

**AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING**

**ITEM #10-G: HRPDC EXTERNAL COMMUNICATIONS POLICY**

**SUBJECT:**

Proposed policy for external communications for the HRPDC staff.

**BACKGROUND:**

HRPDC staff has had a series of limited and informal policies on communications with the media, including internet usage, blogging and other types of social media. The Freedom of Information Act (FOIA) requirements were compiled in a separate document and in an effort to create a comprehensive document on all types of external communications, the attached policy was drafted to consolidate various written and unwritten policies. The new policy also expands on the personal use of media during and outside of working hours.

The proposed policy has been extensively reviewed internally and by Ms. Susan Blackman with Willcox and Savage PC. This policy is designed to serve as a stand-alone document for communications policies and as an attachment for the Personnel Manual.

This item and related attachment were presented in workshop agenda item #4.

**RECOMMENDED ACTION:**

Approve the External Communications Policy.