



**Two Rivers**  
HEALTH DISTRICT

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KENNEWICK PUBLIC HOSPITAL DISTRICT

**Board of Commissioners  
Packet**

**Thursday, Jan. 28, 2021  
Meeting via Zoom**

**5:00 p.m.**

Kennewick Public Hospital District  
Kennewick, Benton County, Washington  
Consent Agenda  
Jan. 28, 2020

All Materials under the Consent Agenda are considered routine by the Board of Commissioners and will be adopted by one motion in the form listed below. There will be no separate discussion of these items. An item may be removed from the Consent Agenda and considered separately if the board members or the public desire further discussion.

1. Approval of Minutes:

- a. Board Meeting Dec. 17, 2020

2. Approval of Warrant Register/Revenue Fund

3. Acceptance of Financial Report:

- a. Approval of P&L Statements Dec., 2020

**KENNEWICK PUBLIC HOSPITAL DISTRICT  
BOARD OF COMMISSIONERS  
BOARD MEETING  
AGENDA**

**Thursday, Jan. 28, 2021 | Remote Meeting Via Zoom**

**CALL TO ORDER**

**I. DISTRICT BUSINESS:**

- A. Approval of Consent Agenda\***
- B. Public Comment**

**II. NEW BUSINESS:**

**A. Welcome new commissioner, Mark Brault**

**B. Executive Report – Lee Kerr**

**C. Committee Reports/Recommendations**

- 1. Finance & Audit – Steve Blodgett, Finance Chair / Nathan Burt
  - a. December financial statements
  - b. Treasurer’s Report: Status of Audits
  - c. Finance committee
- 2. Planning Committee – Len Dreisbach and Lee Kerr
- 3. Adult Day Services – General Update Rick Reil or Steve Blodgett
- 4. Governance Committee Updates – Gary Long
  - a. 2021 Committees
  - b. DocuSign Policy and Resolution\*
  - c. Resolution 2021-2 changing dates of meetings for the District\*
  - d. Sale of Surplus Real Property Discussion
- 5. Public Records Requests and Updates – Heidi Ellerd and Salem Thompson

**III. COMMISSIONER COMMENTS**

- A. Upcoming items –**

**IV. BOARD MEETINGS/EVENTS/EDUCATION:**

**Next Regularly Scheduled Board Meeting – Thursday, Feb. 25, 2021, @ 5:00 p.m.**

**ADJOURNMENT**

\*Note - Items noted with an asterisk constitute possible action by the Board of Commissioners.

# Minutes

**KENNEWICK PUBLIC HOSPITAL DISTRICT  
BOARD OF COMMISSIONERS  
BOARD MEETING  
MINUTES**

**Thursday, December 17, 2020, | Remote Meeting Via Zoom**

**CALL TO ORDER 5:00 pm**

**Attendance: Gary Long, Steve Blodgett, Marv Kinney, Rick Reil, Wanda Briggs, Len Dreisbach, Lee Kerr, Heidi Ellerd, Nathan Burt, Salem Thompson.**

Due to the state of emergency and the Governor's proclamation relating to in-person public meetings, the meeting was held with all parties participating remotely via Zoom. Commissioner Long called the meeting to order at 5:00 pm, after confirming that all parties were connected and could hear and participate in the meeting.

**I. DISTRICT BUSINESS:**

**A. Approval of Consent Agenda\***

The materials listed under the Consent Agenda are considered routine by the Board of Commissioners and are adopted by one motion. There will be no separate discussion of the following items

- Approval of the previous month's Board minutes
- Approval of warrant register/revenue fund
- Acceptance of the financial report

However, an item may be removed from the Consent Agenda and considered separately if the Board members desire further discussion. As of this date, the Board of Commissioners unanimously approves by a majority vote the payment of those items included in the Consent Agenda and further described as follows:

THE MINUTES WERE REMOVED FROM THE CONSENT AGENDA.

IT WAS MOVED AND SECONDED TO APPROVE THE REMAINDER OF THE CONSENT AGENDA AS SUBMITTED.

NO DISCUSSION. MOTION CARRIED.

**B. Public Comment – There were no public comments, but were members of the public on Zoom.**

**I. NEW BUSINESS:**

**A. Executive Report – Lee Kerr**

Spaulding building lease: At this time, the lease has been accepted, but the District is not moving in at this time.

805/807 Auburn St.: Kiemle and Hagood have been engaged to provide a suggested price and a compliant marketing approach to obtain the necessary three appraisals. Gary asked Heidi if the District can place the property for auction vs. sale. Heidi will follow up and provide advice. Lee mentioned the limited liability company that now operates the owner's association is still interested in purchasing it.

Auburn Campus: Two outstanding pieces remain. One is the purchase and sale agreement. Most items have been agreed upon, and a final document can now be drafted for the last

review. The document has not been circulated to the commission since it is not final. The document states that the District has one year to do due diligence to acquire the property. Proposed Recovery Center project: Weekly meetings have been held with Trios/LifePoint. A representative from LifePoint's corporate office who is an expert in SUD is part of the discussions. Other presentations and conversations have been conducted with community leaders and state leaders to garner support for a state budget item and local support. The presentations have been met with positive responses. Forming a local foundation is also an approach. Gary mentioned another thing to keep in mind is the need to "do no harm" to Lourdes, even now under the leadership of LifePoint.

There is another WA State Dept. of Commerce grant with an application due date of December 28. Lee has spoken with the grant writer, who is working on the application's details, which Lee would need to sign.

The commission can hold a special meeting in early January to authorize Lee to sign if necessary since the contract with all the changes has not yet been circulated and reviewed by the Board. The commission can, however, authorize Lee to sign the grant application agreement.

MOTION TO HAVE LEE SIGN WA STATE DEPT. OF COMMERCE GRANT APPLICATION AGREEMENT ON BEHALF OF THE DISTRICT.  
SECONDED. NO DISCUSSION. MOTION CARRIED.

## **B. Committee Reports/Recommendations**

1. Finance & Audit – Steve Blodgett, Finance Chair / Nathan Burt
  - a. November financial statements - Statements were discussed by Nathan Burt.
  - b. Treasurer's Report: Status of Audits – The audits are proceeding as expected by Eide Bailly and the State accountability audit.
  - c. Finance committee – Discussion on the ADS budget led by Steve and Barb Edwards, executive director of ADS. The calculations on revenue and expenses were discussed.

MOTION TO APPROVE THE ADS 2021 BUDGET. SECONDED. NO DISCUSSION. MOTION CARRIED.

2. Planning Committee – Len Dreisbach and Lee Kerr

As the chair, Len mentions the discussion on the candidates for appointment to elective office will take place during the executive session.

  - a. Commission vacancy report – Wanda Briggs covered the steps taken to help get applications for the vacancy from Mike McWhorter's move and retirement. A media release was prepared and sent out. Several members made phone calls and had conversations in the community. The media release and application were available online, and an option to mail in the application was also available. Two applications were received, from Mark Brault and Cindie Preszler.
3. Adult Day Services – General Update Rick Reil or Steve Blodgett. Steve reviewed the monthly revenue and expenses. There were no other questions.
4. Governance Committee Updates – Gary Long
  - a. Update 2021 committee assignments. There are only three committees, and assignments will stand until the vacancy is filled and may be readdressed at that time.
5. Public Records Requests and Updates – Heidi Ellerd and Salem Thompson
  - a. Discussion on DocuSign – Heidi recommends a written policy in order to use DocuSign. Discussion on the convenience and security of using this service. Heidi will provide a policy for consideration next meeting.

- b. Discussion on in-person meetings in January. In-person sessions are allowed as long as a policy is in place. Discussion followed on the pros and cons. At this time, a policy for in-person public meetings is tabled and the Board wants to continue to meet virtually at this time.

**EXECUTIVE SESSION:** Pursuant to RCW 42.30.110(1)(i) potential litigation\*; per RCW 42.30.110(1)(h) Qualifications of a candidate for appointment to elective office\*

**At 5:54 pm executive session was called for 20 minutes.** Gary long read the RCW's for the executive session. Members of the public were placed in the waiting room.

**6:14 pm Open for Action:** The public was admitted to the meeting. Gary informed an extension was needed for 15 minutes for the executive session to 6:30 pm.

**At 6:15 pm executive session continued with members of the public back in the waiting room for 15 minutes.**

**6:30 pm the meeting re-opened for action:** The public was admitted to the meeting. Gary asked Rick Reil to speak on behalf of the Planning Committee. Rick stated it was a difficult decision between such imminently qualified candidate applications. After much discussion, Mark Brault is recommended for an appointment.

MOTION TO APPOINT MARK BRAULT TO FILL THE UNEXPIRED TERM OF MIKE MCWHORTER. THIS TERM IS UP IN 2021. SECONDED. NO FURTHER DISCUSSION. MOTION CARRIED.

Gary Long thanked Cindie Preszler and Mark Brault for applying. More information will be sent to Mark about the roles and responsibilities. Mark will be sworn in at the January 2021 regular board meeting.

### **III. COMMISSIONER COMMENTS**

**A. Upcoming items –**

### **IV. BOARD MEETINGS/EVENTS/EDUCATION:**

**Next Regularly Scheduled Board Meeting – Thursday, January 28, 2021, @ 5:00 pm.**

**ADJOURNMENT 6:48 pm**

# Financials

Kennewick Public Hospital District  
**Statement of Cash Flows**  
December 2020

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	<u>Dec 20</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	-11,069.15
Adjustments to reconcile Net Income to net cash provided by operations:	
2020 - Accounts Payable	15,383.13
2023 - US Bank Corp Payment Systems	<u>16.28</u>
Net cash provided by Operating Activities	4,330.26
<b>INVESTING ACTIVITIES</b>	
2001 - Richmond Trust (Restricted)	<u>-2,904.23</u>
Net cash provided by Investing Activities	<u>-2,904.23</u>
Net cash increase for period	1,426.03
Cash at beginning of period	<u>924,637.47</u>
Cash at end of period	<u><b>926,063.50</b></u> <sup>1</sup>

10:04 AM  
01/14/21

**Kennewick Public Hospital District**  
**Statement of Cash Flows**  
December 2020

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1. These financial statements have not been subjected to an audit or review or compilation engagement, and no assurance is provided on them. Additionally, management has chosen to omit notes to the financial statements.
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**Kennewick Public Hospital District**  
**Statement of Financial Activity**  
**December 2020**

	Dec 20	Jan - Dec 20
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
100 · Property Tax Revenue	15,541.99	1,454,724.13
<b>Total Income</b>	15,541.99	1,454,724.13
<b>Cost of Goods Sold</b>		
200 · Community Care Agreement	12,433.59	1,095,929.91
<b>Total COGS</b>	12,433.59	1,095,929.91
<b>Gross Profit</b>	3,108.40	358,794.22
<b>Expense</b>		
301 · Health Initiative Contributions	0.00	33,295.75
305 · Bank Fees	95.69	2,876.37
315 · Commissioner Mtg Stipend	2,816.00	29,952.00
320 · Facilities Expense		
321 · Building Association Dues	434.00	3,038.00
323 · Utilities	76.23	3,311.97
325 · Repairs and Maintenance	43.22	43.22
<b>Total 320 · Facilities Expense</b>	553.45	6,393.19
326 · Insurance	183.80	13,214.80
330 · Legal and Professional		
331 · Attorney Fees	1,416.18	97,680.60
332 · Accounting	1,300.00	15,600.00
333 · Audit Expense	3,562.65	21,910.35
335 · Administrative Support	2,200.00	26,400.00
336 · Other Professional Fees	0.00	3,879.49
<b>Total 330 · Legal and Professional</b>	8,478.83	165,470.44
339 · Licenses and Taxes	0.00	318.25
340 · Office Expenses	16.28	1,545.10
345 · Other Operating Expenses	0.00	108.54
346 · Public Records Request	1,942.50	12,821.50
347 · Public Election Costs	0.00	28,685.82
360 · Superintendent Compensation	3,000.00	33,000.00
380 · Payroll Expenses		
381 · Benefits	0.00	242.27
<b>Total 380 · Payroll Expenses</b>	0.00	242.27
<b>Total Expense</b>	17,086.55	327,924.03
<b>Net Ordinary Income</b>	-13,978.15	30,870.19
<b>Other Income/Expense</b>		
<b>Other Income</b>		
900 · Richmond Trust Income	0.00	12,493.59
930 · Gain on Disposal of Assets	0.00	341,000.00
940 · Unreal. Gain (Loss) Investments	2,904.23	2,904.23
950 · Worker's Comp Reimbursements	0.00	154,529.33
960 · Interest and Dividend Income	4.77	139.07
970 · Rent Income	0.00	3,725.24
<b>Total Other Income</b>	2,909.00	514,791.46
<b>Other Expense</b>		
800 · Workers Comp Claims Paid	0.00	148,456.33
810 · Interest Expense	0.00	18,403.75
<b>Total Other Expense</b>	0.00	166,860.08
<b>Net Other Income</b>	2,909.00	347,931.38
<b>Net Income</b>	<b>-11,069.15</b>	<b>378,801.57</b>

**Kennewick Public Hospital District**  
**Statement of Financial Activity**  
**December 2020**

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1. These financial statements have not been subjected to an audit or review or compilation engagement, and no assurance is provided on them. Additionally, management has chosen to omit notes to the financial statements.
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**Kennewick Public Hospital District**  
**Statement of Net Position**  
As of December 31, 2020

	Dec 31, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010 · US Bank Checking 4037	561,990.61
1020 · Health Initiative Reserves 2765	341,000.00
1030 · Restricted - US Bank 6221	100.00
1040 · Key Bank Worker's Comp	22,972.89
<b>Total Checking/Savings</b>	926,063.50
<b>Total Current Assets</b>	926,063.50
<b>Fixed Assets</b>	
3000 · District Building	238,350.00
3010 · Accumulated Depreciation	
3010-1 · Accum Depr - Buildings - KPD	-238,350.00
<b>Total 3010 · Accumulated Depreciation</b>	-238,350.00
<b>Total Fixed Assets</b>	0.00
<b>Other Assets</b>	
1013 · Home Health Escrow 2021	144,979.22
2001 · Richmond Trust (Restricted)	679,195.30
<b>Total Other Assets</b>	824,174.52
<b>TOTAL ASSETS</b>	<b>1,750,238.02</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2020 · Accounts Payable	490,249.41
<b>Total Accounts Payable</b>	490,249.41
<b>Credit Cards</b>	
2023 · US Bank Corp Payment Systems	-2,487.34
<b>Total Credit Cards</b>	-2,487.34
<b>Total Current Liabilities</b>	487,762.07
<b>Long Term Liabilities</b>	
2100 · Loan from ADS	289,240.33
<b>Total Long Term Liabilities</b>	289,240.33
<b>Total Liabilities</b>	777,002.40
<b>Equity</b>	
3001 · Net Assets	291,809.57
3200 · Retained Earnings	302,624.48
Net Income	378,801.57
<b>Total Equity</b>	973,235.62
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,750,238.02</b>

**Kennewick Public Hospital District**  
**Statement of Net Position**  
**As of December 31, 2020**

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1. These financial statements have not been subjected to an audit or review or compilation engagement, and no assurance is provided on them. Additionally, management has chosen to omit notes to the financial statements.
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# Committee Recommendations and General Info.

# Adult Day Services

## Production Hours

Year 2020

Month	Production Hours Worked	Labor Expense	Total Clients Units
January	2009.25	\$49,072.02	1,257
February	1,688	\$46,061.24	1,019
March	1,431.5	\$48,310.35	824
April	1,545.75	\$39,741.34	1,176
May	1,512	\$40,771.17	1,036
June	1,066.75	\$30,747.20	1,172
July	1,090	\$35,423.23	1,132
August	1,050	\$29,685.43	1,103
September	1,124	\$32,409.11	1,058
October	1,153.5	\$34,427.17	1,069
November	1,033	\$32,510.91	978
December	1,156	\$34,133.18	1,096
Y-T-D Totals	15,862.75	\$453,292.35	12,920

# Policies / Resolutions

**KENNEWICK PUBLIC HOSPITAL DISTRICT  
BENTON COUNTY, WASHINGTON  
RESOLUTION NO. 2021-2**

**A Resolution modifying two meetings of the Board of  
Commissioners in 2021**

**WHEREAS**, the Kennewick Public Hospital District Board of Commissioners have set their calendar of regularly scheduled meetings by Resolution 2018-23 to be the last Thursday of every month at 5 p.m.; and

**WHEREAS**, the Kennewick Public Hospital District Board of Commissioners find it desirable to alter the meeting date and time of certain regular meetings for 2021 as set forth below;

**NOW, THEREFORE BE IT RESOLVED** that the regular meetings set forth below are hereby changed as follows:

- Thursday, November 25, 2021 meeting will be moved to Thursday, November 18, 2021. The meeting will begin at 5 p.m.
- Thursday, December 30, 2021 meeting will be held on Thursday, December 16, 2021, at 5:00 p.m.

All other regular meetings for the year 2021, except those expressly set forth above, shall be held pursuant to Resolution 2018-23 as amended from time to time.

**ADOPTED AND APPROVED** by the Commissioners of Kennewick Public Hospital District, Benton County, Washington, at a regular public meeting thereof this 28<sup>th</sup> day of January, 2021, the following Commissioners being present and voting:

**KENNEWICK PUBLIC HOSPITAL DISTRICT  
BENTON COUNTY, WASHINGTON**

\_\_\_\_\_  
Gary G. Long, President & Commissioner

\_\_\_\_\_  
Steve Blodgett, VP, Treasurer, and Commissioner

\_\_\_\_\_  
Marv Kinney, Secretary and Commissioner

\_\_\_\_\_  
Richard L. Reil, Commissioner

\_\_\_\_\_  
Wanda L. Briggs, Commissioner

\_\_\_\_\_  
Leonard Dreisbach, Commissioner

\_\_\_\_\_  
Mark Brault, Commissioner

**KENNEWICK PUBLIC HOSPITAL DISTRICT  
BENTON COUNTY, WASHINGTON**

**RESOLUTION NO. 2021-1**

**A resolution of the Commission of Kennewick Public Hospital District, Benton County, Washington  
(the "District"), authorizing the Use and Acceptance of Electronic Signatures**

WHEREAS, effective June 11, 2020, the Washington State Legislature adopted the Uniform Electronic Transactions Act (UETA), encouraging and allowing state and local government agencies to use and accept electronic signatures; AND

WHEREAS, the District desires to leverage technology solutions to increase the effectiveness and efficiency of the District's business processes; AND

WHEREAS, the use of electronic signatures can streamline and expedite business processes, thereby saving time and reducing costs; AND

WHEREAS, the Commission finds it to be in the public interest to allow the use and acceptance of electronic signatures for District business.

NOW THEREFORE BE IT HEREBY RESOLVED By the Commission of Kennewick Public Hospital District:

(1) the Commission, the Superintendent and his designees are authorized to use electronic signatures with the same force and effect whenever the use of a written, affixed by hand, or "wet" signature could be created, unless otherwise required by law; and

(2) the Superintendent is authorized and directed to develop a policy and processes necessary to implement the use of electronic signatures by the District consistent with this Resolution and in compliance with the applicable law.

**ADOPTED AND APPROVED** by the Commission of Kennewick Public Hospital District, Benton County, Washington at a special, open public meeting thereof, held this 28th day of January, 2021.

**KENNEWICK PUBLIC HOSPITAL DISTRICT  
BENTON COUNTY, WASHINGTON**

\_\_\_\_\_  
Gary Long, President & Commissioner

\_\_\_\_\_  
Steve Blodgett, VP, Treasurer & Commissioner

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Marv Kinney, Secretary & Commissioner

\_\_\_\_\_  
Richard L. Reil, Commissioner

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Wanda L. Briggs, Commissioner

\_\_\_\_\_  
Leonard Dreisbach, Commissioner

\_\_\_\_\_  
Mark Brault, Commissioner

Kennewick Public Hospital District		Library Folder: Board of Commissioners Page 1 of 2				
TITLE: Electronic Signatures		Implementation Date: 01/2021 Revised Date:				
APPROVED: (Signed) _____ (Typed) Gary Long, President Date: 1/2021	Reviewed by:					
	Date:	01/2021				

**I. PURPOSE:**

It is recognized by the Board that the use of electronic records and electronic signatures can significantly reduce costs, simplifying and speeding up transaction time. Chapter 1.80 of the Revised Code of Washington (Washington's Uniform Electronic Transactions Act) allows state agencies and local government agencies to use and accept electronic signatures to authenticate electronic transactions. By maintaining a policy to accept electronic signatures, the District can enhance its processes for doing business.

**II. SCOPE:**

Any business process that requires a signature can be considered for transition to an electronic or digital signature. The technology or method used for electronic signature requires approval prior to use.

**III. DEFINITIONS:**

*Electronic* – relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities, including without limitation blockchain and distributed ledger technology

*Electronic record* – a record created, generated, sent, communicated, received or stored by electronic means

*Electronic signature* – an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record

*Person* – an individual, corporation, business trust, estate, trust, partnership, limited liability company, association, joint venture, governmental agency, public corporation, or any other legal or commercial entity

*Record* – information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form

*Security procedure* – a procedure employed for the purpose of verifying that an electronic

Kennewick Public Hospital District	Page 2 of 4
<b>TITLE:</b> Electronic Signatures	<b>Implementation Date:</b> 01/2021 <b>Revised Date:</b>

signature, record, or performance is that of a specific person or for detecting changes or errors in the information of an electronic record. The term includes a procedure that requires the use of algorithms or other codes, identifying words or numbers, encryption, or callback or other acknowledgment procedures

*Transaction* – an action or set of actions occurring between two or more persons relating to the conduct of business, commercial, or governmental affairs

#### **IV. POLICY GUIDELINES**

##### **A. AUTHORIZED, ELECTRONIC SIGNATURES MAY BE USED WITH THE SAME FORCE AND EFFECT AS HAND SIGNATURE – SIGNATURE ATTRIBUTABLE TO A PERSON**

If a law requires a record to be in writing, an electronic record satisfies the law. If a law requires a signature, an electronic signature satisfies the law. Neither contracts, records or signatures may be denied legal effect or enforceability solely because they are in an electronic form.

An electronic record or signature is attributable to a person if it was the act of the person. The act of the person may be shown in any manner, including a showing of the efficacy of any security procedure applied to determine the person to which the electronic record or signature was attributable. It is the policy of the District to authorize only electronic signature methods that enable a showing of the efficacy of such security procedures.

It is also the policy of the District to authorize only electronic signature methods that satisfy any requirements reasonably established by the Superintendent in consultation with the District's Attorney, including but not limited to a) e-signature type, b) manner and format of e-signature signature affixation, c) third party criteria, and d) control process and procedures.

The District is vested with authority to determine the extent to which it will use and accept electronic records. E-signature process is not to be utilized or accepted by District staff unless authorized by the Superintendent.

##### **B. TYPES OF TRANSACTIONS ALLOWED UNDER THIS POLICY**

Specific transactions allowed under this policy will be at the discretion of the Superintendent, to ensure a thorough analysis of the business risks associated with each transaction type.

Kennewick Public Hospital District	Page 3 of 4
TITLE: Electronic Signatures	Implementation Date: 01/2021 Revised Date:

**C. PARTIES MAY OPT-OUT OF USING ELECTRONIC SIGNATURES**

The law does not require the District to use or permit electronic records or signatures. The District is vested with authority to determine the extent to which it will use and accept electronic records. Pursuant to the requirements set forth in this policy, the District may approve the use of electronic signatures for convenience and efficiency. However, parties may alternatively elect to sign by hand and receive paper copies. All parties to a transaction must each agree to conduct the transaction by electronic means.

A party may refuse to conduct future transactions by electronic means even if that party has conducted transactions by electronic means in the past.

**D. SPECIFIC METHODS AND TECHNOLOGY USED**

The District will use Electronic/Digital Signature Program(s) and/or Software that meets the standards and criteria established in this policy. Specific methods, processes, and technology shall be approved in advance by the Superintendent. The Superintendent will determine a suitable review and approval process to be used when determining which solution(s) are suitable for a type of record or transaction.

**1 THE TECHNOLOGY USED WILL ENSURE AUTHENTICATION**

This policy is designed to provide reasonable assurance for the integrity, authenticity, and non-repudiation of electronic documents when electronic signatures and submissions are used and accepted. The District will take measures to only use technology that ensures the authentication of the end-user.

**2 THE TECHNOLOGY USED WILL ENSURE ELECTRONIC SUBMITTALS AND SIGNATURES ARE PROTECTED**

In using electronic signatures, the District will conform to applicable laws and regulations to keep this information private and secure to the extent allowed by law.

**E. USERS WILL HAVE THE ABILITY TO DOWNLOAD OR PRINT SIGNED DOCUMENTS**

As part of the process of signing, the District will provide a process for users to download or print a copy of the documents.

Kennewick Public Hospital District	Page 4 of 4
<b>TITLE:</b> Electronic Signatures	<b>Implementation Date:</b> 01/2021 <b>Revised Date:</b>

**F. END-USER INSTRUCTIONS OR TRAINING MATERIAL**

End-user instructions or other training material will be made available by the District, to the extent such instructions or other training material exists or can reasonably be developed, whenever an electronic signature option is provided.

The Superintendent will approve each business process for the use of electronic signature. The Superintendent (or designee), will review each process and determine the appropriate technology and method used for each business process.

**V. PROCEDURE FOR IMPLEMENTATION:**

This policy will be discussed and executed at a Board meeting so that the information contained herein is of a public nature. The policy will be contained with the Board's policies and copies will also be distributed to each Board member. This policy will be posted on the District's website so that the public will have knowledge of the public comment procedure.

**VI. REFERENCE SECTION:**

- A. References: N/A
- B. Distribution: Board Handbook
- C. Supersedes: None
- D. Prepared/Updated by: Board of Commissioners
- E. Reviewed by: Board of Commissioners and Superintendent
- F. Approved by: Board of Commissioners