

**INDIANA BOARD OF HEALTH FACILITY
ADMINISTRATORS:
BOARD PARTICIPATION BY ELECTRONIC MEANS**

Pursuant to Ind. Code §5-14-1.5-3.6, the Indiana Board of Health Facility Administrators (hereinafter, the “Board”) adopts the following Policy regarding electronic participation by Board members during a Board meeting. This policy was adopted by the Board at its public meeting of July 23, 2019, after a vote of ___ / ___ / ___ effective upon passage.

I. Recitals: Policy and Legal Considerations

This Policy is adopted, and shall be interpreted to:

- A. Balance ease of Board member’s access and participation with orderly proceedings, including best practices for meetings including administrative hearings conducted in meeting;
- B. Follow Ind. Code § 5-14-1.5-3.6 and any other applicable provisions of the Open Door Law and other applicable law, and be interpreted in a manner consistent with such laws; and
- C. Encourage Board members to physically attend meetings whenever possible, especially when hearings are scheduled.
- D. Ind. Code § 5-14-1.5-3.6 applies to electronic participation in Board meetings and establishes various requirements, including that Board members may participate electronically only if a means of communication is used that permits the Board member, all other Board members, and members of the public physically present at the place where the meeting is conducted to simultaneously communicate with each other during the meeting; at least two Board members must be physically present at the place where the meeting is conducted; all votes in electronic meetings shall be roll call votes; each Board member must be physically present for at least one meeting of the Board annually; absent adopted policy to the contrary, a Board member who participates by electronic communication is considered present, may be counted in establishing a quorum, and vote at the meeting; and the Board must comply with the Open Door Law and adopt a policy under Ind. Code § 5-14-1.5-6(g).

II. Policy Provisions

Based on the foregoing Recitals, the following Policy is hereby adopted by the HFA under Ind. Code § 5-14-1.5-6(g):

- 1. At least two (2) Board members must be physically present at the designated meeting site. In case of difficulty of scheduling or multiple Board Members requesting electronic participation, the Chairperson of the Board in conjunction with the Board Director, shall determine who may attend electronically.

2. Consistent with Ind. Code § 5-14-1.5-3.6(b), a Board member participating via electronic means can do so by telephone, computer, video conferencing, or any other method of communication that allows for simultaneous communication and is capable of being recorded by members of the public present at the designated meeting site.

3. A Board member appropriately participating via electronic means is considered present, is counted for quorum purposes, and may vote at the meeting on all matters. A Board member participating via electronic means may cast the deciding vote on any matter properly before the Board and may fully participate in the meeting.

4. A Board member participating in a meeting via electronic means is not required to do so in a setting that is open to the public.

5. Each Board member must physically attend at least one (1) Board meeting annually. Physical attendance must occur during the calendar year. For a Board member appointed or designated after the beginning of a calendar year, the appointed or designated Board member must physically attend a Board meeting at the earliest practicable time following such appointment, but no later than six months after such appointment or designation.


6. A Board member attending via electronic means shall notify the Chairperson and Board Director reasonably in advance of the meeting. A Board member does not require prior Board authorization to participate electronically under this policy unless the Chairperson objects or must require physical participation in order to have two Board members physically present at the place where the meeting is conducted.

7. The Chairperson is delegated to supervise and coordinate electronic participation with the assistance of the Board Director and in consultation, as necessary, with the Deputy Attorney General assigned to the Board.

8. Board members are encouraged, but not required, to attend in person all meetings possible, especially where administrative hearings are scheduled. This Policy endeavors to balance convenience and greater membership participation with operational efficiency and quality.

III. Review and Amendment

This policy shall remain in full force and effect unless amended by the Board in an open meeting.



Mark Wolfschlag, Chairman
Indiana Board of Health Facility Administrators

7/23/19
Date