

Policy 20

District Website

May 14, 2026

1. Definition

The District website is the official public-facing website owned and operated by the Mendocino Coast Health Care District. It includes all web pages, documents, and digital content published under the district's domain. Website content means any text, documents, images, links, forms, meeting materials, or other information published on or through the site. The District Administrator, with guidance and oversight by the Board, is the designee authorized by the district to manage and publish website content. This website policy applies to everyone who contributes to or manages the district website — Board members, staff, consultants and contractors.

2. Purpose

The District website exists to serve the public. It is used to: keep the community informed about District business and decisions; fulfill the district's transparency and public notice obligations; make it easy for residents to engage with their local health care district board and provide timely, accurate information about District programs and services. Certain materials must be posted to meet legal public notice obligations.

3. Content Submitted for Approval

Submitted content should be directed to the administrator with information about the request for website posting (attached form). After initial review against this policy, approved content is posted within five business days. Sensitive items — legal notices, policy changes, or anything unusual — may be reviewed by District counsel before going live. Declined submissions will receive a brief written explanation. Submitted website content will be posted free of charge.

4. Reporting a Violation

Anyone who notices content on the district website that appears to violate this policy should report it to the District Administrator. Content that violates this policy will be taken down promptly. Violations may be reported by phoning (707) 962-3175 or emailing: info@mendocinochcd.gov.



*MCHCD provides a hospital and fosters leadership, advocacy and collaboration
for our community health and well-being.*

What We Post

The district publishes content that serves a clear public benefit related to district operations, governance, or community health. That includes:

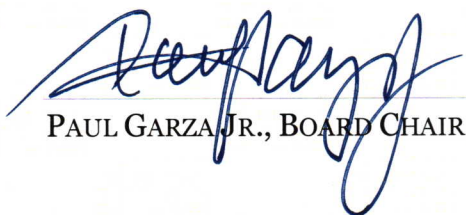
- Board meeting agendas, minutes, and supporting materials (72 hours in advance)
- Adopted Budgets, financial reports, and audit results
- District policies and governing documents
- Public health information relevant to our community
- Contact information for the district and its programs
- Legal notices, public hearings, and job openings
- Emergency or community health alerts
- Annual reports and board planning documents
- Any other materials required by State or Federal law

What We Don't Post

As a public agency, the district cannot use its website to support or oppose any candidate or ballot measure - as required by California law.

- Political endorsements or campaign materials
- Personal or commercial promotions
- Confidential records or personnel information
- Content that discriminates or demeans
- Copyrighted material without permission
- Unofficial or inaccurate information

APPROVAL SIGNATURES:


PAUL GARZA JR., BOARD CHAIR

May 14, 2026

DATE ADOPTED

ATTEST:

May 14, 2026

SUSAN SAVAGE, BOARD SECRETARY DATE