



**CAMBRIA COMMUNITY HEALTHCARE DISTRICT  
SPECIAL BOARD MEETING ANNOUNCEMENT**

**November 4, 2020 at 10:00 am (PDT)**

A special meeting of the Cambria Community Healthcare District Board of Directors will be held online:

Special Board Meeting

Time: Nov 4, 2020 10:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86288675206>

Meeting ID: 862 8867 5206

One tap mobile

+16699006833,,86288675206# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 862 8867 5206

Find your local number: <https://us02web.zoom.us/j/86288675206>

Public comment is invited on any item.

The Cambria Community Healthcare District monthly agenda and minutes are available at [www.cambria-healthcare.org](http://www.cambria-healthcare.org). Any changes or additions to the agenda will be posted at the District Office and on the District website.

Members of the public wishing to address the Board on matters other than scheduled items may do so when recognized by the President. Presentations are limited to a maximum of three minutes per person.

Note that while board members may not engage in dialog with the public during the board meeting, individual members may choose to incorporate an answer to a question posed by the public during their discussion of an agenda item.

## **AGENDA**

### **A) OPENING**

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Establishment of a quorum

### **B) PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

Members of the public who wish to address the Board on matters other than scheduled items may do so when recognized by the President. Presentations are limited to a maximum of three minutes per person.

### **C) REGULAR BUSINESS**

- 1) Safeguarding CCHD's unique identity and stated mission, and defining the appropriate use of media and social media by full time and part time employees, for discussion and possible action. – Mike McDonough
- 2) Health care benefit resolution review for possible Board approval. – Mike McDonough.

### **D) DECLARATION OF FUTURE AGENDA ITEMS**

### **G) ADJOURNMENT**

The next regular meeting of the Board of Directors of the Cambria Community Healthcare District will be held on Wednesday November 18, 2020 at 9:00 a.m., location TBD.

**CAMBRIA COMMUNITY HEALTHCARE DISTRICT**

**TO:** Board of Directors Special Meeting Agenda No. C.1

**FROM:** Michael McDonough, Administrator

**BOARD MEETING DATE:** November 4, 2020

**AGENDA DESCRIPTION:** Safeguarding CCHD’s unique identity and stated mission, and defining the appropriate use of media and social media by full time and part time employees, for discussion and possible action.

**RECOMMENDATION(S):** Review and approval of CCHD proposed Standard Operating Procedure 10.08.075 – 10.09

**FISCAL IMPACT:** No immediate fiscal impact.

**DISCUSSION:** Use of the term “Cambria Ambulance” and/or clearly identifiable photos of our equipment, building and staff on social media without direction from and approval of the CCHD Administrator has created confusion among some community members about the CCHD’s philosophy, goals and values. It has also highlighted the risk of HIPAA violations; revealing details of patient identity and identifiable property.

Clarity is desired so that the public use of the term “Cambria Ambulance” or Cambria “Community Healthcare District” is to be used only with the approval of the Administrator and/or Board of Directors in District sponsored social media.

**Attachment(s):** 1) Draft of Standard Operating Procedure 10.08.075 through 10.09

**BOARD ACTION:** Date of Vote:

**UNANIMOUS:** \_\_\_\_

**FEDOROFF**\_\_\_\_ **RICE**\_\_\_\_ **GRAY**\_\_\_\_ **MILEUR**\_\_\_\_ **MONTALVO**\_\_\_\_

## Attachment 1

### 10.08.075 Social Media Use – District Media

The purpose of this policy is to protect public data, private personnel (employee) data, ambulance patients, the public, the operations of the District, and public confidence in the District and its employees. This policy is not intended to limit the right to freedom of speech or expression, but is intended to protect the rights of the District, its members, and the public the District is committed to protect. Employees are advised that their speech, directly or by means of instant technology either on or off duty and in the course of their official duties that has a connection to their professional duties and responsibilities, may not be protected speech under the First Amendment. Speech that impairs or impedes the performance of the District, undermines discipline and harmony among coworkers, or negatively affects the public perception of the District may be sanctioned.

#### 1. Ownership of Work-Related Images.

All photos, videos, digital images, or recordings taken by any employee or agent of the Cambria Community Healthcare District while responding to any call for service or other emergency or while engaged in any training are “work related images” and are the property of the District. Work-related images include, but are not limited to, any written, auditory, or visual messages communicated via or on District resources or via or on personal devices or social media, and videos or pictures gathered while on District business.

#### 2. Permission to Take Work-Related Images.

Work-related images shall not be taken of any emergency response or training exercise except as permitted by policy or as directed by the Operations Manager or Administrator. All work-related images shall be taken using District-issued equipment, unless otherwise directed by the person in charge of the scene. Work-related images taken by District employees using privately owned equipment are also governed by this policy.

#### 3. Reasons for Taking Work-Related Images.

Photos or other recordings may be taken to assist in the diagnosis or treatment of patients, if allowed by protocol or law. Such images should be forwarded to the appropriate medical care provider and then be deleted from District files. Work-related images, including recordings showing possible evidence of a crime, must be forwarded to law enforcement. Other work-related images used for internal, departmental purposes such as training or publicity shall be taken in a manner that removes the possibility of identifying patients.

#### 4. Control and Dissemination of Work-Related Images.

All work-related images shall be stored in the District’s computer system and be governed by the District’s records management policies and procedures. Work-related images shall not be stored, retained, or disseminated in any manner by anyone other than the persons appointed to review all images and approve retention, release, or dissemination and cannot be used for personal profit or business interests or to participate in personal political activity.

#### 5. Professionalism and Public Confidence.

The appearance of professionalism is important to public safety and the public’s confidence and trust. Accordingly, an employee shall not use in social media any work-related images, department logos, or any images which depict an employee in any uniform or in which the employee uses his or her job title or is otherwise identified as an employee of the department, without prior approval from the Administrator. Similarly, in order to maintain the appearance of professionalism and public confidence, no employee shall post any material on any social media that is detrimental to the District’s effective operation. Employees shall not disseminate protected, private, nonpublic, or confidential information including, but not limited to, the following:

- (a) Matters that are under investigation
- (b) Patient and employee information protected by HIPAA/medical confidentiality laws
- (c) Personnel matters/data that are protected from disclosure by law.

#### 6. Definition of Social Media.

“Social media” shall be defined for purposes of this policy as any publicly shared medium where users post content or share files. Examples of social media include, but are not limited to, Facebook, Twitter, Snapchat, and Instagram.

#### 7. Reporting Violations.

Any employee becoming aware of or having knowledge of a posting or of any web site or web page in violation of this policy may anonymously report possible violations to the Administrator.

#### 8. Penalties for Violation of Policy.

Violation of this policy may be considered an extraordinary breach of the public’s expectation of privacy and of the District’s policies and regulations regarding the use of social media and may subject the offender to discipline up to and including termination of employment.

### 10.08.100 Internet Use

1. Employees may access the Internet so long as it does not adversely affect the ability to perform work duties.
2. Employees have no right to privacy in the use of the Internet on District computer systems.
3. The District reserves the right, with or without notice, to access, monitor, review, copy and/or delete any computer files, including any and all website communications and/or transactions by District employees. The District further reserves the right to monitor any employee’s Internet use for the purposes of determining whether such use is appropriate or acceptable.

### 10.08.150 Prohibited Uses of E-mail and the Internet

Prohibited uses of e-mail and/or the Internet on District computer systems include, but are not limited to, the following:

1. To access any materials that are obscene, pornographic, or in poor taste;
2. To transmit sexually explicit images, messages, and/or cartoons; ethnic or racial slurs, or anything that may be construed as harassment or disparaging of others based on their race, national origin, ethnic group identification, religion, age, sex, sexual orientation, marital status, color or physical or mental disability;
3. To play games;
4. To conduct illegal activities, such as, but not limited to, gambling, commit a crime or fraud, or violate any federal, state or local law;
5. To use the user-name or password of another person to gain access to his/her e-mail or any other computer file or account without that person’s permission;
6. To transmit sensitive or privileged information to unauthorized persons or organizations;
7. To download or otherwise acquire software without prior consent of the District Administrator, or his/her designee; and
8. To use the Internet in any manner that causes confidential or sensitive information to be subject to eavesdropping or interception by unauthorized individuals.

#### 10.08.200 Computer Systems - Hardware and Software

Prohibited activities with regard to employee use of District computer systems - hardware and software - include, but are not limited to, the following:

1. Installing programs on District computer systems without prior consent of the District Administrator, or his/her designee;
2. Copying any District computer program for the purpose of using it on any other computer without the prior consent of the District Administrator, or his/her designee;
3. Connecting computers, including laptops and personal computers not owned by the District, to the District's information systems network without prior consent of the District Administrator, or his/her designee;
4. Disclosing an employee's account or e-mail password, or otherwise making such account available to others;
5. Infringing on other employee's access and use of District computer systems, including, but not limited to:
  - a. Sending excessive messages, either locally or offsite;
  - b. Unauthorized modification of system facilities, operating systems, or disk partitions;
  - c. Attempting to crash or tie up a computer or network;
  - d. Damaging or vandalizing District computing facilities, equipment, software, or computer files;
6. Intentionally using or developing programs that disrupt other computer users or which access private or restricted portions of the system and/or damage the software or hardware components of the system; or
7. Introducing or allowing the spread of any virus or destructive information, file, or other item.

#### 10.08.250 Connection of Personal Computer and Internet Capable Devices to District Internet/network Connections.

Personnel may, with written consent of the Administrator, connect personal computers to the District's Internet connection under the following conditions:

1. Connection may be made by either cable or "WIFI".
2. Personnel may not access District computer systems to access or download files or programs through the network system.
3. The provisions of policy 10.08 shall apply to use of personal computers while on District premises.

#### 10.08.300 Violation of Policy

Any violation of this policy, or other inappropriate use of the District's computer systems, including e-mail and Internet activities, is considered a serious violation of District policies and may result in disciplinary action as outlined in Section 10.05 of this manual.

#### 10.09

The District acknowledges the right of SEIU Local 620 to maintain its own social media outlets and to control the contents thereof. Local 620, however agrees:

- That it will identify all of its postings as being from Local 620 and not being representative of the Cambria Community Healthcare District.
- It will post nothing that compromises patient confidentiality, including names and pictures.
- It will not post license plate numbers, house numbers or identifiable buildings.

**CAMBRIA COMMUNITY HEALTHCARE DISTRICT**

**TO:** Board of Directors Special Meeting Agenda No. C.2

**FROM:** Michael McDonough, Administrator

**BOARD MEETING DATE:** November 4, 2020

**AGENDA DESCRIPTION:** Health care benefit resolution review for possible Board approval.

**RECOMMENDATION(S):** Review and approval of CCHD proposed PERS Health Care Benefit Resolution. Effective date after approval: January 1, 2021.

**FISCAL IMPACT:** No immediate fiscal impact. Savings to be realized on a long-term basis.

**DISCUSSION:** In compliance with SEIU MOU approved September 8, 2020.

**Attachment(s):** 1) PERS Health Resolution No. 17-20

BOARD ACTION: Date of Vote:

UNANIMOUS: \_\_\_\_

FEDOROFF\_\_\_\_ RICE\_\_\_\_ GRAY\_\_\_\_ MILEUR\_\_\_\_ MONTALVO\_\_\_\_

**RESOLUTION NO. 17-20**  
**FIXING THE EMPLOYER CONTRIBUTION**  
**UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**  
**AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS**

- WHEREAS, (1) **Cambria Community Healthcare District** is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act"); and
- WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and
- WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; now, therefore be it
- RESOLVED, (a) That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of **the PEMHCA Minimum** per month, plus administrative fees and Contingency Reserve Fund assessments; and be it further
- RESOLVED, (b) **Cambria Community Healthcare District** has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further
- RESOLVED, (c) That the participation of the employees and annuitants of **Cambria Community Healthcare District** shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that **Cambria Community Healthcare District** would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further
- RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, the Administrator to file with the Board a verified copy of this resolution, and to perform on behalf of **Cambria Community Healthcare District** all functions required of it under the Act; and be it further
- RESOLVED, (e) That coverage under the Act be effective on **January 1, 2021**.



Adopted at a special meeting of the CCHD Board of Directors at Cambria, California, this 4th day of November, 2020.

Signed: \_\_\_\_\_  
Igor Fedoroff, President

Attest: \_\_\_\_\_  
Barbara Bronson Gray, Secretary