



**REGULAR MEETING OF THE BYLAWS/POLICIES AND PROCEDURES COMMITTEE
SAN BENITO HEALTH CARE DISTRICT
911 SUNSET DRIVE, HOLLISTER, CALIFORNIA
MONDAY, AUGUST 25, 2025 – 3:00 PM
GREAT ROOM, 2ND-FLOOR, SUPPORT SERVICES BUILDING
IN PERSON ONLY**

AGENDA

Mission Statement -The San Benito Health Care District is a public agency that serves as a responsive, comprehensive health care resource for its patients, physicians, and the health care consumers of the community.

Vision Statement - San Benito Health Care District is committed to meeting community health care needs with quality care in a safe and compassionate environment.

1. Call to Order (J. Sanchez)
2. Consider and Approve Minutes of the District Bylaws/Policies and Procedures Committee – June 20, 2025.
3. Review Policies
 - Access to District Records
 - Adherence to Board Bylaws
 - Board Member Code of Conduct
4. Create Policy
 - Policy Regarding Remote Attendance
5. Consider and Approve Schedule for Future Meetings (Committee)
6. Adjournment (J. Sanchez)

Committee Members

Josie Sanchez, BOD Assistant Secretary
Devon Pack, BOD Vice President
Mary Casillas, Chief Executive Officer

The complete agenda packet including subsequently distributed materials and presentations is available at the Committee Meeting, in the Administrative Offices of the District, and posted on the District's website at <https://www.hazelhawkins.com/news/categories/meeting-agendas/>. All items appearing on the agenda are subject to action by the Committee.

Any public record distributed to the less than 72 hours prior to this meeting in connection with any agenda item shall be made available for public inspection at the District office. Public records distributed during the meeting, if prepared by the District, will be available for public inspection at the meeting. If the public record is prepared by a third party and distributed at the meeting, it will be made available for public inspection following the meeting at the District office.

Notes: Requests for a disability-related modification or accommodation, including auxiliary aids or services, to attend or participate in a meeting should be made to District Administration during regular business hours at 831-636-2673. Notification received 48 hours before the meeting will enable the District to make reasonable accommodations.

San Benito Health Care District
Board of Directors
Policy Manual

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|--------------|---|---------------|-----------------|
| SUBJECT | Access to District Records | | |
| WRITTEN BY | Board Ad Hoc Committee on Policy & Procedures | POLICY NUMBER | 2000 - 1 |
| APPROVED BY | San Benito Healthcare District Board of Directors | EFFECTIVE | May 24, 2001 |
| Resolution # | | REPLACES | 9/21/00 |
| Other | | | |

POLICY

Board members may have access to District records upon request.

PROCEDURE

1. For the purpose of these guidelines, "Records" means any document or other recorded medium containing information relating to the conduct of the business of the District prepared, owned, used, or retained by the District, regardless of physical form or characteristics of such document.
2. Any Board member requesting Records shall make such request to the District's President/CEO or designee, who shall process such request as expeditiously as reasonably possible, pursuant to these Guidelines. The President/CEO or designee shall notify the chairperson of the Board of all Board member requests for Records. Exceptions to this rule are as follows:
 - a. Committee chairpersons may request Records from the administrative staff member responsible for that committee. The staff member shall notify the President/CEO of all such requests.
 - b. Board officers may request Records from the administrative staff member responsible for functions pertinent to the officer's duties. For example, the Treasurer may request records from the Chief Financial Officer, and the Secretary may request Records from the Secretary to the Board. The staff member shall notify the President/CEO of all such requests.
3. If a report or other information is requested by a Board member pursuant to paragraph 2. above, and such report or information is not otherwise being prepared for the Board or a Board committee, all other Board members shall be provided a copy of the report at the same time as it is provided to the requesting Board member.



BOARD OF DIRECTORS POLICY MANUAL

Committee Approval: 7/15/21

Board Approval: 7/22/21

Policy #: BOD-29

Reviewed:

Revised:

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SUBJECT: Public Records Request

PROCEDURE:

1. Requests for public records are subject to the California Public Records Act (California Government Code Sections 6250 et seq.) and shall be processed according to the provisions of that act.
2. The District may charge a reasonable fee for copying records provided by the requesting party. The charge shall be \$0.10 per page for normal size pages and shall be adjusted for odd-sized pages or copies that require special handling. The Chief Executive Officer or designee may waive the charge for incidental copies, not exceeding 10 pages, that require minimal handling. There shall be no charge for copies of documents provided as part of a public meeting.
3. If the request is expected to involve a significant amount of copies and effort, District staff may estimate the cost. District staff may then ask the requesting party to confirm that the proposed charge and delivery time are acceptable and to signify acceptance in a reasonable manner (written approval, email, etc.). District staff may require a deposit of the estimated cost before making copies. Once the requesting party has agreed to the estimated cost and delivery date, District staff will have the copies made and will deliver the copies when full payment is received.
4. If a person requests to inspect certain documents, District staff will provide such an opportunity within a reasonable time after the request. The document inspection may, at the District staff's discretion, be conducted under the supervision of a District employee. No documents may be removed, copied, or tampered with in any way, without the District staff's permission. All copying requests will follow the procedures outlined in policies 29.1, 29.2, and 29.3.
5. The District shall issue an email address, using the District's domain name, to all employees and Directors.
 - a. Employees are required to use their District email account for all District-related communications.
 - b. Directors are encouraged to use their District email account for District-related communications. Email communications on a Director's personal or business accounts that relate to District business are subject to disclosure under the Public Records act.
 - c. Directors who do not utilize their District email account shall make their personal and/or business email accounts available for review by the District's legal counsel when necessary to comply with a request under the Public Records Act.



BOARD OF DIRECTORS POLICY MANUAL

Committee Approval: 9/00

Board Approval: 9/21/00

Policy #: BOD-2

Reviewed: 11/3/16

Revised: 5/24/01, 12/15/05, 3/25/21

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SUBJECT: Adherence to Board Bylaws

POLICY: All members of the Board of Directors will read and follow San Benito Health Care District Bylaws that were written with respect for all local and state laws with regard to healthcare districts.

PROCEDURE:

Bylaws should be reviewed and discussed yearly, with updates provided through legal counsel via the administrative assistant.

Questions regarding bylaws should be directed through the administrator and/or assistant to legal counsel, for clarification, if necessary.



BOARD OF DIRECTORS POLICY MANUAL

Committee Approval: 7/20/22

Policy #: BOD-7

Reviewed: 7/20/22

Replaces: 5/24/01

Board Approval: 8/25/22

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SUBJECT: Board Member Code of Conduct

POLICY:

The following Code of Conduct was adopted by the San Benito Health Care District Board of Directors on July 20, 2022, to describe the expectations of each Board member during and after their service.

As a member of the San Benito Health Care District Board of Directors I will:

- Represent the best interests of the San Benito Health Care District members and the association; Be a positive example to others at San Benito Health Care District in both my attitude and actions, acting at all times with honesty, integrity, diligence, competence, and good faith.
- Become and stay knowledgeable about the Board's bylaws and procedures;
- Become well-informed about each matter coming before the Board for decision;
- Bring matters to the Board's attention that I believe may have a significant effect on the well-being of San Benito Health Care District members' or the association;
- Participate actively in Board and committee discussions;
- Listen carefully to other members and consider their opinions respectfully, particularly if they differ from mine;
- Respect and support majority decisions of the Board, even if I disagree with the result;
- Acknowledge conflicts that arise between my personal interests and the Board's activities, identifying them early and withdrawing from related discussions and votes;
- Maintain, in accordance with the law, the confidentiality of information provided to me in my role as a Board member;
- Refer member complaints promptly and directly to the Board Chair and appropriate Association staff.
- Surrender all information related to San Benito Health Care District matters to my successor, but continue to maintain related duties of confidentiality;
- Comply with all San Benito Health Care District policies and procedures to support a work environment that discourages any form of inappropriate conduct, harassment, discrimination, or retaliation;
- Recognize and respect the differentiation between Board and staff responsibilities.

I will not:

- Share opinions elsewhere that I am unwilling to discuss before the Board or its committees;
- Decide how to vote before hearing discussion and becoming fully informed;
- Interfere with duties and activities of other Board members;
- Speak publicly on behalf of the Board unless specifically authorized to do so.

Signature

Date