



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

## **District Website Policy**

**2026-04**

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 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.

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### **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



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## **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

## **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@mendocinohcd.gov](mailto:info@mendocinohcd.gov)

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### **Approval Signature:**

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PAUL GARZA JR. BOARD CHAIR

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DATE ADOPTED

# Website Posting Request

Submit content for publication on mendocinohcd.gov

Use this form to request content be posted to the MCHCD website. Submissions are reviewed per Board Policy 2026-4. Approved content is published within five business days. Legal notices and policy changes may require additional review by District counsel.

## SUBMITTER INFORMATION

FULL NAME \*

ROLE / TITLE \*

EMAIL ADDRESS \*

PHONE NUMBER

## CONTENT DETAILS

CONTENT TYPE \*

REQUESTED POST DATE \*

REQUESTED TIME PERIOD FOR POST \*

Start Date

to

End Date (leave blank if ongoing)

CONTENT TITLE / SUBJECT \*

DESCRIPTION / SUMMARY \*

FILE ATTACHMENT(S) — LIST FILE NAMES BELOW OR ATTACH VIA EMAIL

## POLICY COMPLIANCE

This content serves a clear public benefit related to District operations, governance, or community health and does not include political endorsements, personal or commercial promotions, or confidential records.

I confirm this content is accurate, authorized for public release, and does not include copyrighted material without permission. I have reviewed Board Policy 2026-4 and attest this submission is compliant.

Signature

Date Signed