



MEMORANDUM

EUGENE WATER & ELECTRIC BOARD

Rely on us.

TO: Commissioners Simpson, Brown, Helgeson, Manning and Mital
FROM: Matt Barton, Information Services Manager
DATE: 5/27/2016
SUBJECT: Board Use of E-Mail Policy
OBJECTIVE: Board Direction

Issue

In order for EWEB to provide transparency and meet our high standards of public record keeping, Management is recommending Commissioners use EWEB owned email systems to conduct EWEB Business. Email on non-EWEB owned systems is outside of EWEB's control and hinders us from properly managing public records. Commissioner use of private email for EWEB business introduces the possibility a Commissioner would have to turn over their private email for discovery.

Background

EWEB has recognized the risk of employee use of private email to conduct EWEB business. General Council has provided a clear recommendation that we should keep EWEB business on EWEB-managed systems. To address General Council's recommendation, EWEB has updated its *Information Services Technology Acceptable Use Policy & Agreement* to prohibit employee use of personal email for EWEB business.

Management has drafted the *Board Use of E-Mail Policy* to provide similar policy language for Commissioners.

Discussion

Management will answer the Board's questions related to this proposed policy.

Recommendation

Provide feedback and direction on the attached draft *Board Use of E-Mail Policy*. Please provide any comments prior to the board meeting to Anne Kah.

Requested Board Action

Provide feedback and direction on the attached draft *Board Use of E-Mail Policy*. Please provide any comments prior to the board meeting to Anne Kah.

Policy Number: GPx
Policy Type: Governance Process
Policy Title: Board Use of E-Mail
Effective Date: TBD

The Board has the responsibility to use email in an ethical and lawful manner and in accordance with EWEB's Acceptable Use Policy.

EWEB Commissioners will use their EWEB-issued email accounts to conduct EWEB business. When a Board member receives an email on his or her personal account related to their service as a board member, they will send the email to their EWEB issued account, including any response or reply to the communication. Likewise, commissioners will not forward emails related to EWEB business that are received on their EWEB issued email account to their personal email accounts.

Commissioners will avoid using either personal or EWEB email accounts among themselves in a way that would violate Board Policy GP7, Board Policy GP8 and/or Oregon's Public Meetings Law, including but not limited to, email exchanges involving a quorum of the Board that decide on or deliberate toward a decision that may only be addressed in an open meeting of the Board.

Commissioner comments received by Assistant Secretary as of 5/27/16:

Steve Mital: I am in full compliance with this policy

James Manning: The Board email policy seems reasonable to me. Simple is always good. I have nothing to add.