leaves Board
Disability Claims	1 year	Indefinite	Archive	
Easements	1 year	Indefinite	Archive	
Employee records	1 year	6 years	Shred	
Employee records terminated	1 year	6 years	Shred	
Employee time records (i.e. payroll files) including deduction authorizations and overtime	1 year	6 years	Shred	
Employee travel and expense records	1 year	6 years	Shred	
Equipment maintenance records and contracts	1 year	5 years	Toss	
Financial reports, miscellaneous	10 years	10 years	Shred	
Financial Statements, annual	1 year	Indefinite	Archive	
Historical files (history of the former DHD)	1 year	Indefinite	Archive	
Insurance certificates and policies	1 year	6 years	Shred	
Inventory Records	1 year	6 years	Toss	
Investment Portfolio	1 year	Indefinite	Archive	Permanent for research/historical value



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

Investments (Certificates of Deposit)	1 year	6 years	Shred	
Lease Agreements	1 year	6 years	Shred	Permanent for research/historical value
Ledgers, General and Journal	1 year	Indefinite	Archive	
Legal opinions	1 year	Indefinite	Archive	
Policies and Procedures	1 year	Indefinite	Archive	
Resolutions	1 year	Indefinite	Archive	
Retirement plan agreements, amendments, and related documents	1 year	Indefinite	Archive	Permanent for historic value
Vehicle operation records	1 year	3 years	Toss	
Vendor files, misc. correspondence	1 year	1 year	Shred	Dispose when no longer relevant
Workers' compensation files	1 year	6 years	Shred	

**\*Schedule Instructions**

1. Records are Open/Active files for at least the period stated as a matter of general practice. After the Open/Active period has passed, to the extent possible, records will be identified to the applicable department for closure recommendation, via electronic records management systems.
2. Records placed in closed files will be retained for the scheduled period. Notice to the applicable department will be made prior to disposal.

**AUTHORITIES**

Desert Healthcare District Resolution #11-05

**DOCUMENT HISTORY**

Revised 10-25-2022  
 Revised 11-24-2020  
 Approved 05-24-2016



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

**POLICY TITLE:** ELECTRONIC COMMUNICATIONS USAGE AND RETENTION

**POLICY NUMBER:** OP-04

**COMMITTEE APPROVAL:** ~~10-18-2022~~~~11-09-2020~~

**BOARD APPROVAL:** ~~10-25-2022~~~~11-24-2020~~

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**POLICY #OP-4:** It is the policy of the Desert Healthcare District (“District”) to provide guidelines for Electronic Communications usage and retention.

**GUIDELINES:**

1. The purpose of the Electronic Communications Usage and Retention Policy is to:

- Provide clear and concise direction regarding use of the District’s electronic communications systems, including electronic mail (e-mail), text messaging and voicemail.
- Minimize any disruptions to District services related to electronic communications.
- Enhance work productivity through the use of electronic communications.
- Comply with applicable State and Federal laws and District policies related to the use of e-mail and all other forms of electronic communication.

This policy applies to all employees, elected officials, appointed officials, consultants, volunteers or other non-employees who use electronic communications regarding District business. All such persons shall be referred to throughout this policy as “District personnel.”

**1.1 Definition of “Official District Record”.** Under this Policy, the definition of “Official District Record” follows the definitions provided in the California Public Records Act (Cal. Gov. Code § 6250 et seq.) for “public records” and “writing”:





**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

“...any writing containing information relating to the conduct of the public’s business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics...”

“...‘Writing’ means handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and any record thereby created, regardless of the manner in which the record has been stored.”

**1.2 District Email is an Official District Record.** E-mail and other forms of electronic communications, such as text messaging and voicemail, generate correspondence and other types of records that can be recognized as Official District Records and may be subject to disclosure under the Public Records Act. In addition, any Official District Records created through email and other forms of electronic communications must be protected and retained in accordance with records retention laws.

Messages transmitted using the District’s email system or using District-owned equipment, such as cell phones, smartphones, or pagers with capabilities for text messaging and voicemail, should be messages which involve District business activities and contain information essential to accomplishment of business-related tasks, or can otherwise be recognized as Official District Records. However, the incidental use of electronic communications (email, text, or voice) that may contain non-District related (personal) matters is permitted. This incidental use shall be limited and must not interfere with employee productivity or the provision of District services. Any incidental (personal) email, text or voice messages are NOT considered public records, but may still be discoverable in litigation. All electronic communications as described in this policy are the property of the District.

**1.3 Social Networking and Official District Records.** Communications regarding District business that are sent or received through any social networking site may also be subject to the Public Records Act and records retention laws. Until the District adopts and implements an official policy regarding social networking, all District personnel should be cautious in using social networking sites to communicate regarding District business. At a minimum, District personnel



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should notify social media users that their communications regarding District business may be subject to disclosure. In addition, District personnel should caution all users that social media is not the official method of communicating with the District and should direct users to contact the District via telephone, in writing, or through the District's website.

**1.4 District Email System is Not For Storage.** The District reserves the right to retrieve and make proper and lawful use of any and all electronic communications transmitted through the District's email system and any District-owned equipment. Although the use of electronic communications is considered official District business, the District's communication systems, including email, text messaging and voicemail, are intended as a medium of communication only. Therefore, the email system and any District-owned equipment such as cell phones, smartphones and pagers should not be used for the electronic storage or maintenance of documentation, including, but not limited to, Official District Records. Regarding email, the system administrator performs regular electronic back-ups of the District's email system. However, the back-up is not a copy of all District email activity that occurred on the District email server during the back-up period.

**1.5 Guidelines for Proper Email Usage**

- District email access is controlled through individual accounts and passwords. It is the responsibility of District personnel to protect the confidentiality of his or her account and password information.
- District personnel are responsible for managing their mailboxes, including organizing and cleaning out any non-District related messages that do not constitute Official District Records. Email users are responsible for determining if emails contain substantive information regarding District business or may later be important or useful for carrying out District business, and thus could be considered as Official District Records.
- All District personnel must check and respond to their emails on a regular basis, preferably daily.
- District personnel are expected to remember that email sent from District email accounts is a representation of the District. All District personnel must use normal standards of professional and personal courtesy and conduct



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when drafting email messages. Email messages should be drafted with the same care and in the same manner as any communication printed on District letterhead. Like any other District communication, email is a reflection of the District's business practices.

- All messages transmitted over the email system should be limited to those which involve District business activities or contain information essential to District personnel for the accomplishment of District-related tasks. Use of the District's email system for personal communication must be kept to a minimum. "Spam" email can be harmful to the District's computer system. Spam email is electronic junk mail, usually unsolicited commercial and non-commercial messages transmitted as a mass mailing to a number of recipients. If an email message does not pertain to District business, it should be deleted from your email account and not forwarded. Examples include jokes, thoughts for the day, "chain" type email messages, etc.
- Email messages should be easy to read and understand. Spelling and grammar should be correct. Avoid using abbreviations unless you are certain the recipient will understand the meaning.
- Messages should be sent to smaller rather than larger audiences where appropriate. Avoid "broadcasting" messages and large documents. Email should not be used for broadcast purposes unless the message is of interest to all District personnel.
- Avoid long email "chain" messages that include past emails attached to a current message. Deleting long strings of previous email exchanges from your reply messages will enhance readability and save disk space.
- Limit designating email as "high-priority" or "urgent" – use those designations only when necessary and appropriate.

**1.6 Prohibited Uses of the District's Electronic Communication Systems.**

Electronic communications shall not be used for any activity that is a violation of local, state, or federal law. Types of messages prohibited from being transmitted through the District's electronic communications systems include, but are not limited to, the following:

- Messages in support or opposition to campaigns for candidates for an elected office or a ballot measure.



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- Messages of a religious nature or promoting or opposing religious beliefs.
- Messages containing language which is insulting, offensive, disrespectful, demeaning, or sexually suggestive.
- Messages containing harassment of any form, sexual or ethnic slurs, obscenities, or any representation of obscenities. For more information please refer to the District's policies regarding harassment and discrimination.
- Messages used to send or receive copyrighted material, proprietary financial information, or similar materials.
- Messages used for gambling or any activity that is a violation of local, state, or federal law.

**1.7 No Expectation of Privacy.** District personnel have no right or expectation of privacy or confidentiality in any message created, sent, received, deleted, or stored using the District email system or any District-owned communication devices. All messages and any attachments on the District's computer network or other District-owned system or device are the property of the Desert Healthcare District and may be accessed by authorized personnel. District electronic communications may be monitored as allowed by the Electronic Communications Privacy Act, the federal Stored Communications Act, and other any applicable federal or State laws. Most communications among District personnel are not confidential communications. However, certain communications such as law enforcement investigations, personnel records, or attorney-client communications may be confidential or contain confidential information. Questions about whether communications are confidential, and how they are to be preserved, should be discussed with the Chief Executive Officer.

- **No Snooping.**  
It is a violation of this District policy for any District personnel to use the District's electronic communications systems or equipment for purposes of satisfying idle curiosity about the affairs of others. Abuse of authority by



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accessing another person's email, text or voice messages without their knowledge or consent is prohibited. District personnel found to have engaged in such "snooping" may be subject to disciplinary action consistent with District policies.

- **Access Must be Private**

Notwithstanding the District's right to have authorized personnel access email and other electronic messages, all electronic messages should be treated as confidential by other District personnel and accessed only by the intended recipient. District personnel are not authorized to retrieve, read or listen to any electronic messages that are not sent to them. Any exceptions must receive prior approval by the Chief Executive Officer or their designee.

- **Use Caution with Confidential Information.**

All District personnel must exercise a greater degree of caution in sending confidential information on the District's electronic communications systems than they take with other media because of the risk that such information may be copied and/or retransmitted. When in doubt, DO NOT USE EMAIL, TEXT MESSAGING OR VOICEMAIL as a means of communication. Furthermore, the use of passwords for security does not guarantee confidentiality.

- **Personal Email Accounts and Official District Records**

The use of personal email accounts to transmit messages regarding District business should be avoided by all District personnel. In the event that messages regarding District business are received by District personnel through their personal email accounts, District personnel are requested to forward copies of such emails to their District email addresses. Personal emails discussing District business might be considered Official District Records that are subject to the Public Records Act and records retention laws. District personnel are requested to use only their District email accounts for sending/receiving emails regarding District business.

**1.8 Record Retention and Disclosure.** Electronic communications are a business tool which shall be used in accordance with generally accepted business practices and all federal and State laws, including the California Public Records



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Act, to provide an efficient and effective means of intra-agency and interagency communications. Under most circumstances, communications sent electronically are public records, subject to disclosure under the Public Records Act and subject to records retention laws applicable to special districts.

**1.8.1 Electronic Messages as Official District Records**

The District's email, text messaging and voice mail systems are tools used for the temporary transport of communication, and as methods to send or receive correspondence. If an email message or text message, including any attachments, can be considered an Official District Record, as defined by this Policy (*"any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics"*), such messages must be preserved for the legally required time period in accordance with the District's Records Retention Policy.

**1.8.2 Automatic Deletion of Email**

The District's email management system automatically deletes District emails, including any text messages that become emails, which are more than **one hundred eighty (180) days** old from all Outlook folders of each District email user. Email in "Deleted" and "Sent" folders will be automatically removed after **one hundred eighty (180) days**.

**1.8.3 Managing Your District Email**

Individual District personnel are responsible for the management of their mailboxes and associated folders on a daily basis. To ensure maximum efficiency in the operation of the email system, District personnel are directed to delete email messages that are not Official District Records from their inboxes on a daily basis. Examples of such messages are personal emails, email advertisements/announcements, or newsletters received via email. If email messages that are not Official District Records are necessary for transitory work, preliminary drafts, preparation of work product or personal notes, District personnel are directed to either print the email and maintain the paper ~~copy, or~~ copy or create a PDF version of the email (print to PDF) and store the file in an electronic folder on the District's network drive.



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Email messages (including any attachments) that are Official District Records shall be preserved by one of the following methods:

- Print the email and place the printed copy in the appropriate file.
- Email should not be stored on portable media (CDs, DVDs, thumb drives, etc.). Electronically move the email out of the District’s email system and store it on a network drive.

It is the responsibility of individual District personnel to determine if an email message is an Official District Record which must be retained in accordance with the District’s Record Retention Policy. They should Always consider the content of an email message when ~~you are~~ determining if the email is an Official District Record. The Chief Executive Officer can assist ~~you~~ in making such a determination. In addition, following is a general guideline for determining whether an email message is a public record under the California Public Records Act and records retention laws:

<i>MESSAGES THAT ARE GENERALLY CONSIDERED AS PUBLIC RECORDS</i>	<i>MESSAGES THAT ARE GENERALLY NOT CONSIDERED AS PUBLIC RECORDS</i>
<ul style="list-style-type: none"> <li>▪ Emails that are created or received in connection with District business;</li> <li>▪ Emails that document official decisions or commitments not otherwise documented in official District files; or</li> <li>▪ Emails that initiate, authorize or complete a transaction of the District’s business.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Personal messages.</li> <li>▪ SPAM emails, advertisements or other “junk” email.</li> <li>▪ Messages not related to official District business (e.g., gathering for birthday cake in the <del>lunch room</del><u>lunchroom</u>).</li> <li>▪ Emails transmitting newsletters or general information from other public agencies or vendors.</li> </ul>



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Examples of email messages that are generally considered as public records:

- Email requesting to add a consent calendar item to the District Board meeting agenda.
- Emails between District staff regarding the need for an email retention policy.
- Emails between District staff regarding approval of a contract.
- Email that refers to meeting a deadline (i.e., “In compliance with FPPC filing requirements, attached please find...).
- Formal negotiations that exist only in email form.

**1.9 Email Attachments.** Attachments to email messages should be retained or disposed of according to the content of the attachment itself, not according to the email transmitting the attachment. Many email attachments are simply duplicates of existing documents, or are draft versions of documents that might not be retained by the District after the final version of the document is complete. If ~~you need~~ help is needed in determining whether an attachment to an email message must be retained, please contact the Chief Executive Officer or the ~~Clerk to the Special Assistant to the CEO & Board~~ Relations Officer.

**1.10. Preserving Electronic Messages – Public Records Act Requests, Subpoenas, Claims, and Potential Claims Against the District.** Periodically, the District receives requests for inspection or production of documents pursuant to the Public Records Act, as well as subpoenas or court orders for documents. In the event such a request or demand includes electronic messages, District personnel who have control over or access to any such messages, once they become aware of the request or demand, shall use their best efforts, by reasonable means available to temporarily preserve any such message until it is determined whether the message is subject to preservation, public inspection, or disclosure. District personnel must contact the Chief Executive Officer or Special Assistant to the CEO & Clerk to the Board Relations Officer regarding any such messages that are within their control.

**1.11 Violations.** Any person found to have violated this policy may have their ~~his or her~~ access to District email, text messaging or other means of electronic communication on District equipment limited or revoked completely. District





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personnel who violate this policy may be subjected to formal disciplinary action up to and including termination from District employment.

**ACKNOWLEDGEMENT OF RECEIPT OF ELECTRONIC COMMUNICATION USAGE AND RETENTION POLICY**

This is to acknowledge that I have received a copy of the Desert Healthcare District “Electronic Communications Usage and Retention Policy.” I understand that it contains important information on the District’s policies with regard to the use of the District’s Electronic Communication Systems and my obligations and responsibilities as an employee/District Board member/contract employee.

I acknowledge that I have read, understand and promise to adhere to the District’s Electronic Communication Usage and Retention Policy. I understand that the provisions in the Policy govern my use of the District’s Electronic Communication Systems and that the District, in its sole and absolute discretion, may change, rescind, or add to this Policy from time to time, with or without prior notice to me.

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Printed Name

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Date

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Signature



This document shall be signed and placed in the Human Resources files.

**AUTHORITIES**

Desert Healthcare District Bylaws Article V, section 5.6  
Desert Healthcare District Resolution #11-05

**DOCUMENT HISTORY**

<u>Revised</u>	<u>10-25-2022</u>
Revised	11-24-2020
Approved	05-24-2016

DRAFT



**POLICY TITLE:** ELECTRONIC COMMUNICATIONS USAGE AND RETENTION

**POLICY NUMBER:** OP-04

**COMMITTEE APPROVAL:** 10-18-2022

**BOARD APPROVAL:** 10-25-2022

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**POLICY #OP-4:** It is the policy of the Desert Healthcare District (“District”) to provide guidelines for Electronic Communications usage and retention.

**GUIDELINES:**

1. The purpose of the Electronic Communications Usage and Retention Policy is to:

- Provide clear and concise direction regarding use of the District’s electronic communications systems, including electronic mail (e-mail), text messaging and voicemail.
- Minimize any disruptions to District services related to electronic communications.
- Enhance work productivity through the use of electronic communications.
- Comply with applicable State and Federal laws and District policies related to the use of e-mail and all other forms of electronic communication.

This policy applies to all employees, elected officials, appointed officials, consultants, volunteers or other non-employees who use electronic communications regarding District business. All such persons shall be referred to throughout this policy as “District personnel.”

**1.1 Definition of “Official District Record”.** Under this Policy, the definition of “Official District Record” follows the definitions provided in the California Public Records Act (Cal. Gov. Code § 6250 et seq.) for “public records” and “writing”:



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“...any writing containing information relating to the conduct of the public’s business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics...”

“...‘Writing’ means handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and any record thereby created, regardless of the manner in which the record has been stored.”

**1.2 District Email is an Official District Record.** E-mail and other forms of electronic communications, such as text messaging and voicemail, generate correspondence and other types of records that can be recognized as Official District Records and may be subject to disclosure under the Public Records Act. In addition, any Official District Records created through email and other forms of electronic communications must be protected and retained in accordance with records retention laws.

Messages transmitted using the District’s email system or using District-owned equipment, such as cell phones, smartphones, or pagers with capabilities for text messaging and voicemail, should be messages which involve District business activities and contain information essential to accomplishment of business-related tasks, or can otherwise be recognized as Official District Records. However, the incidental use of electronic communications (email, text, or voice) that may contain non-District related (personal) matters is permitted. This incidental use shall be limited and must not interfere with employee productivity or the provision of District services. Any incidental (personal) email, text or voice messages are NOT considered public records, but may still be discoverable in litigation. All electronic communications as described in this policy are the property of the District.

**1.3 Social Networking and Official District Records.** Communications regarding District business that are sent or received through any social networking site may also be subject to the Public Records Act and records retention laws. Until the District adopts and implements an official policy regarding social networking, all District personnel should be cautious in using social networking sites to communicate regarding District business. At a minimum, District personnel



should notify social media users that their communications regarding District business may be subject to disclosure. In addition, District personnel should caution all users that social media is not the official method of communicating with the District and should direct users to contact the District via telephone, in writing, or through the District's website.

**1.4 District Email System is Not For Storage.** The District reserves the right to retrieve and make proper and lawful use of any and all electronic communications transmitted through the District's email system and any District-owned equipment. Although the use of electronic communications is considered official District business, the District's communication systems, including email, text messaging and voicemail, are intended as a medium of communication only. Therefore, the email system and any District-owned equipment such as cell phones, smartphones and pagers should not be used for the electronic storage or maintenance of documentation, including, but not limited to, Official District Records. Regarding email, the system administrator performs regular electronic back-ups of the District's email system. However, the back-up is not a copy of all District email activity that occurred on the District email server during the back-up period.

#### **1.5 Guidelines for Proper Email Usage**

- District email access is controlled through individual accounts and passwords. It is the responsibility of District personnel to protect the confidentiality of his or her account and password information.
- District personnel are responsible for managing their mailboxes, including organizing and cleaning out any non-District related messages that do not constitute Official District Records. Email users are responsible for determining if emails contain substantive information regarding District business or may later be important or useful for carrying out District business, and thus could be considered as Official District Records.
- All District personnel must check and respond to their emails on a regular basis, preferably daily.
- District personnel are expected to remember that email sent from District email accounts is a representation of the District. All District personnel must use normal standards of professional and personal courtesy and conduct



when drafting email messages. Email messages should be drafted with the same care and in the same manner as any communication printed on District letterhead. Like any other District communication, email is a reflection of the District's business practices.

- All messages transmitted over the email system should be limited to those which involve District business activities or contain information essential to District personnel for the accomplishment of District-related tasks. Use of the District's email system for personal communication must be kept to a minimum. "Spam" email can be harmful to the District's computer system. Spam email is electronic junk mail, usually unsolicited commercial and non-commercial messages transmitted as a mass mailing to a number of recipients. If an email message does not pertain to District business, it should be deleted from your email account and not forwarded. Examples include jokes, thoughts for the day, "chain" type email messages, etc.
- Email messages should be easy to read and understand. Spelling and grammar should be correct. Avoid using abbreviations unless you are certain the recipient will understand the meaning.
- Messages should be sent to smaller rather than larger audiences where appropriate. Avoid "broadcasting" messages and large documents. Email should not be used for broadcast purposes unless the message is of interest to all District personnel.
- Avoid long email "chain" messages that include past emails attached to a current message. Deleting long strings of previous email exchanges from your reply messages will enhance readability and save disk space.
- Limit designating email as "high-priority" or "urgent" – use those designations only when necessary and appropriate.

#### **1.6 Prohibited Uses of the District's Electronic Communication Systems.**

Electronic communications shall not be used for any activity that is a violation of local, state, or federal law. Types of messages prohibited from being transmitted through the District's electronic communications systems include, but are not limited to, the following:

- Messages in support or opposition to campaigns for candidates for an elected office or a ballot measure.



- Messages of a religious nature or promoting or opposing religious beliefs.
- Messages containing language which is insulting, offensive, disrespectful, demeaning, or sexually suggestive.
- Messages containing harassment of any form, sexual or ethnic slurs, obscenities, or any representation of obscenities. For more information please refer to the District's policies regarding harassment and discrimination.
- Messages used to send or receive copyrighted material, proprietary financial information, or similar materials.
- Messages used for gambling or any activity that is a violation of local, state, or federal law.

**1.7 No Expectation of Privacy.** District personnel have no right or expectation of privacy or confidentiality in any message created, sent, received, deleted, or stored using the District email system or any District-owned communication devices. All messages and any attachments on the District's computer network or other District-owned system or device are the property of the Desert Healthcare District and may be accessed by authorized personnel. District electronic communications may be monitored as allowed by the Electronic Communications Privacy Act, the federal Stored Communications Act, and other any applicable federal or State laws. Most communications among District personnel are not confidential communications. However, certain communications such as law enforcement investigations, personnel records, or attorney-client communications may be confidential or contain confidential information. Questions about whether communications are confidential, and how they are to be preserved, should be discussed with the Chief Executive Officer.

- **No Snooping.**  
It is a violation of this District policy for any District personnel to use the District's electronic communications systems or equipment for purposes of satisfying idle curiosity about the affairs of others. Abuse of authority by



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accessing another person's email, text or voice messages without their knowledge or consent is prohibited. District personnel found to have engaged in such "snooping" may be subject to disciplinary action consistent with District policies.

- **Access Must be Private**

Notwithstanding the District's right to have authorized personnel access email and other electronic messages, all electronic messages should be treated as confidential by other District personnel and accessed only by the intended recipient. District personnel are not authorized to retrieve, read or listen to any electronic messages that are not sent to them. Any exceptions must receive prior approval by the Chief Executive Officer or their designee.

- **Use Caution with Confidential Information.**

All District personnel must exercise a greater degree of caution in sending confidential information on the District's electronic communications systems than they take with other media because of the risk that such information may be copied and/or retransmitted. When in doubt, **DO NOT USE EMAIL, TEXT MESSAGING OR VOICEMAIL** as a means of communication. Furthermore, the use of passwords for security does not guarantee confidentiality.

- **Personal Email Accounts and Official District Records**

The use of personal email accounts to transmit messages regarding District business should be avoided by all District personnel. In the event that messages regarding District business are received by District personnel through their personal email accounts, District personnel are requested to forward copies of such emails to their District email addresses. Personal emails discussing District business might be considered Official District Records that are subject to the Public Records Act and records retention laws. District personnel are requested to use only their District email accounts for sending/receiving emails regarding District business.

**1.8 Record Retention and Disclosure.** Electronic communications are a business tool which shall be used in accordance with generally accepted business practices and all federal and State laws, including the California Public Records





Act, to provide an efficient and effective means of intra-agency and interagency communications. Under most circumstances, communications sent electronically are public records, subject to disclosure under the Public Records Act and subject to records retention laws applicable to special districts.

### **1.8.1 Electronic Messages as Official District Records**

The District's email, text messaging and voice mail systems are tools used for the temporary transport of communication, and as methods to send or receive correspondence. If an email message or text message, including any attachments, can be considered an Official District Record, as defined by this Policy (*"any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics"*), such messages must be preserved for the legally required time period in accordance with the District's Records Retention Policy.

### **1.8.2 Automatic Deletion of Email**

The District's email management system automatically deletes District emails, including any text messages that become emails, which are more than **one hundred eighty (180) days** old from all Outlook folders of each District email user. Email in "Deleted" and "Sent" folders will be automatically removed after **one hundred eighty (180) days**.

### **1.8.3 Managing Your District Email**

Individual District personnel are responsible for the management of their mailboxes and associated folders on a daily basis. To ensure maximum efficiency in the operation of the email system, District personnel are directed to delete email messages that are not Official District Records from their inboxes on a daily basis. Examples of such messages are personal emails, email advertisements/announcements, or newsletters received via email. If email messages that are not Official District Records are necessary for transitory work, preliminary drafts, preparation of work product or personal notes, District personnel are directed to either print the email and maintain the paper copy or create a PDF version of the email (print to PDF) and store the file in an electronic folder on the District's network drive.



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Email messages (including any attachments) that are Official District Records shall be preserved by one of the following methods:

- Print the email and place the printed copy in the appropriate file.
- Email should not be stored on portable media (CDs, DVDs, thumb drives, etc.). Electronically move the email out of the District’s email system and store it on a network drive.

It is the responsibility of individual District personnel to determine if an email message is an Official District Record which must be retained in accordance with the District’s Record Retention Policy. They should always consider the content of an email message when determining if the email is an Official District Record. The Chief Executive Officer can assist in making such a determination. In addition, following is a general guideline for determining whether an email message is a public record under the California Public Records Act and records retention laws:

<i>MESSAGES THAT ARE GENERALLY CONSIDERED AS PUBLIC RECORDS</i>	<i>MESSAGES THAT ARE GENERALLY NOT CONSIDERED AS PUBLIC RECORDS</i>
<ul style="list-style-type: none"> <li>▪ Emails that are created or received in connection with District business;</li> <li>▪ Emails that document official decisions or commitments not otherwise documented in official District files; or</li> <li>▪ Emails that initiate, authorize or complete a transaction of the District’s business.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Personal messages.</li> <li>▪ SPAM emails, advertisements or other “junk” email.</li> <li>▪ Messages not related to official District business (e.g., gathering for birthday cake in the lunchroom).</li> <li>▪ Emails transmitting newsletters or general information from other public agencies or vendors.</li> </ul>

Examples of email messages that are generally considered as public records:



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- Email requesting to add a consent calendar item to the District Board meeting agenda.
- Emails between District staff regarding the need for an email retention policy.
- Emails between District staff regarding approval of a contract.
- Email that refers to meeting a deadline (i.e., “In compliance with FPPC filing requirements, attached please find...”).
- Formal negotiations that exist only in email form.

**1.9 Email Attachments.** Attachments to email messages should be retained or disposed of according to the content of the attachment itself, not according to the email transmitting the attachment. Many email attachments are simply duplicates of existing documents, or are draft versions of documents that might not be retained by the District after the final version of the document is complete. If help is needed in determining whether an attachment to an email message must be retained, please contact the Chief Executive Officer or the Special Assistant to the CEO & Board Relations Officer.

**1.10. Preserving Electronic Messages – Public Records Act Requests, Subpoenas, Claims, and Potential Claims Against the District.** Periodically, the District receives requests for inspection or production of documents pursuant to the Public Records Act, as well as subpoenas or court orders for documents. In the event such a request or demand includes electronic messages, District personnel who have control over or access to any such messages, once they become aware of the request or demand, shall use their best efforts, by reasonable means available to temporarily preserve any such message until it is determined whether the message is subject to preservation, public inspection, or disclosure. District personnel must contact the Chief Executive Officer or Special Assistant to the CEO & Board Relations Officer regarding any such messages that are within their control.

**1.11 Violations.** Any person found to have violated this policy may have their access to District email, text messaging or other means of electronic communication on District equipment limited or revoked completely. District personnel who violate this policy may be subjected to formal disciplinary action up to and including termination from District employment.



ACKNOWLEDGEMENT OF RECEIPT OF ELECTRONIC COMMUNICATION USAGE AND RETENTION POLICY

This is to acknowledge that I have received a copy of the Desert Healthcare District “Electronic Communications Usage and Retention Policy.” I understand that it contains important information on the District’s policies with regard to the use of the District’s Electronic Communication Systems and my obligations and responsibilities as an employee/District Board member/contract employee.

I acknowledge that I have read, understand and promise to adhere to the District’s Electronic Communication Usage and Retention Policy. I understand that the provisions in the Policy govern my use of the District’s Electronic Communication Systems and that the District, in its sole and absolute discretion, may change, rescind, or add to this Policy from time to time, with or without prior notice to me.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

This document shall be signed and placed in the Human Resources files.



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**AUTHORITIES**

Desert Healthcare District Bylaws Article V, section 5.6  
Desert Healthcare District Resolution #11-05

**DOCUMENT HISTORY**

Revised	10-25-2022
Revised	11-24-2020
Approved	05-24-2016

DRAFT



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**POLICY TITLE:** ENGAGEMENT OF THE COMMUNITY, PUBLIC,  
AND SUBJECT MATTER EXPERTS

**POLICY NUMBER:** OP-15

**COMMITTEE APPROVAL DRAFT DATE:** 10-18-2022~~03-27-2018~~

**BOARD APPROVAL:** 10-25-2022~~03-24-2020~~

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**POLICY #OP-15:**

**PURPOSE**

~~1.1~~ ~~The~~is Community Engagement policy outlines the importance of engaging with the community and the principles that define the Desert Health-care District (“District”) and Desert Healthcare Foundation’s (“Foundation”) ~~District/Foundation’s~~ commitment and approach to interaction with the community, public and subject matter experts.

~~1.2~~ ~~The~~is Community Engagement policy is to ensure that key stakeholders across the Coachella Valley have a voice to influence the development of policies, initiatives, and strategies that will affect their lives and inform the way in which ~~how~~ District and/or ~~/~~Foundation services are planned and ~~—~~implemented, and ~~—~~evaluated.

~~1.3~~ The District and ~~/~~Foundation is ~~are~~ committed to engaging with stakeholders and communities and this policy provides the strategic direction to ensure quality interaction and consistent engagement across the spectrum of services our organization provides.

**1. SCOPE**

~~2.1~~ This policy applies to all District and/or ~~/~~ Foundation employees, management, Board of Directors’ (“Board”) Members, contractors, consultants, interns, and ~~—~~volunteers, residents, and service providers.

**2. DEFINITION**

~~3.1~~ Community engagement is defined as the range of opportunities for public involvement in decision-making, relationship-building, g ~~and~~ community input, and strengthening partnerships. Community engagement is achieved when the community is a part of – and *feels a part of* – a project, process, or relationship.



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~~3.2~~ Community engagement deepens the innovative, silo-busting partnerships that are signatures of successful programs by connecting the concerns and needs of communities to the decision-making process ~~s~~ that allocate funding – local and regional public investment dollars. Engagement brings meaning and relevance to the sustainability of goals across a broad spectrum of players; ~~and~~ it encourages local innovations in sustainable development through creative problem-solving.

### **3. STANDARDS**

~~4.4~~ Community engagement encompasses a more comprehensive approach, creating practices and institutionalized mechanisms that share the power and decision-making control in amongst marginalized communities, groups, subject matter experts, and all other stakeholders. When utilized for the purposes of increasing to increase community empowerment and problem-solving, community engagement is guided by specific key principles.

### **4. KEY POLICY PRINCIPLES FOR ENGAGEMENT**

Following the District/Foundation’s culture of commitment to the community, these key policy tenets reflect this and help the organization move to action effectively.

- Honor the wisdom, voice, and experience of residents and partners.
- Treat participants with integrity and respect.
- Be inclusive and provide a space for all participants to share their experiences and knowledge.
- Be transparent about motives and power dynamics.

### **5. MEETING ELEMENTS**

Engagement meetings will be designed to adhere to specific elements:

- Include all those that represent the community group(s) affected.
- Educate with District/Foundation information and/or information the organization has gathered and assure the District/Foundation is educated by those who attended who can share their lived experience.
- Listen to those with lived experience to ensure understanding of key subject information and areas where the District/Foundation can learn from.
- Assure the District/Foundation is seeking out and meeting with the experts in the field to learn from and understand what their needs are for continued and future success.



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- Work in partnership and co-create a plan/ budget/ focused subject priority.
- Build-in evaluative measures to assure for as-needed course corrections.
- Report out to the Board-of-Directors and/or request approvals as necessary.
- The culture needs to be that; the community feels heard, involved, and knows the District and Foundationwe will move into action.
- Utilize information gathered and leverage resources, both financially and with District and partner personnel.
- Provide meeting materials and/or verbally communicated information in the necessary languages to ensure communication is effective and inclusive to attendees.
- As a follow-up to said meetings, disperse the information with ample time via District/Foundation communication vehicles so the general public and others have an opportunity to contribute.
- Meetings within the District/Foundation service area will maintain a baseline structure with the understanding that what is done in one community may not work in others; each is unique with its own—circumstances and the

District/Foundation will work to always honor the communities and members that live there.

- Schedule meetings to ensure maximum participation by modifying the time, date, and location to accommodate all participants.
- Provide language translation services, as needed.

## **6. RESPONSIBILITY**

It is the responsibility of District/Foundation management to enforce all organizational policies and Board of Directors to oversee implementation.

### **AUTHORITIES**

Desert Healthcare District Bylaws Article V, section 5.6

### **DOCUMENT HISTORY**

<u>Revised</u>	<u>10-25-2022</u>
Approved	03-24-2020





**POLICY TITLE:** **ENGAGEMENT OF THE COMMUNITY, PUBLIC, AND SUBJECT MATTER EXPERTS**

**POLICY NUMBER:** OP-15

**COMMITTEE APPROVAL:** 10-18-2022

**BOARD APPROVAL:** 10-25-2022

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**POLICY #OP-15** - The Community Engagement policy outlines the importance of engaging with the community and the principles that define the Desert Healthcare District (“District”) and Desert Healthcare Foundation’s (“Foundation”) commitment and approach to interaction with the community, public and subject matter experts.

The Community Engagement policy is to ensure that key stakeholders across the Coachella Valley have a voice to influence the development of policies, initiatives, and strategies that will affect their lives and inform how District and/or Foundation services are planned implemented, and evaluated.

The District and Foundation are committed to engaging with stakeholders and communities and this policy provides the strategic direction to ensure quality interaction and consistent engagement across the spectrum of services our organization provides.

**1. SCOPE**

This policy applies to all District and/or Foundation employees, management, Board of Directors (“Board”) Members, contractors, consultants, interns, volunteers, residents, and service providers.

**2. DEFINITION**

Community engagement is defined as the range of opportunities for public involvement in decision-making, relationship-building, community input, and strengthening partnerships. Community engagement is achieved when the community is a part of – and *feels a part of* – a project, process, or relationship.

Community engagement deepens the innovative, silo-busting partnerships that are signatures of successful programs by connecting the concerns and needs of communities to the decision-making process that allocate funding – local and regional public investment dollars. Engagement brings meaning and relevance to the sustainability of



goals across a broad spectrum of players it encourages local innovations in sustainable development through creative problem-solving.

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Community engagement encompasses a more comprehensive approach, creating practices and institutionalized mechanisms that share the power and decision-making control amongst marginalized communities, groups, subject matter experts, and all other stakeholders. When utilized to increase community empowerment and problem-solving, community engagement is guided by specific key principles.

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- Listen to those with lived experience to ensure understanding of key subject information and areas where the District/Foundation can learn from.
- Assure the District/Foundation is seeking out and meeting with the experts in the field to learn from and understand what their needs are for continued and future success.
- Work in partnership and co-create a plan/ budget/ focused subject priority.
- Build-in evaluative measures to assure for as-needed course corrections.
- Report out to the Board and/or request approvals as necessary.
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