

# Transparency Policy

## Alaska eHealth Network Policy 1.300

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### I. POLICY SUMMARY

The Alaska eHealth Network (AeHN) has adopted this Transparency Policy to ensure the work of the organization is conducted in an open and accountable manner that builds trust among its stakeholders.

### II. PURPOSE

Transparency promotes accountability and builds trust by providing the public with timely information about what AeHN is doing. It also provides the public with a process by which to participate. This Policy will help facilitate accountability and transparency of the governance of AeHN, its use of federal, state and private funds, as well as operations.

### III. SCOPE/APPLICABILITY

This policy applies to all activities of AeHN, including the activities conducted by its staff, Board of Directors, Workgroups and others conducting official business on behalf of or in the name of AeHN, including without limitation, all contracting processes.

### IV. POLICY AUTHORITY/ENFORCEMENT

AeHN's Executive Director is responsible for monitoring and enforcement of this policy.  
**Policy**

1. **Board Meetings** – AeHN will do the following to make Board meetings and Board committee meetings transparent:

- a. Meeting dates will be posted on the AeHN website at least ten (10) days in advance.
- b. Meeting agendas will be posted on the AeHN website at least five (5) days in advance.

Agendas will include:

- i. Date and time of Board meeting.
- ii. Matters anticipated to be discussed and/or acted upon.
- iii. Contact information for AeHN staff.
- iv. Call-in number for public participation.
- v. Changes to the agenda, which will be posted as soon as the changes are made.

However, it is acknowledged that matters may be discussed and/or acted upon at any meeting that are not listed on the Agenda for that meeting, except that amendments to the Bylaws or Articles shall not be acted upon without proper notice.

- vi. Issues raised by the public at a Board meeting may be considered for items at future meetings.
  - vii. All items on the Agenda will be addressed in open session, unless otherwise noted as a closed session agenda item. However, it is acknowledged that some matters may be discussed that may not be listed as closed session, but for which the Board determines a closed session is necessary.
  - c. Meeting materials will be distributed to board members at least five (5) days in advance and posted on the AeHN website one (1) day in advance.
  - d. Materials provided at a meeting will be made available to the public on the AeHN website within one (1) business day of the meeting, unless the confidentiality of such materials is to be protected.
  - e. Meeting minutes will be posted on the AeHN website within two weeks following approval of the minutes by the Board.
  - f. If a meeting includes a closed session, the public will be made aware that a closed meeting is taking place, and of the agenda items to be covered during the closed meeting. The minutes of the closed session shall be confidential.
2. Workgroup Meetings – AeHN will do the following to make Workgroup meetings transparent:
    - a. Meeting schedules will be maintained on the AeHN website.
    - b. Meeting agendas will be posted to the AeHN website five (5) days in advance.
    - c. Meeting materials will be posted to the AeHN website one (1) day prior to the meeting.
    - d. Meeting summaries will be posted on the AeHN website within one (1) week after the meeting.
  3. Interested Parties – AeHN staff will maintain a list of parties interested in receiving communications about AeHN’s activities, including meeting information and materials, announcements and open solicitations. Interested parties can sign up for inclusion on an email distribution list through AeHN’s website. Parties no longer interested in communications about AeHN will be able to unsubscribe from this list.
  4. Disclosures – Please refer to the AeHN Procurement Policy and Conflicts of Interest Policy for disclosures in those areas. All documents disclosed on the AeHN website are considered public and can be distributed to stakeholders, consumers and other constituencies, except that all applicable copyrights will apply.
  5. Consistent Application – This Policy shall be applied consistently to all activities regardless of whether those activities are funded in whole or in part with funds originating from the federal or state government.

<b>CONFLICT OF INTEREST POLICY</b>	<b>POLICY #</b>	1.300
APPROVED BY: AeHN Board of Directors	<b>ADOPTED:</b>	12/21/2011
	<b>REVISED:</b>	
	<b>REVIEWED:</b>	