

BEFORE THE BOARD OF HEALTH  
SPOKANE REGIONAL HEALTH DISTRICT

RESOLUTION # 17-03

RE: ADOPTING BOARD OF HEALTH COMMUNICATION POLICY

WHEREAS, the Board of Health recognizes that communication regarding SRHD business is accomplished, in part, through the use of Board Members' mobile devices; and

WHEREAS, the Board of Health recognizes that its communications are subject to federal and state laws requiring preservation and retention of records; and

WHEREAS, RCW 42.56.100 authorizes and requires the adoption of reasonable rules and regulations to preserve and retain public records; and

WHEREAS, pursuant to RCW 42.56.010, communications with and between Board Members regarding District business may constitute disclosable public records; and

WHEREAS, at this time SRHD cannot capture or retain certain types of mobile device messaging;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF HEALTH, that the attached Board of Health Communication Policy is adopted, and

BE IT FURTHER RESOLVED, that the provisions of the attached Board of Health Policy shall be effective immediately upon adoption.

Signed this 27th day of April, 2017 in Spokane, Washington.

SPOKANE REGIONAL HEALTH DISTRICT  
BOARD OF HEALTH

  
BREEAN BEGGS, COUNCILMEMBER

  
LORI KINNEAR, COUNCILMEMBER

  
SUSAN BOYSEN, BOARD MEMBER

  
BOB LUTZ, BOARD MEMBER

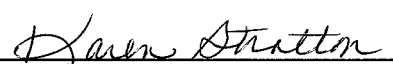
  
KEVIN FREEMAN, CHAIR

  
MIKE MUNCH, COUNCILMEMBER

 **ABSENT**  
AL FRENCH, COMMISSIONER

**ABSENT**  
SHELLY O'QUINN, COMMISSIONER

  
CHUCK HAFNER, BOARD MEMBER

  
KAREN STRATTON, COUNCILMEMBER

  
JOSH KERNS, COMMISSIONER

  
SAM WOOD, COUNCILMEMBER



# Board of Health Communication Policy

## **1. INTRODUCTION:**

Spokane Regional Health District (SRHD) is subject to state and federal laws governing the preservation and retention of District records. Due to technological advances, an increasing number of the SRHD Board of Health members are using mobile devices to communicate, receive information and schedule meetings. Through this Communication Policy, SRHD seeks to balance its obligation to preserve and retain records with the use of mobile devices by board members.

## **2. PURPOSE:**

The purpose of this SRHD Board of Health (BOH) Communication Policy is to define acceptable communication methods for BOH members relating to District business and meetings.

## **3. SCOPE:**

This policy applies to current and future SRHD BOH members conducting SRHD business, receiving SRHD information or scheduling meetings.

## **4. POLICY:**

Currently, SRHD is unable to capture, preserve and retain the following types of mobile device messaging, and therefore BOH members should not conduct SRHD business using any of the listed types of mobile device messaging: Short Message Service (SMS), Multimedia Messaging Service (MMS) text messages, and social media messaging. Board members should also ensure that their electronic mail address used for SRHD business is set up to be captured and maintained by SRHD systems or services or other governmental systems or services.

## **5. TRAINING:**

To ensure awareness, understanding, and compliance with the policy, SRHD will:

- Provide initial training to all current and future BOH members
- Provide periodic reminders of this policy

## **6. MONITORING:**

The HIPAA Officer will conduct regular risk assessments to monitor compliance with this policy.

## **7. POLICY REVIEW/UPDATES:**

This policy will be reviewed periodically as needed.

## **8. COMPLIANCE:**

Failure to abide by this policy may result in corrective action by the Chair of the SRHD BOH as necessary to ensure compliance.