



**THE BYLAWS/POLICIES AND PROCEDURES COMMITTEE
SAN BENITO HEALTH CARE DISTRICT
911 SUNSET DRIVE, HOLLISTER, CALIFORNIA
MONDAY, SEPTEMBER 14, 2026 – 1:00 PM
WOMEN’S CENTER, 2ND-FLOOR, HORIZON CONFERENCE ROOM
IN PERSON ONLY**

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.

AGENDA

1. Call to Order (J. Sanchez)
2. Consider and Approve Minutes of the District Bylaws/Policies and Procedures Committee – April 20, 2026 Meeting.
3. Policies for Review and Recommendation:
 - Potential Conflict of Interest
 - Board Member Remote Participation (Revised)
 - Leadership Policy
 - Records Retention
4. Consider and approve next meeting (Committee) – October 12, 2026 at 1:00 PM.
5. Adjournment (J. Sanchez)

Committee Members

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

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.



Hazel Hawkins

MEMORIAL HOSPITAL

DISTRICT BYLAWS / POLICIES AND PROCEDURES COMMITTEE
APRIL 20, 2026 – 1:00 PM
GREAT ROOM, 2ND-FLOOR, SUPPORT SERVICES BUILDING

IN PERSON ONLY

MINUTES

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.

Committee Members Present

Josie Sanchez, Board Member (Chair)
Devon Pack, Board Member
Mary Casillas, Chief Executive Officer
Laura Garcia, Executive Assistant

Also Present

Heidi Quinn, Legal Counsel

1. Call to Order

The meeting of the Bylaws/Policies and Procedures Committee was called to order at 1:13 p.m. by Director Sanchez, attendance was taken by roll call.

2. Consider and Approve Minutes of the District Bylaws/Policies and Procedures Committee – February 9, 2026.

Motion: By Director Pack, to approve the minutes of the District Bylaws/Policies and Procedures Committee – February 9, 2026, Seconded by Director Sanchez, and unanimously approved.

3. Policies for Review and Recommendation

- Potential Conflict of Interest – Direction provided to defer to May meeting.
- CEO Compensation – Direction provided to forward the policy to the full Board recommending approval.
- Investment Policy – Direction provided to forward the policy to the full Board for recommending approval.
- Board Member Remote Participation (Revised) – Direction provided to defer to May meeting.

4. Policies Recommended for Archival

- Absence of Interim CEO (Combined with Absence of CEO) – Direction to forward to the full Board recommending archival.

5. Consider and Approve Schedule of Future Meetings (Committee)

The Committee approved to meet on Monday, May 18, 2026 at 1:00 pm.

6. Adjournment

There being no further regular business, the meeting was adjourned at 1:36 p.m.



BOARD OF DIRECTORS POLICY MANUAL

Committee Approval: 8.25.25

Policy #: BOD-36

New: 8.25.25

Board Approval: 10/23/25

Pg. 1 of 1

SUBJECT: Board Member Remote Participation

PURPOSE:

The purpose of this policy is to ensure that the San Benito Health Care District (District) Board of Directors upholds the highest standards of ethical and professional conduct. Board members are entrusted with governing in a manner that reflects integrity, transparency, collaboration, and accountability to the community, while complying with all applicable state and federal laws, including the Ralph M. Brown Act (Brown Act) and California Government Code sections 53234 et seq., as may be amended (AB 1234), as well as sections 54953 et seq., as may be amended.

POLICY:

Attendance Required

Board members are expected to be present at the dais at all times during meetings except for necessary short breaks and other reasonable exceptions. The Board expects its members to attend regularly and notify the Board Clerk in advance of any planned absences.

Board members are strongly encouraged to attend meetings in person. State law allows Board members to attend meetings remotely by following the procedures outlined in Government Code section 54953(b) (Traditional Teleconferencing Rules) or the procedures outlined in Government Code section 54953.8, 54953.8.2, and 54953.8.3 (AB 2449 (AB 2449 Remote Attendance), as may be amended Alternative Teleconferencing Rules).

Number of Remote Appearances

Remote appearances shall be permitted not more than three (3) times a calendar year for each legislative body each Board and Committee meetings. For example, three (3) times per calendar year for Board meetings and three (3) additional times for Committee meetings that are subject to the Ralph M. Brown Act (Brown Act). AB 2449 Alternative Teleconferencing Rules still apply, which provide that no more than two (2) meetings may be attended remotely during a calendar year for "just cause," as described below. Accordingly, Board and Committee members may only participate remotely under the Traditional Teleconferencing Rules one (1) time per calendar year, unless such participation qualifies as a reasonable accommodation under the Americans with Disabilities Act ("ADA") as set forth below.

General Procedures for Remote Appearances

Board members shall follow the mandatory procedures set forth in applicable law. At any meeting where a Board member is participating remotely, the following requirements must be met:

1. The agenda must identify and include an opportunity for the public to attend and directly address the Board member through a call-in option, an internet-based service option, and in-person at the location of the meeting.
2. The Board may not take action if there is an unresolved disruption to the broadcast or to the ability to take call-in or internet-based public comment.

If the above threshold requirements are met, the Board member attending remotely must comply with the procedures with either the Traditional Teleconferencing Rules or the Alternative Teleconferencing Rules.

Traditional Teleconferencing Rules – Attendance Procedures Requirements

The Board member attending remotely using these procedures must ensure that:

1. A quorum of the Board is present within the jurisdiction of the District.

1.2. The meeting agenda identifies the remote attendance location and is posted at that location in an area that is accessible and visible 24 hours a day for at least 72 hours prior to a regular meeting and 24 hours prior to a special meeting.

2.3. The remote attendance location is open and fully accessible to the public, and fully accessible under the Americans with Disability Act/ADA, throughout the entire meeting. These requirements apply to private residences, hotel rooms, and similar facilities, all of which must remain fully open and accessible throughout the meeting, without requiring identification or registration.

3.4. The remote attendance technology used is open and fully accessible to all members of the public, including those with disabilities.

4.5. Members of the public who attend the meeting at the remote attendance location have the same opportunity to address the Board from the remote location that they would if they were present in the Board's meeting room.

5.6. The remote attendance location must not require an admission fee or any payment for attendance.

7. If the meeting includes a closed session, the Board member must ensure that there is a private location available for that portion of the meeting. A private location means a closed room where no other person can hear any portion of the closed session.

6.8. Board members may only participate remotely one (1) time per calendar year, unless participation qualifies as a reasonable accommodation, as set forth below.

If a Board member intends to follow the procedures of the Traditional Teleconferencing Rules but determines that any or all of these requirements cannot be met, the Board member shall not participate in the meeting remotely using Traditional Teleconferencing Rules.

Traditional Teleconferencing Rules – Guidelines Procedures

- The Board member must provide the Board Clerk with five (5) days written notice in advance of the publication of the agenda regarding the member's/Director's intent to participate remotely. The notice must include the address at which the remote attendance will occur.
- The Board member is responsible for posting the Board meeting agenda in the remote location, or having the agenda posted by somebody at the location and confirming to the Board that the posting has occurred. The Board Clerk will assist, if necessary, by emailing, faxing or mailing the agenda to the address or fax number the Board member requests; however, it is the Board member's responsibility to ensure the agenda arrives and is posted. If the Board member will need the assistance of the Board Clerk in the delivery of the agenda, the fax number of address must be included in the five-day advance written notice, above.

- The Board member must ensure that the location will be publicly accessible while the meeting is in progress.
- The Board member must state at the beginning of the Board meeting that the posting requirement was met at the location and that the location is publicly accessible and must describe the location.
- **Disclosures.** Board members attending remotely must publicly disclose at the meeting before any action is taken whether any other individuals 18 years of age or older are present in the room at the remote location with the member and general nature of the member's relationship with the individual.

Reasonable Accommodation

Nothing in this policy shall be construed to prohibit a member with a disability from participating in any meeting of the Board or Committee by remote participation as a reasonable accommodation pursuant to applicable law. In such case, a member participating in a meeting by remote participation shall do both of the following:

- The member shall participate through both audio and visual technology, except that any member with a disability, as defined in Section 12102 of Title 42 of the United States Code, may participate only through audio technology if a physical condition related to their disability results in a need to participate off camera.
- The remote attendance location is not required to be open and fully accessible to the public.
- **Disclosures.** Board members attending remotely must publicly disclose at the meeting before any action is taken whether any other individuals 18 years of age or older are present in the room at the remote location with the member and general nature of the member's relationship with the individual. Remote participation shall be treated as in-person attendance at the physical meeting location for all purposes, including any requirement that a quorum of the legislative body participate from any particular location. The provisions of subdivision (b) and Sections 54953.8 to 54953.8.7, inclusive, shall not apply to remote participation under this subdivision.

Alternative Remote Attendance Teleconferencing Rules Procedures Requirements

Remote participation is allowed in certain narrow circumstances without publishing the remote location on the meeting agenda and without providing public access from the remote location.

Where the requirements of ~~AB 2449~~ the Alternative Teleconferencing Rules are met, a Board member is not required to follow the procedures described in the Traditional Teleconferencing Rules, above.

1. At least a quorum of the members of the Board must participate from a singular location clearly identified on the agenda, which shall be open to the public and situated within the boundaries of the District.
2. A Board member with "Just Cause" to attend remotely must notify the Board or Committee and the Board Clerk at the earliest possible opportunity, including at the start of the meeting, of their need to participate remotely and provide a general description of the circumstances.
- 4.3. A member may participate remotely under AB 2449 if they have "just cause" or "emergency circumstances" that require remote participation, as defined by AB 2449, as may be amended. "Just Cause" is defined as:
 - A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires remote attendance.

- A contagious illness that prevents in-person attendance.
- A need related to a physical or mental disability that cannot be resolved by a request for reasonable accommodation, or
- Travel while on the business of a state or local agency.
- An immunocompromised child, parent, grandparent, grandchild, sibling, spouse, or domestic partner of the Board member that requires the member to participate remotely.
- A physical or family medical emergency that prevents a member from attending in person.
- Military service obligations that result in a Board member being unable to attend in person because they are serving under official written orders for active duty, drill, annual training, or any other duty required as a member of the California National Guard or a United States Military Reserve organization that requires the member to be at least 50 miles outside the boundaries of the local agency.

4. The remote Board member must participate through both audio and visual technology.

5. The minutes of the meeting must identify the specific provision that the member relied upon to participate remotely.

- ~~▪ A Board member with "just cause" to attend remotely must notify the Board or Board Committee and the Board Clerk at the earliest possible opportunity, including at the start of the meeting, of their need to participate remotely and provide a general description of the circumstances.~~

~~1. "Emergency Circumstances" is defined as a physical or family medical emergency that prevents a Board member from attending the Board meeting in person.~~

- ~~▪ A Board member attending remotely due to emergency circumstances must notify the Board, the Board Committee, and the Board Clerk at the earliest possible opportunity.~~
- ~~▪ The Board or Board Committee must request a general description of the circumstances relating to the Board member's need to appear remotely. The description does not need to have more than 20 words, and the Board member does not have to disclose any personal medical information.~~
- ~~▪ At the earliest opportunity available to it, the Board or Board Committee must, by a majority vote of its members, take action on the request to approve or disapprove it. If the request does not allow sufficient time to place it on the agenda for the meeting for which the request is made, the legislative body must take action on the request at the beginning of the meeting by majority vote.~~

~~2. **Disclosure.** Board members attending remotely must publicly disclose at the meeting before any action is taken whether any other individuals 18 years of age or older are present in the room at the remote location with the member and general nature of the member's relationship with the individual.~~



ADMINISTRATIVE POLICY MANUAL	
SUBJECT: Leadership	SECTION: Leadership (LO)
Written by: Administration	NUMBER: LD-
Approved by:	EFFECTIVE: 2/09
Chief Executive Officer	Replaces: new

POLICY:

Hazel Hawkins Memorial Hospital (HHMH) & Healthcare District leaders shall provide the framework for planning, directing, coordinating, providing, and improving care, treatment, and services to respond to community and patient needs and improve health care outcomes.

LEADER DEFINITION:

1. An individual who sets expectations, develops plans, and implements procedures to assess and improve the quality of the organization's governance, management, clinical, and support functions and processes.
2. The leaders described in the leadership function include at least:
 - a. the leaders of the governing body;
 - b. the chief executive officer and other senior managers;
 - c. departmental leaders;
 - d. the elected and the appointed leaders of the medical staff and the clinical departments
 - e. other medical staff members in organizational administrative positions, and
 - f. the nurse executive and other senior nursing leaders.

1. OVERVIEW

- a. Effective leadership shall depend on the following processes and tools:
 - 1) Governance. The governance of HHMH shall in the context of our mission, vision and values, set the framework for supporting quality patient care, treatment, and services.
 - 2) Management. Leaders shall create an environment that enables HHMH to fulfill its mission and meet or exceed its goals. They shall provide for a well-managed hospital with clear lines of responsibility and accountability.
 - 3) Planning, designing, and providing services. Leaders shall develop a mission that is reflected in long-range, strategic, and operational plans; service design; resource allocation; and organizational policies. They shall provide organization, direction, and staffing for care, treatment, and services. Leaders shall communicate objectives and coordinate efforts to integrate care, treatment, and services throughout the hospital.
 - 4) Improving safety and quality of care. Leaders shall plan and implement a safety management program that shall be responsible for the safety of patients and staff. Leaders shall establish expectations, plans, and priorities and manage the performance improvement process. ~~They shall ensure that a process is in place to measure, assess, and improve the hospital's governance, management, clinical, and support functions.~~
 - 5) Teaching and coaching staff. ~~HHMH leaders shall promote To realize the hospital's values and vision, HHMH leaders shall be involved in~~ teaching, ~~and~~ coaching, ~~and~~ staff education ~~shall be as~~ an essential leadership function.

2. STANDARDS

- a. HHMH shall identify how it is governed.
 - 1) Governance responsibilities shall be defined in writing, as applicable.
 - 2) HHMH shall comply with applicable law and regulation.
 - 3) An individual(s) or designee(s) shall be responsible for operating the hospital according to the authority conferred by governance.
- b. Each organizational program, service, site, or department shall have effective leadership.
- c. HHMH leaders shall develop and monitor ~~an the~~ annual operating budget ~~and, a~~ long-term capital expenditure plan, and short and long-term organizational plans.
- ~~d. HHMH leaders shall engage in both short term and long term planning.~~
- e.d. HHMH leaders shall develop and implement plans to identify and mitigate impediments to efficient patient flow throughout the hospital.
- f.e. Patients with comparable needs shall receive the same standard of care, treatment, and services throughout the hospital.
- g.f. HHMH shall demonstrate a commitment to its community by providing essential services in a timely manner
- h.g. Services provided by consultation, contractual arrangements, or other agreements at HHMH shall be provided safely and effectively.
- i.h. Communication shall be effective throughout the hospital.
- j.i. HHMH leaders shall define the required qualifications and competence of staff who provide care, treatment, and services and recommend a sufficient number of qualified and competent staff to provide care, treatment, and services.
- k.j. HHMH leaders shall provide for adequate space, equipment, and other resources.
- l. HHMH leaders shall develop and implement policies and procedures for care, treatment, and services.
- m. HHMH shall implement policies and procedures developed with the medical staffs participation for procuring and donating organs and other tissues.
- n. HHMH leaders shall plan for and support the provision and coordination of patient education activities.
 - 1) Academic education shall be arranged for children and youth, when appropriate.
 - 2) HHMH shall provide a written plan that defines the care, treatment, and services or appropriate referral of patients who are emotionally ill, who become emotionally ill while in the hospital, or who suffer the results of alcoholism or drug abuse.
 - 3) HHMH shall plan for the appropriate care, treatment, and services of patients under legal or correctional restrictions.
- o. HHMH leaders shall set expectations, plan, and manage processes to measure, assess, and improve the hospital's governance, management, clinical, and support activities.
 - 1) New or modified services or processes shall be well designed.
- p. HHMH leaders shall ensure that an integrated Patient Safety Program shall be implemented throughout the hospital.

~~q. HHMH leaders implement changes in existing processes to improve the performance of the organization.~~

~~r. HHMH leaders ensure that individuals working at all levels of the organization are focused on improving safety and quality.~~

s.g. HHMH leaders shall create and maintain a culture of safety and quality throughout the hospital.

- 1) HHMH Leaders demonstrate their commitment to quality and set expectations for those who work in the San Benito Health Care District
- 2) HHMH Leaders evaluate the culture on a regular basis
- 3) HHMH leaders encourage teamwork and create structures, processes, and programs that allow a positive culture to flourish
- 4) HHMH leaders address disruptive behavior of individuals working at all levels of the organization, including management, clinical and administrative staff, licensed independent practitioners, and governing body members.

t.r. HHMH leaders shall set performance improvement priorities and identify how the hospital adjusts priorities in response to unusual or urgent events.

u.s. HHMH leaders shall allocate adequate resources for measuring, assessing, and improving the hospital's performance and improving patient safety.

v.t. HHMH leaders shall measure and assess the effectiveness of the performance improvement and safety improvement activities.

w.u. HHMH shall consider clinical practice guidelines when designing or improving processes, as appropriate.

x.v. HHMH leaders shall identify criteria for their selection and implementation when clinical practice guidelines are used.

y.w. HHMH appropriate leaders, practitioners, and health care professionals shall review and approve clinical practice guidelines selected for implementation. HHMH leaders shall evaluate the outcomes related to use of clinical practice guidelines and determine steps to improve processes