

Orcas Island Health Care District

Board of Commissioners Regular Board Meeting

April 25, 2023

5:00 – 7:00 pm

33 Urner St #4, Eastsound, WA 98245

Or online via Zoom:

Join Zoom Meeting

<https://us02web.zoom.us/j/85896593347?pwd=MGhNSGkyT2UxUmtYQ3lCNzhDV3Z5Zz09>

PLEASE MUTE YOUR MICROPHONE... THANK YOU!

Agenda

- I. **Call to Order - Action** President Zoeller

- II. **Public Comment** President Zoeller
Comments received via email will be read by the Superintendent. Meeting participants will be asked to raise their hand and will be called on to deliver their comment.

Generally, the Commissioners do not respond to specific comments or engage in dialogue during the public comment period; however, the President may direct staff to follow up with the speaker as appropriate. Public comment is for members of the public to inform the Board of their views regarding Board business.

- III. **Consent Agenda – Action** President Zoeller
 - a. **Regular Board Meeting Minutes – 03/28/2023**
 - b. **AP Voucher Report – 04/10/2023 - \$30,402.00**
Action: *Approve Consent Agenda*

- IV. **Operations Report** Superintendent Chord
 - a. **March Financial Report**
 - b. **Building Committee:**
 - i. **Deye lane drainage and repair completed**
 - ii. **Handyman identified and hired**
 - iii. **Storage options review**
 - iv. **OPAL building next to clinic**

- c. **Operations Committee:**
 - i. **Staffing update**
 - ii. **Event for new providers – May 1st @ Orcas Center**
 - iii. **DOH oral health grant opportunity & community action**
 - iv. **After hours phone line**
- d. **Communications Committee:**
 - i. **Streamline website management– recommendation to purchase**
- e. **Other Items:**
 - i. **Admin Assistant - Ellen Fraser started 04/11**
 - ii. **GiveOrcas campaign request approved**
 - iii. **North Sound Accountable Communities of Health (North Sound ACH) hub model & care coordination**
 - iv. **AWPHD Annual Conference – June 26-28 - Lake Chelan**

V. Old Business President Zoeller

- a. **Proposed Social Media Policy Approval**
 - i. **ACTION: Motion to Approve Social Media Policy**
- b. **Ongoing meeting locations**

VI. Public Comment President Zoeller

Meeting participants will be asked to raise their hand and will be called on to deliver their comment

VII. Upcoming Meetings & Activities - Information President Zoeller

- a. **Regular Board Meeting – Tuesday May 30th 5:00 PM**
- b. **OIHCD & IPC – O Operations Committee Meeting – Monday May 8th 9:30 AM**
- c. **Board Governance Webinar – Maximizing Your Board’s Efficiency – Wednesday May 10th 12:00 PM**
- d. **OIHCD Joint Quality Committee Meeting – Tuesday May 16th 4:00 PM**
- e. **OIHCD Joint Medical Directors Committee Meeting – Tuesday May 16th 4:30 PM**
- f. **OIHCD / EMS Joint After Hours Care Committee Meeting – Tuesday May 16th 5:00 PM**
- g. **OIHCD Communications Committee Meeting – Wednesday May 17th 3:00 PM**

VIII. Adjourn - Action President Zoeller

CLAIMS PAYMENT REQUEST

FROM: Orcas Island Health Care District Fund# 6541.00

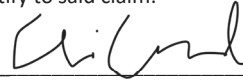
Date: 4/10/2023

Page 1 of 1

Invoice #	Description	Inv. Date	Vendor #	Vendor Name	Amount	Grant /Level	Bars #	1099
400	OPALCO - Electric Bill - Clinic	3/31/2023	ban155	Banner Bank	\$ 1,662.20		6541.00.561.00.47.0010	
400	OPALCO - Electric Bill - District Office	3/31/2023	ban155	Banner Bank	\$ 285.10		6541.00.561.00.47.0011	
400	NW Rural Health Conference Registration	3/31/2023	ban155	Banner Bank	\$ 350.00		6541.00.561.00.43.0010	
400	T-Mobile Bill	3/31/2023	ban155	Banner Bank	\$ 114.91		6541.00.561.00.42.0020	
400	San Juan Bakery - Lunch @ PRO training	3/31/2023	ban155	Banner Bank	\$ 20.74		6541.00.561.00.43.0020	
400	Tina's Tacos - Lunch @ PRO Training/Lunch W/ Dr. James	3/31/2023	ban155	Banner Bank	\$ 21.98		6541.00.561.00.43.0020	
400	Orcas Island Hardware - District Office Supplies	3/31/2023	ban155	Banner Bank	\$ 22.29		6541.00.561.00.31.0001	
400	Amazon - District Office Printer Cord	3/31/2023	ban155	Banner Bank	\$ 10.28		6541.00.561.00.31.0001	
400	Adobe Acrobat Pro - March	3/31/2023	ban155	Banner Bank	\$ 21.19		6541.00.561.00.41.0040	
400	Sushi Com - Lunch @ NW Rural Health Conf	3/31/2023	ban155	Banner Bank	\$ 31.05		6541.00.561.00.43.0020	
400	Davenport Hotel - Dinner @ NW Rural Health Conf	3/31/2023	ban155	Banner Bank	\$ 19.35		6541.00.561.00.43.0020	
400	Gilded Unicorn - Dinner @ NW Rural Health Conf	3/31/2023	ban155	Banner Bank	\$ 24.71		6541.00.561.00.43.0020	
400	Hotel Parking @ NW Rural Health Conf	3/31/2023	ban155	Banner Bank	\$ 27.25		6541.00.561.00.43.0020	
400	Credit Card Fees	3/31/2023	ban155	Banner Bank	\$ 52.66		6541.00.561.00.49.0002	
115734	Chmelik Sitkin & Davis Legal	2/28/2023	chm100	Chmelik, Sitkin, Davis	\$ 1,344.00		6541.00.561.00.41.0030	
20230317	Landscaping Service March	3/17/2023	gao155	Chihauha Team Services	\$ 866.40		6541.00.561.00.48.0020	
20230325	Signing Bonus - Jennifer Simpson Manske	3/25/2023	isl726	Island Hospital	\$ 25,000.00		6541.00.561.00.41.0003	
10797.01	Water Sewer - EWUA - Deye Ln	3/31/2023	eas350	EWUA	\$ 99.91		6541.00.561.00.47.0010	
10798.01	Water Sewer - EWUA - Deye Parcel	3/31/2023	eas350	EWUA	\$ 45.00		6541.00.561.00.47.0010	
49852	Technology Services	4/1/2023	nwt155	NW Technology	\$ 382.98		6541.00.561.00.41.0040	

TOTAL THIS PAGE \$ 30,402.00

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the Orcas Island Health Care District, and that I am authorized to authenticate and certify to said claim.


 Chris Chord, Superintendent

04/11/2023
 Date

I, the undersigned, do hereby certify under penalty of perjury that the claim is a just, due and unpaid obligation against the Orcas Island Health Care District, and that I am authorized to certify to said claim.

Pegi A. Groundwater

4/11/2023

Pegi Groundwater, Auditing Officer

Date

Board Authorization

I attest that the duly elected board for the OIHCD has reviewed the claims listed above (including original backup materials) and have approved said claims by majority vote at a meeting open to the public.

Diane Boteler, Commissioner/Board Secretary

Date

Note: It is the DISTRICTS' responsibility to maintain adequate, original, records to substantiate these claims.

Orcas Health Care District Monthly Detail of Expenses

Actuals through 3/31/2023	Actual	Actual	Actual	Budgeted	Variance		Prior Year	YTD	Forecast	Annual	
	January	February	March	March	March	NOTES	March	Total	Annual	Budget	Budget Notes
BEGINNING CASH BALANCE	1,032,855	1,024,044	959,818					1,032,855	1,032,855	1,032,855	
REVENUES/PROCEEDS											
Property Taxes	6,639	17,258	253,548	257,969	(4,421.28)		297,030	277,445	1,914,317	1,648,036	The 2023 Property Tax is based on numbers provided by the Assessor in the 2023 Preliminary Assessment and represents the maximum the District could raise and represents a 1.0% increase over the 2022 Actual Levy, plus banked capacity and estimated NC less \$300k by Motion of the Board at the 10/25/22 meeting. Applies in lieu of property tax when persons or businesses lease or occupy publicly-owned real or personal property. SIC unable to estimate how much will be collected on an annual basis.
Leasehold Taxes/Timber Taxes	40	380	116	256	(139.64)		355	536	2,223	1,687	
Grants/Rent/Expense Reimbursement/Misc	5,350	-	-	-	0		-	5,350	17,350	12,050	Rename Misc Revenue in 23. Includes reimbursement from IH for utilities.
TOTAL REVENUES/PROCEEDS	12,030	17,638	253,664	258,225	(4,561)		297,385	283,332	1,933,889	1,661,773	
<i>Budgeted - Total Revenues/Proceeds</i>	<i>2,255</i>	<i>21,988</i>	<i>258,225</i>								
EXPENSES											
Other Clinic Subsidies							-				
Island Hospital Clinic Subsidy	-	25,000	-	-	-		-	25,000	1,047,000	1,022,000	Payment of \$511,000 to be paid 1/15/23, and second full payment due July 1, 2023 (\$511,000) for January through June 2023.
Subtotal Clinic Subsidies	-	25,000	-	-	-		-	25,000	1,047,000	1,022,000	
Clinic Building General Maintenance/Other	-	5,157	126	11,900	11,774		4,546	5,282	154,700	142,800	FY 2023 budget includes: 90% of \$45K for exam room remodel, + possible agreement to pay portion of \$25K for increased clinic storage, \$1,000 HVAC maintenance, \$2,000 for new water heater; Alarm Monitoring (1,200) and Pest (1,100) contracts. Estimate for: generator replacement, road repair (\$25k), restriping parking lot, handyman repairs. See note for updated breakdown.
Clinic Building Utilities (EWUA, ESWD, & OPALCO)	-	1,205	274	973	699		1,188	1,479	12,645	11,672	
Clinic Building Landscaping	-	1,733	866	1,200	334		-	2,599	15,600	14,400	
Clinic Building Insurance	-	6,983	-	-	0		-	6,983	18,000	18,000	Paid once Annually
Clinic Building Other	-	-	-	333	333		-	-	4,333	4,000	
OIHCD Equipment Maintenance	-	-	-	4,083	4,083		-	-	53,083	49,000	
OIHCD Clinic Equipment Purchase	-	-	-	2,500	2,500		-	-	32,500	30,000	
Subtotal Building & Equipment Costs	-	15,078	1,266	20,989	19,724		5,734	16,343	290,861	269,872	
Commissioners	-	-	640	583	-57		-	640	7,583	7,000	
Superintendent Salary	13,333	13,333	13,333	13,333	0		5,625	40,000	186,667	160,000	
Other Staff (Indep Contractor for PM)	1,581	319	635	2,600	1,965	Less AA hours than expected	-	2,535	35,381	31,200	Half Time Admin Assistant
Payroll Taxes (FICA, L&I, ES)	1,258	2,293	1,157	1,533	376		496	4,708	21,180	18,390	
Benefit Allowance	2,044	2,044	1,159	1,940	781		500	5,247	27,267	23,283	
Subtotal Staffing Costs	18,215	17,989	16,925	19,989	3,065		6,621	53,129	278,078	239,873	
District Office Rent & OPALCO	-	2,618	0	2,403	2,403		2,250	2,618	12,926	10,523	
Leasehold Tax (quarterly)	0	0	0	11	11		-	0	56	45	
Property Tax Fees (April/Oct)	0	0	0	0	-		134	0	135	135	
Office & Janitorial Supplies/Small Tools & Equipment	0	95	0	125	125		254	95	1,625	1,500	
Miscellaneous Administrative Expenses	967	22	14	14,333	14,319		7	1,004	187,300	172,000	Placeholder for unforeseen expenses in 2023. incl HT AA @\$31,200, clinic wish list @100k,
Legal Services	0	2,720	0	2,500	2,500		1,680	2,720	32,500	30,000	
Technology Support Services	383	383	452	346	(107)		329	1,218	4,877	4,148	
Professional/Independent Contractors	0	0	0	2,500	2,500		-	0	32,500	30,000	Placeholder for grant writer, newsletter, space planner, graphic artist or other consultants.
Accounting Services/SJC Auditor Svcs	0	417	0	0	-		-	417	7,500	7,500	
State Auditor	0	0	0	0	-		8,906	0	0	0	
Website/Email Service/Internet	0	1,400	115	305	190		322	1,515	3,965	3,660	
Travel	0	16,003	0	0	-		-	16,003	0	32,000	Superintendent relocation stipend
Conferences & Training	0	0	0	0	-		46	0	0	1,500	
Meeting Expenses	0	0	0	42	42		-	0	542	500	
Postage & Shipping	0	0	0	21	21		-	0	271	250	
Promotions & Advertising	0	139	0	583	583		-	139	7,583	7,000	
Bank Service Charge	0	0	0	28	28		20	0	368	340	
Note Unuse Fee (Nov)	0	0	0	-	-		-	0	0	0	
General Liability/D&O Insurance	0	0	0	0	-		-	0	3,121	3,121	
Printing/Graphics	0	0	0	250	250		-	0	3,250	3,000	
Annual Dues & Subscriptions	1,275	0	0	0	-		-	1,275	2,775	1,500	
Election Services (Odd years)	0	0	0	0	-		-	0	0	0	
Furniture & Fixtures	0	0	0	42	42		-	0	542	500	
Computer Hardware & Software	0	0	0	346	346		-	0	4,496	4,150	
Subtotal Other Expenses	2,625	23,797	582	23,834	23,253	Many purchases were on credit card so we saw a slight delay in expenses related to each month	13,947	27,004	306,331	313,372	

TOTAL EXPENSES	20,840	81,864	18,772	64,813	46,041	26,302	121,476	1,922,271	1,845,117
Transfer to Reserve	-	-	-	-	-	-	-	100,000	100,000
Transfer to Debt Service Fund	-	-	-	-	-	-	-	15,333	15,333
TOTAL TRANSFERS	-	-	-	-	-	-	-	115,333	115,333
ENDING CASH BALANCE	1,024,044	959,818	1,194,710				1,194,710	929,141	734,178
	Actual	Actual	Actual				YTD	Forecast	Annual
RESERVE FUND	January	February	March				Total	Annual	Budget
BEGINNING CASH BALANCE	543,868	543,868	543,868				543,868	543,868	500,000
Transfers from General Fund	-	0	0				-	100,000	100,000
Expenses Paid	0	0	0				0	0	0
ENDING CASH BALANCE	543,868	543,868	543,868				543,868	643,868	600,000
	Actual	Actual	Actual				YTD	Forecast	Annual
WASHINGTON FEDERAL DEBT	January	February	March				Total	Annual	Budget
(Remaining GO Capacity \$0 as of 11/1/20)									
BEGINNING DEBT BALANCE	550,000	550,000	550,000				550,000	550,000	550,000
Draws							0	0	0
Loan Payments	0	0	0				-	134,818	125,000
ENDING DEBT BALANCE	550,000	550,000	550,000				550,000	415,183	425,000
Interest Expense WA Fed Debt	0	0	0				-	10,188	19,842



Evan Buxbaum, MD, MPH
Pediatrician



Jennifer Simpson-Manske, MD
Family Medicine

New Provider *Meet & Greet*

Enjoy hors d'oeuvres and light refreshments with Island Primary Care pediatrician Evan Buxbaum, MD, MPH, and family medicine physician Jennifer Simpson-Manske, MD.

Hosted by Orcas Island Health Care District.
Contact Chris Chord with questions at
ChrisC@orcashealth.org



Monday, May 1, 2023



5:30–7:00 p.m.



Orcas Center
917 Mt. Baker Rd.
Eastsound, WA



Rural Health Clinic Dental Integration Project

What is the Rural Health Clinic Dental Integration Project?

Lack of access to oral health care is a serious issue for rural residents in our state and can affect their ability to speak, smile, eat, their self-esteem, management of chronic disease, and attendance at work and school. Our goal in Washington State is to address gaps in oral health services for residents through supporting Rural Health Clinics (RHCs) who wish to incorporate dental service lines into their practices. In 2018, the Centers for Medicare and Medicaid Services approved Washington's RHCs to receive an encounter rate for Washington Apple Health-covered dental services. Based on this new and innovative payment model, the Washington State Department of Health (DOH) was awarded two four-year, 1.6 million dollar Oral Health Workforce Activities grants from Health Resources and Services Administration (HRSA). We are currently in the second 4-year cycle of funding. The goal of this funding is to improve access to high-quality, integrated oral healthcare for vulnerable rural populations by increasing the number of dental clinics providing care to Medicaid clients in rural dental HPSAs.¹

Current Partners

Dr. Donald Chi at the University of Washington School of Dentistry is leading the project evaluation efforts. Evaluation activities include ongoing process evaluation for continuous quality improvement; as well as outcome evaluation related to the impact of integrated dental care on the communities served through this project.

Jefferson Healthcare (JH) in Port Townsend is serving as the initial pilot model for this project. JHC opened a 6-chair dental clinic within their rural health clinic and began seeing patients in June of 2019. Less than two years into their grant project, JHC succeeded in their goal to add integrated dental services. Challenges with electronic health record system integration and billing have been resolved. The JH model and their lessons learned serve as a foundational resource for other RHCs who wish to integrate dental care.

How can RHCs participate?

DOH invites 3-6 RHCs to join this project and establish dental service lines over the next three project funding years (Sept 1, 2023 – August 31, 2024; and Sept 1, 2024 through August 31, 2025, and Sept 1, 2025—August 31, 2026). Establishing a dental service line of care within an RHC system is an opportunity to reach rural residents who have been disproportionately impacted by dental disease due to lack of access to services. RHCs can design a dental service line that works for their community; whether that be through the use of mobile equipment, on-site teledentistry solutions, or by adding multiple dental chairs to their facility; or other creative solutions.

For RHCs that currently provide dental services, we can offer expansion support to increase their dental service areas.

Eligible entities are CMS certified Rural Health Clinics located within dental HPSAs in Washington State.

¹ Project title: *Washington's novel approach: Improving access to integrated oral health care for Medicaid populations living in rural dental HPSAs*. HRSA Grant # T12HP31867

The sub-awarded RHCs will:

- Develop and implement dental service lines tailored to work with their facility and in their community.
- Be able to provide a non-federal match amount of a minimum of 40% of the award.²
- Participate in evaluation activities led by UW research team. For example:
 - Participate in annual qualitative interviews about the unmet dental needs in their community and expectations and anticipated impact of adding dental services to their RHC.
 - Provide monthly data regarding patient volume, payer mix, and referrals to dental care from primary care.
- Participate in check-ins with DOH project staff quarterly or as needed.
- DOH will seek to integrate sub-awarded RHC models, their challenges, obstacles and solutions as part of an educational resource (toolkit) to be disseminated across the state and nationally

What support will RHC's receive?

The current project team of DOH, JH and UW offer the following:

- DOH and JH will provide technical assistance to RHCs with planning, policy development, staffing plans, workflow, integration, and building dental community relationships.
- Recruitment assistance from DOH workforce staff to fill oral health positions in the RHC.
- UW evaluation team will create and implement a mini-evaluation plan customized and specific to the circumstance of each sub-awarded RHC.
- Evaluation team will use claims data from RHCs and Washington Apple Health (Medicaid) to measure increases in access to oral health services.

What funding is available?

The total amount of funds available per year is approximately \$140,000. The range of funding per RHC for the initial project period (09/01/2023- 08/31/2024) is a minimum of \$90,000 and maximum of \$140,000 (approximate), which may be renewable one time, for a total of two years, depending on available funds. Funding may not be used for capital expenses, such as the purchase of, or improvements to, a building or land.

Awards are contingent upon the availability of appropriated state or federal funds distributed to DOH. In the event funds are reduced, withdrawn, or limited in any way, the contract may either be terminated immediately by DOH's discretion or renegotiated within the constraints of the new funding limitations and conditions.

What is the application process?

1. **Letters of interest are due by Tues, April 25, 2023, by 5:00 pm.** This letter may be very simple and should identify the contact person or persons for the RHC. **All future communication about this opportunity will be routed to the person(s) named. You may name one or more contacts.**

² Match amount does not have to be an additional amount in cash or "real dollars." Match amounts can be met by "in-kind," or any non-federal funding that is already obligated for project expenses, and can include capital expenses such as building improvements.

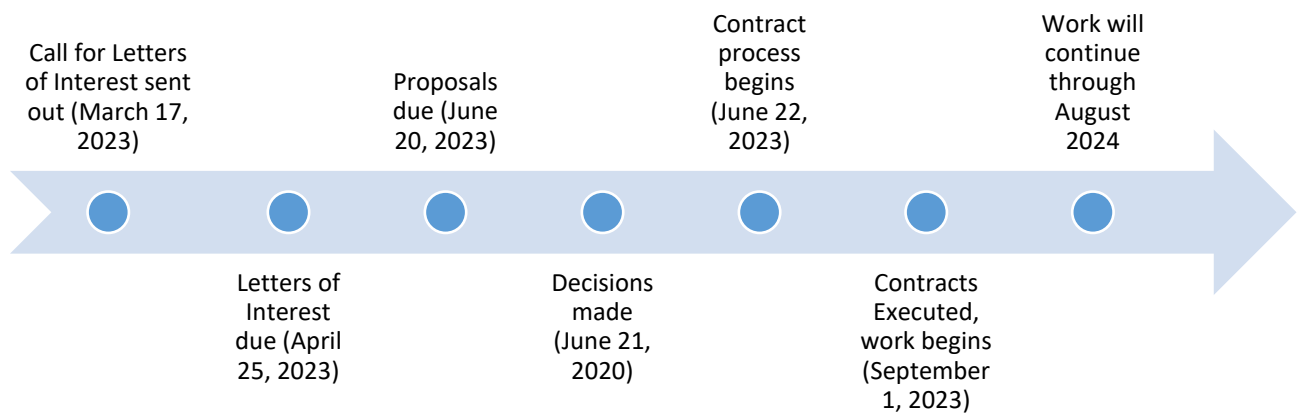
2. All RHCs who submit a Letter of Interest by the due date will receive further communication with instructions for the brief proposal process.
3. If the demand is higher than the number of slots, proposals will be scored by the DOH RHC Dental Clinic review committee, and the scoring criteria will be transparent.
4. When the awarded RHCs are identified, the contract process will begin and assistance will be offered in the planning and development of the RHC's dental service line.

Please send Letters of Interest to Sahla Suman and Mandy Latchaw at the email addresses below by no later than 5:00 pm on Tuesday April 25, 2023.

Sahla Suman, Rural Oral Health Consultant, Washington State Department of Health

Sahla.Suman@doh.wa.gov . Please also 'cc Mandy Latchaw, State Office of Rural Health Program Manager & RHC Consultant at Mandy.Latchaw@doh.wa.gov

Timeline



ORCAS ISLAND HEALTH CARE DISTRICT

Social Media Policy

Section 1. Introduction. The purpose of this policy is to provide direction and oversight ~~by the Board of Commissioners (“Commissioners”) of the Orcas Island Health Care District (“District”)~~ on the creation and usage of social media ~~by the Board of Commissioners (“Commissioners”)~~ ~~by the staff and members of the District’s Communication Committee of the Orcas Island Health Care District (“OIHCD Committee”).~~ Social media tools can improve interaction between the ~~OIHCD District~~ and the public, reaching new and diverse populations from traditional media sources.

Section 2. Policy.

Section 2.1 Approved Social Media Sites. On an annual basis the ~~OIHCD Committee~~ will designate a list of approved social media platforms to ensure the ~~OIHCD District’s~~ media strategy is effective and reaches the largest number of Orcas residents. ~~OIHCD The District~~ will maintain no more than one (1) official page for each media platform. ~~All OIHCD communications, including social media, are public records and will be managed in compliance with the public records law and the OIHCD’s public records policy.~~

Section 2.2 Posting to Social Media Sites. ~~Only No one other than the Chair of the OIHCD Communications Committee, the OIHCD District Superintendent (“Superintendent”), and the OIHCD Administrative Assistant~~ ~~authorized District staff members~~ shall post content to an approved social media site.

Section 2.2 Prohibited Content. ~~The OIHCD No material or content will be posted will not post material or content to the approved media sites~~ that is promoting or advertising specific brands, products, materials or businesses not related to public health without the prior approval of ~~both the Chair of the OIHCD Communications Committee and the OIHCD Superintendent.~~ In accordance with WA state law, ~~OIHCD District~~ will not advocate or post political statements related to candidates, ballot propositions or local government issues.

Section 2.3 Posting of Comments. Generally, the ~~OIHCD District~~ social media posts will not allow public comments. On occasion, the ~~OIHCD District~~ will make posts that solicit public comment. In these instances, the ~~OIHCD District~~ encourages the public to actively participate on the social media sites when posts with comments are made; in those cases, the ~~OIHCD District~~ reserves the right to restrict and/or remove any content posted to official ~~OIHCD District~~ social media sites that are deemed in violation of this policy. The ~~OIHCD Superintendent and the OIHCD Administrative Assistant~~ ~~or authorized staff members, or in their absence, the Chair of the~~

Commented [PG1]: Deleted bc same language is in Section 2.5 and this is important enough to have its own section.

Commented [PG2]: Is there a Chair? Is that person a Commissioner? If the Committee is empowered to make decisions, rather than recommendations, its meetings and actions are subject to all of the requirements of the Open Public Meeting Act. To date, the Board has not delegated decision making authority to the Committee.

Commented [CC3R2]: Removed posting or approving power from committee members.

Commented [PG4]: So if one is unavailable the content does not get posted?

Commented [CC5R4]: May recommend changing language to allow superintendent to delegate posting power to a committee member?

Committee, will review all public comments and have the right to remove those comments if they violate ~~our~~ the District's content policy. ~~The Chair of the Communications Committee may also review and remove comments if the Superintendent is unavailable.~~ Comments will be removed if:

1. They are off topic or link to material that is off topic;
2. They advocate political views, candidates, ballot propositions or local government issues;
3. They include profanity or are hateful or mean-spirited in nature;
4. They contain personal attacks or threatening language;
5. They contain content that fosters, promotes or perpetuates discrimination of any kind;
6. They contain sexual content or links to sexual content;
7. They contain commercial promotions or spam; or
8. They contain content that promotes or encourages illegal activity.

Commented [PG6]: These are both legally problematic now in some states; I couldn't find any WA cases on point. The general legal advice is to not permit comments to be posted. The authorized site could tell people that if they want to comment the comments can be submitted through the District's website with a link to the Contact Us page.

Commented [CC7R6]: Should we move towards not allowing comments at all?

Section 2.4 Sharing of Posts. The OHCDDistrict encourages the sharing of OHCDDistrict social media content by the public. However, the OHCDDistrict reserves the right to establish and alter sharing privileges based on OHCDDistrict discretion.

Section 2.5 Compliance with Public Records Law. All OHCDDistrict communications, including social media, are public records and will be managed in compliance with the public records law and the OHCDDistrict's public records policy.

Section 2.6 Personal Social Media. OHCDDistrict employees and commissioners may have social media accounts that they use for personal rather than OHCDDistrict ~~accounts~~ activities. To prevent those accounts from becoming subject to the Open Public Meeting Act, and the Public Records Act, ~~e~~Commissioners and staff are encouraged to take the following preventative actions:

- ~~Post a disclaimer on your personal account that identifies the account purpose and that the opinions you express are your own~~ Do not identify yourself as a Commissioner or an elected public official on your website unless you include language that informs readers that anything you post on your site is your personal opinion only.
- Limit the account content to personal use and do not post anything related to the OHCDDistrict.
- Understand and use privacy settings to manage the account.
- Have a plan in place to respond to or forward OHCDDistrict-related comments to the OHCDDistrict Superintendent, including how the record is retained.
- Don't discuss your private accounts in public meetings or documents.
- Don't link ~~to~~ your private accounts ~~from to or from~~ an OHCDDistrict account.
- Don't use any OHCDDistrict device to post to or maintain your private account.
- Don't use your District email address or any logo that the District may adopt for your personal social media posts

Policy adopted _____.

2023 Approved Social Media Sites –

Facebook

Instagram

ORCAS ISLAND HEALTH CARE DISTRICT

Social Media Policy

Section 1. Introduction. The purpose of this policy is to provide direction and oversight by the Board of Commissioners (“Commissioners”) of the Orcas Island Health Care District (“District”) on the creation and usage of social media by the staff and members of the District’s Communication Committee (“Committee”). Social media tools can improve interaction between the District and the public, reaching new and diverse populations from traditional media sources.

Section 2. Policy.

Section 2.1 Approved Social Media Sites. On an annual basis the Committee will designate a list of approved social media platforms to ensure the District’s media strategy is effective and reaches the largest number of Orcas residents. The District will maintain no more than one (1) official page for each media platform.

Section 2.2 Posting to Social Media Sites. No one other than the Chair of the Committee, the District Superintendent (“Superintendent”), and authorized District staff members shall post content to an approved social media site.

Section 2.2 Prohibited Content. No material or content will be posted to the approved media sites that is promoting or advertising specific brands, products, materials or businesses not related to public health without the prior approval of both the Chair of the Committee and the Superintendent. In accordance with WA state law, District will not advocate or post political statements related to candidates, ballot propositions or local government issues.

Section 2.3 Posting of Comments. Generally, the District social media posts will not allow public comments. On occasion, the District will make posts that solicit public comment. In these instances, the District encourages the public to actively participate on the social media sites when posts with comments are made; in those cases, the District reserves the right to restrict and/or remove any content posted to official District social media sites that are deemed in violation of this policy. The Superintendent or authorized staff members or in their absence, the Chair of the Committee, will review all public comments and have the right to remove those comments if they violate the District’s content policy. Comments will be removed if:

1. They are off topic or link to material that is off topic;
2. They advocate political views, candidates, ballot propositions or local government issues;
3. They include profanity or are hateful or mean-spirited in nature;

4. They contain personal attacks or threatening language;
5. They contain content that fosters, promotes or perpetuates discrimination of any kind;
6. They contain sexual content or links to sexual content;
7. They contain commercial promotions or spam; or
8. They contain content that promotes or encourages illegal activity.

Section 2.4 Sharing of Posts. The District encourages the sharing of District social media content by the public. However, the District reserves the right to establish and alter sharing privileges based on District discretion.

Section 2.5 Compliance with Public Records Law. All District communications, including social media, are public records and will be managed in compliance with the public records law and the District's public records policy.

Section 2.6 Personal Social Media. District employees and commissioners may have social media accounts that they use for personal rather than District activities. To prevent those accounts from becoming subject to the Open Public Meeting Act and the Public Records Act, Commissioners and staff are encouraged to take the following preventative actions:

- Do not identify yourself as a Commissioner or an elected public official on your website unless you include language that informs readers that anything you post on your site is your personal opinion only.
- Limit the account content to personal use and do not post anything related to the District.
- Understand and use privacy settings to manage the account.
- Have a plan in place to respond to or forward District-related comments to the Superintendent, including how the record is retained.
- Don't discuss your private accounts in public meetings or documents.
- Don't link your private accounts to or from a District account.
- Don't use any District device to post to or maintain your private account.
- Don't use your District email address or any logo that the District may adopt for your personal social media posts

Policy adopted _____.

2023 Approved Social Media Sites –

Facebook

Instagram