

MENDOCINO

Local Agency Formation Commission

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MEMORANDUM

DATE: November 21, 2020
TO: Interested Agencies and Individuals
FROM: Uma Hinman, Executive Officer
SUBJECT: Public Meeting Teleconference Instructions

In order to minimize the risk of COVID-19 exposure, the **November 24, 2020 Policies & Procedures Committee Meeting** will be conducted remotely and will not be available for in person public participation. For local agencies and members of the public interested in providing verbal comments during the meeting, please pre-register with staff in advance for one or multiple agenda items and familiarize yourself with these instructions.

To Join the Remote Meeting via Teleconference

Phone Number: 1 (669) 900-9128 *this is not toll free
Meeting ID: 825 9162 1918
Participant ID: Press # to skip this option
Mute/Unmute: Press #6 on your telephone keypad

Pre-registration Instructions

- **Pre-registration:** Send an email to eo@mendolafco.org by 2:00 p.m. on Tuesday November 24, 2020.
- **Pre-registration Email:** In the email subject line, specify the agenda item number(s) for your comment(s), "...Live", and your name. **Example: Item 2b Public Comment, Live, John Doe.**

Teleconference Instructions

- **Choose Remote Location:** Choose a location with limited background noise and distractions, and test your telephone service coverage at that location in advance to limit service loss during the meeting.
- **Silence Other Devices:** Prior to joining the meeting, silence other devices and notifications.
- **Join via Teleconference:** Using the information in the box above, join the remote meeting at **3:50 p.m.** on the meeting day to allow time to address technical issues before the meeting commences at 4:00 p.m.
- **Mute:** **Please mute yourself (Press #6) when not speaking to limit background noise.**
- **Agenda Item General Process:** For each agenda item, the Chair announces the item by number, staff presents the item, the Committee asks staff questions as needed, one at a time each public participant is provided a **3-minute** public comment period and the Committee may ask follow-up questions, and then the Committee discusses the item and takes action or provides direction.
- **Caller Identification:** When the Chair calls for public comments for your pre-registered agenda item, please identify yourself and receive recognition from the Chair before starting your **3-minute** public comment period to **ensure that you have unmuted yourself (Press #6).**
- **After Public Comment:** Participants may disconnect from the teleconference by ending the call after your comment period for your pre-registered agenda item, if desired.