

Kansas State Board of Healing Arts	
Policy Title: Board Member Virtual Attendance at a Board Meeting	Policy Number: #24-02
Author: Susan Gile, Executive Director	Effective Date: August 11, 2023
Date Authored: 7/3/2023	Last Modified:
Responsible for Updates: Administration and General Counsel	Pending Executive Director Approval: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

PURPOSE:

The purpose of this policy is to have a uniform practice for all Kansas State Board of Healing Arts (“KSBHA” or “Board”) Board members and staff to follow should they need to participate in a Board Meeting virtually. The policy guidelines will protect the privacy of the applicants and licensees whose cases are presented to the Board, and any attorney client privileged discussions, and any other confidential material discussed in a closed or executive session. This policy is intended to be a guidance document under K.S.A. 77-438.

AUTHORITY:

K.S.A. 77-438; K.S.A. 75-4317 *et seq.*; K.S.A 65-2822

POLICY/PROCEDURE:

Board meetings of the KSBHA are held bi-monthly on the even numbered months (February, April, June, August, October, and December). It is strongly encouraged for Board Members and staff to attend each meeting in person to best facilitate high quality discussions and allow for participation in decisions as appropriate.

It is, however, understood that meeting participants (“participants”), whether Board members or staff, may be prevented from in-person attendance because of professional and/or personal responsibilities which make it difficult to physically attend every meeting in its entirety.

Board Meetings are therefore also hosted virtually to maximize participation, diverse opinions, and robust discussions.

- Virtual participants must adhere to the same confidentiality standards as though they were physically present in the meeting room.
- Ideally, virtual participants will be unaccompanied in a room or office with a door that can be closed during closed and executive session portions of the meeting.
- Virtual participants are required to have their camera on. This facilitates correct counting of Board members participating and helps ensure that quorum is met, as required by the Kansas Open Meetings Act, K.S.A. 75-4317 *et seq.* and K.S.A. 65-2822. If there are

connectivity issues, cameras may be turned off to facilitate continued audio communication. Notice of video termination shall be provided to either the Board President or Department Head, whichever is appropriate.

- Virtual participants shall take all necessary precautions to protect confidentiality, such as:
 - Utilizing ear buds or headphones when other people are present.
 - Using screen protectors to minimize others' ability to view the screen.
 - Positioning oneself to minimize others' ability to see the participant's screen.

- If a participant is not alone in a private area, the participant will be removed from the meeting for any closed or executive session (regardless of whether they would otherwise be included in such session) to prevent others from overhearing any comments made by the participant or seeing any documents on the participant's screen.

Approved by the Kansas State Board of Healing Arts on this 11 day of August 2023.

KANSAS STATE BOARD OF HEALING ARTS



Susan Gile, Executive Director