

# Washington Township Health Care District Board of Directors Policy

<b>Title: HYBRID TELECONFERENCING WITH IN-PERSON QUORUM</b>	
<b>Category: Governance and General Administration</b>	<b>Policy Number: A-017</b>
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<b>Last Approval Date: <u>01/28/2026</u></b>	

**PURPOSE**

This Policy describes the procedure for Hybrid teleconference meetings pursuant to California Government Code § 54953.8.3 effective January 1, 2026 and in effect until January 1, 2030. This policy applies to all meetings of the Board.

**POLICY:**

- A. The Board recognizes the importance of public access to the meetings of the Board, but also the need to protect the health and safety of Board members, staff, and members of the public. The Board believes that both goals can be achieved through the judicious use of teleconferencing technology in a manner permitted under the Brown Act.
  
- B. To guarantee public access to Board meetings, all Board meetings will be open to public at the physical location for Board meetings at 2000 Mowry Avenue, Fremont, California and (except for portions permitted to be held in closed session under the Brown Act) via a two-way audiovisual platform, currently this platform is Zoom. The public may comment on agenda items either in person or via Zoom.
  
- C. Provided there is a quorum of the Board attending the Board meeting in person, a member of the Board may attend and participate in the Board meeting through the audio and visual technology (currently Zoom) up to seven (7) meetings per year provided the Board member has notified the District Clerk or her designee at the earliest opportunity possible, including the start of the meeting, of their need to participate remotely for “Just Cause” including a general description of the circumstances relating to their need to appear remotely at the given meeting.
  
- D. “Just Cause” can be any of the following defined in § 54953.8.3(c):
  - 1. Childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely. “Child,” “parent,” “grandparent,” “grandchild,” and “sibling” have the same

meaning as those terms do in Section 12945.2 of the Government Code (see Section L below).

2. A contagious illness that prevents a member from attending in person.
  3. A need related to a physical or mental condition that is not subject to subdivision (c) of Section 54953 (in other words, not a disability that would qualify as a disability under the Americans with Disabilities Act—for which there are separate ongoing accommodations required).
  4. Travel while on official business of the legislative body or another state or local agency.
  5. An immunocompromised child, parent, grandparent, grandchild, sibling, spouse, or domestic partner of the member that requires the member to participate remotely.
  6. A physical or family medical emergency that prevents a member from attending in person.
  7. Military service obligations that result in a 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.
- E. The District Clerk shall confirm to the requesting Director that the Director has not exceeded the limits described in C. above and that a quorum at the meeting is expected.
- F. The minutes for the meeting shall identify the specific provision in section D. that each member relied upon to participate remotely. This subdivision shall not be construed to require the member to disclose any medical diagnosis or disability, or any personal medical information that is otherwise exempt under existing law, including, but not limited to, the Confidentiality of Medical Information Act.
- G. The District Clerk shall inform the requesting Director if the Director is not able to attend remotely due to exceeding the limits described in Section C. above and that a quorum at the meeting is expected.
- H. Provided that the Director is able to attend remotely, the District Clerk shall, at the start of the meeting, disclose that the Director is attending the meeting remotely pursuant to this Policy.

- I. The Director shall participate remotely at the meeting through both audio and visual technology. The President of the Board or the Board member chairing the meeting or the District Clerk will confirm with the Board member participating remotely that the Board member can hear clearly and can participate via Zoom.
- J. The District Clerk shall keep a log, for each Director, tallying the number of times a Board member has appeared remotely during the calendar year pursuant to this Policy.
- K. For purposes of this Policy, the term “District Clerk” shall mean the District Clerk or the individual designated by the Chief Executive Officer to perform the function of the District Clerk on a temporary basis.
- L. The definitions for section D.1. are as follows:
  - 1. “Child” means a biological, adopted, or foster child, a stepchild, a legal ward, a child of a domestic partner, or a person to whom the employee stands in loco parentis.
  - 2. “Domestic partner” has the same meaning as defined in Section 297 of the Family Code.
  - 3. “Grandchild” means a child of the employee’s child.
  - 4. “Grandparent” means a parent of the employee’s parent.
  - 5. “Parent” means a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child.
  - 6. “Parent-in-law” means the parent of a spouse or domestic partner.
  - 7. “Sibling” means a person related to another person by blood, adoption, or affinity through a common legal or biological parent.