

## **SBETC POLICY REVIEW**

### **Open Meeting Law**

All meetings of the Council and Committees are considered open meetings. They are published in January of each year in the paper. An annual schedule of meeting times is posted with each county auditor. A meeting must be published at least three days ahead of time with an agenda. Emergency meetings are allowed but should rarely occur. These must also be advertised. Any meeting of three or more voting members must be published. There is a personal fine to members for violation of the open meeting law.

### **Closed Meeting**

Meetings can be closed for very specific purposes; however, the agenda must show the appropriate time the meeting will close and the purpose, legal citation. Only business on the agenda may be discussed. Some areas where it is legal to close a meeting include union negotiations, attorney-client participation, and data privacy monitoring reports.

### **Non-Sectarian Activities**

No funds may be used to support any religious activities. "Religious" is broadly defined to include most spiritually related affiliations.

### **No Lobbying**

The Council, on official business, may not lobby although we may educate legislatures on issues and how bills may impact the local area. Council members may lobby on their own time only.

### **Confidentiality/Data Privacy** See attached Policy G. 29

The issues of confidentiality and data privacy are of utmost importance. Federal law holds individuals personally responsible up to \$40,000 for a breach of data privacy. State law classifies data collected by SBETC to be private. A breach of data privacy can be for releasing private data or failing to release public data. Fortunately, the law allows five days to look into the type of data requested. **Kathy Zavala is the Data Privacy Specialist.**

### **Affirmative Action**

SBETC is an affirmative action employer. We have an affirmative action plan on file. In addition, we cannot make decisions or take action that discriminates negatively or positively toward anyone based on the following protected classes: color, religion, sex, national origin, age, disability, sexual orientation, political affiliation or belief, and, for beneficiaries only, citizenship or participation in programs. This office is also required to provide all applicants, beneficiaries, and participants with limited or non-English speaking ability full access to all programs.

**Complaint Procedure** See Attached Local Service Unit Complaint Procedure

**Use of Alcohol/Drugs** See Attached Policy G. 33.

**Mandatory Reporting**

This agency is considered to be a mandatory reporting agency. The law requires mandated reporters to make a report if they know or have reason to believe a child or a dependent adult is being neglected or abused or has been within the past three years.

**NOTE:** The term "neglect" now includes the failure of a person responsible for a child's care to make sure the child is educated as required by state law.

If you are uncertain whether or not a situation should be reported, you may call your local social service agency. The child protection staff there will help you decide if a report should be made based on the information you have.

When you call, you will be asked for information which will assist child protection to identify the child and family, evaluate the problem, and respond quickly and appropriately. You will be asked to give your name and phone number, what happened to the child and when, where the child is now, the names and addresses of the parents or caretakers, and firsthand knowledge you have about the child or family.

Since this mandate extends to all areas of your life, it is the policy of the agency that you inform your supervisor when you call regarding a client of the office. This allows management to confirm that law was met as it relates to office authority.

**Code of Ethics** See attached Policy G. 32.