

## **SUHSD CBOC Meeting – August 17, 2016**

### **AGENDA ITEM – CBOC Email Procedures**

#### **Background:**

In response to criticism from the San Diego County Taxpayers Association that the public could not email individual Committee members directly, the District provided an email link for each Committee member. In order to keep private emails private, the links generate an email to a District account (cboc1 through cboc9) and the system has been automatically forwarding those emails to the private emails provided by each Committee member. As part of our spam filter, each account receives a daily email that includes a list of the emails stopped by the filter.

#### **Issue:**

The practice of using the District accounts to forward emails to private accounts is not in the best interest of either the District or Committee members because the forwarding linkage of the accounts means that the District may need to request personal emails in the event of a public records request.

#### **Options:**

- 1) Return to having all email from the website links go only to the Chair. This is not a best practice.
- 2) All Committee members use their assigned District account.
- 3) Allow Committee members to opt out.

#### **Recommendation:**

Approve Option 2 requiring Committee members to use the District accounts for all Committee business.

#### **Impacts:**

- All communication from the District will only go to cboc1 through cboc9@sweetwater . .
- Committee members will be given a password and login instructions.
- Committee members will need to check their District account regularly.