

# JEA SPECIAL BOARD MEETING PUBLIC NOTICE OF WEBEX VIDEO MEETING

**\*\*No physical location will be made available for this public meeting.\*\***



Notice is hereby given that the JEA Board will meet on **Friday, April 3, 2020 at 3:00pm via WebEx**. Pursuant to State of Florida Executive Order 20-69 (Emergency Management-COVID-19-Local Government Public Meetings), this meeting is permitted to be conducted by communications media technology. The purpose of this special meeting is to discuss and take action on, as necessary, the proposed fuel charge credit for Electric Systems customers, and for the Board of Directors to receive an update on JEA's response to the COVID-19 pandemic. During this COVID-19 state of emergency, this matter is essential to JEA's operations.

## **WAYS FOR THE PUBLIC TO ACCESS THE MEETING AT NO COST:**

1. Join the meeting via **WebEx** through your **internet browser** using the following meeting access information:

WebEx login/access:

<https://jeameeting.webex.com/jeameeting/j.php?MTID=m03ddd3e3c2cd07ac3797325cc50c8bbf>

WebEx Meeting Number (access code): 471 705 534

WebEx Password: JEAM33t1ng

You can **LISTEN** to the meeting and **VIEW** the meeting this way.

**\*\*Detailed instructions begin on page 2\*\***

2. Watch it on your computer, at: JEA's streaming site: <https://jea.com/liveboardmeeting> or from JEA's Facebook page at: <https://facebook.com/newsfromjea> (Facebook account not required to view streaming content)
3. Join the WebEx meeting by phone by:  
Dialing: **+1-904-900-2303** or **+1 415 655 0001** and using access code: **471 705 534 #**
4. Watch a recording of the meeting later on the JEA website at <https://jea.com/liveboardmeeting>

**AGENDA AND MEETING MATERIALS:** All meeting materials (including the agenda) can be obtained electronically on [jea.com](http://jea.com) at or by contacting Madricka Jones at (904) 665-7784 to obtain a hard copy of the materials.

**PUBLIC COMMENTS:** Instructions for providing public comments during the appropriate public comment speaking period are located in the detailed instructions. Interested persons who cannot attend the WebEx meeting but who wish to submit public comments to be read during the appropriate public comment speaking period may do so by emailing Madricka Jones at [joneml@jea.com](mailto:joneml@jea.com) no later than 3:10 p.m. on April 3, 2020.

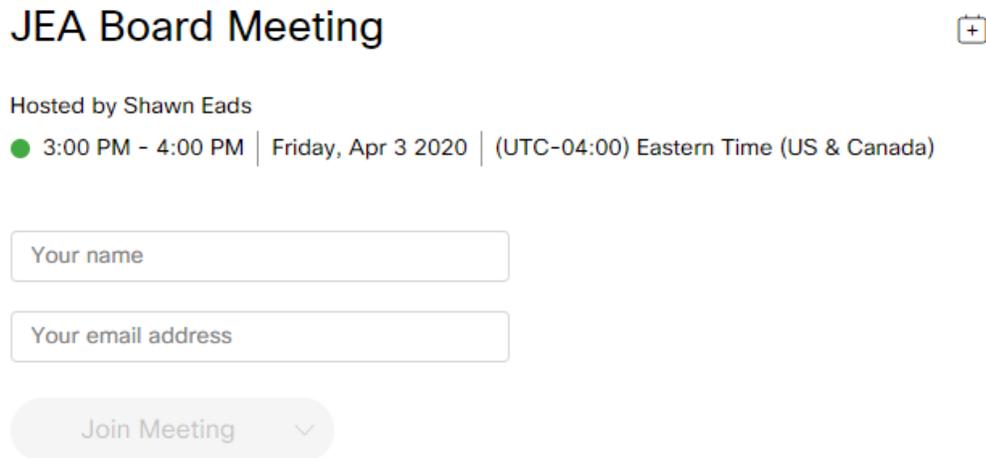
Please contact Shawn Eads by telephone at (904) 665-8205 or by email at [eadssw@jea.com](mailto:eadssw@jea.com) if you have any questions regarding this notice or experience any technical difficulties during the meeting. If you have a disability that requires accommodations to participate in the above Webex meeting, please call (904) 665-7550 or (800) 955-8771 (TTY) by 5:00 p.m. the day before the meeting.

## Detailed Instructions on Joining Our JEA Board Meeting

1. Click on the following URL:

<https://jeameeting.webex.com/jeameeting/j.php?MTID=m03ddd3e3c2cd07ac3797325cc50c8bbf>

2. The following screen will appear in your web browser:



**JEA Board Meeting** 

Hosted by Shawn Eads

● 3:00 PM - 4:00 PM | Friday, Apr 3 2020 | (UTC-04:00) Eastern Time (US & Canada)

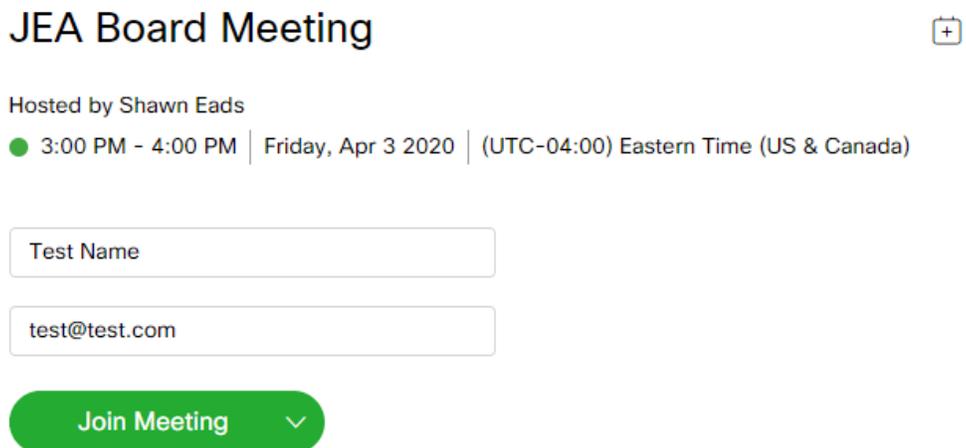
Your name

Your email address

Join Meeting 

3. Enter your name and your email address

**NOTE:** If you do not have an email address, you must put one in, so you can put in test@test.com. We do not use this information for any reason.



**JEA Board Meeting** 

Hosted by Shawn Eads

● 3:00 PM - 4:00 PM | Friday, Apr 3 2020 | (UTC-04:00) Eastern Time (US & Canada)

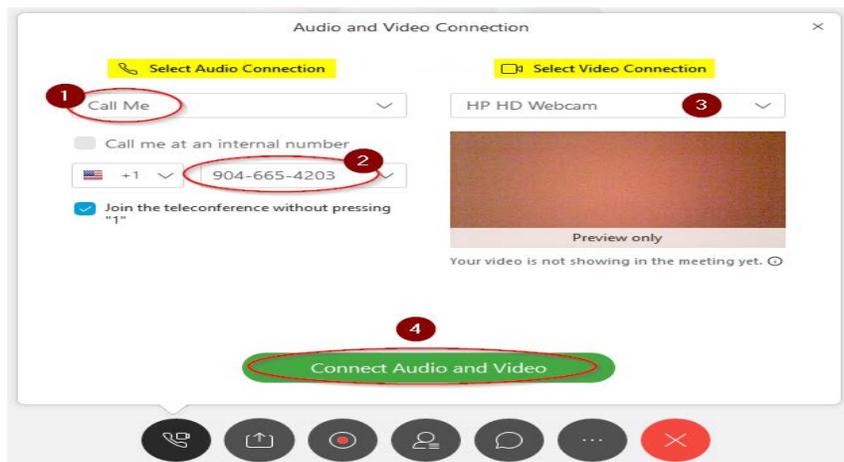
Test Name

test@test.com

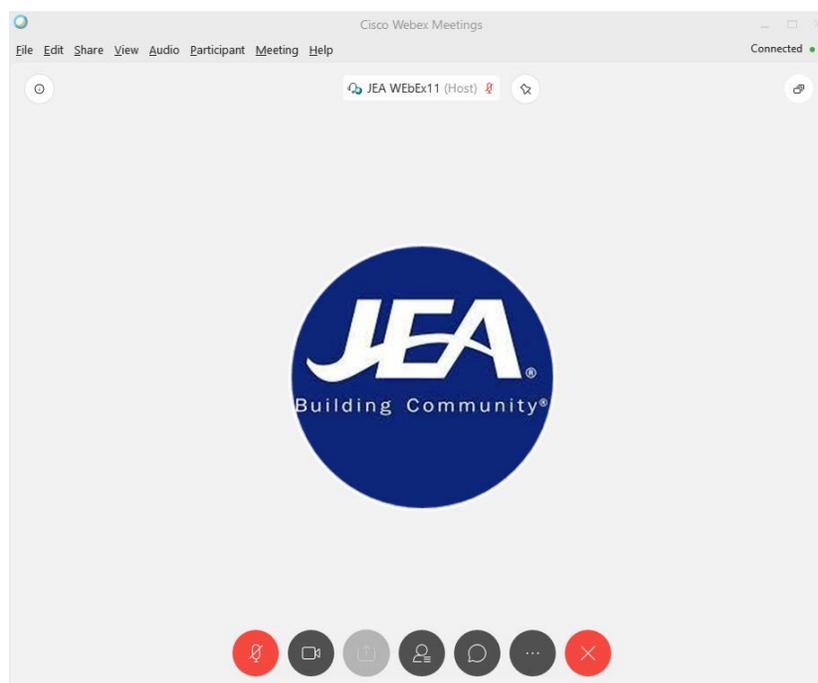
Join Meeting 

4. Click the green Join Meeting button

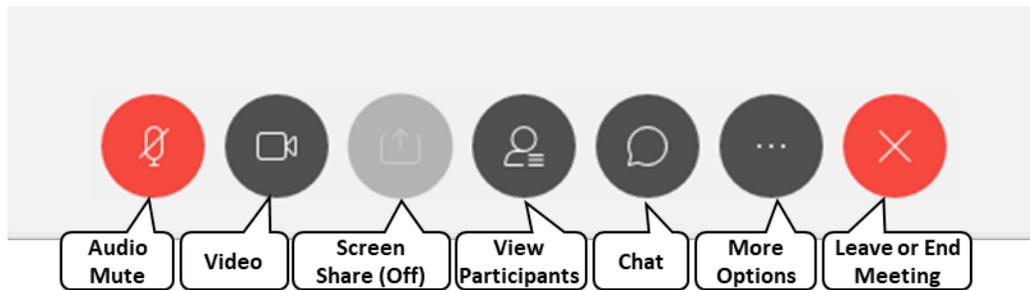
5. Once in the meeting you will need to establish audio and video:
- a) **Best practice is to setup the meeting to call your phone.** This can be done by setting the Audio Connection: Select **“Call Me”** from the dropdown and enter ANY 10 digit telephone number (area code+seven digit telephone number) that you would like to have the meeting call you on. **[Steps 1 and 2]**
  - b) **Establish the video:** Select the appropriate video option from the dropdown. **[Step 3]**  
*You can select No Video if you do not want to share video images.*
  - c) Select **“Connect Audio and Video”** **[Step 4]**



6. You are now in the meeting



7. While in the meeting, here are the controls you have:



**Audio Mute:** This button is RED when your audio is off and no one can hear you. If you click on the button, you will hear a beep and it will turn DARK GRAY, then everyone will be able to hear you talk. If you click the button when it is DARK GRAY, you will hear a beep, it will turn RED and no one will be able to hear you speak in the meeting.

**Video:** This button is BLUE when your video is turned on and people see what your video is displaying. *Please know participants will see your video if it is on so please be respectful.* If you click on the button and it turns DARK GRAY, it means your video is off and no one is seeing you.

**Screen Share:** This feature is turned off for this meeting, so it will not be used during the meeting.

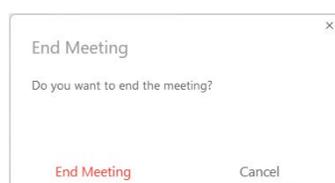
**View Participants:** This button when DARK GRAY is not enabled, but when clicked it will turn BLUE and display the entire list of meeting participants over on the right hand side of the screen. This is a great way to see who and how many are participating.

**Chat:** The feature is there for participants to be able to communicate with the entire set of participants or a select participant. ***We will only use this feature for Public Comment identification.*** If you click on the DARK GRAY button, it will turn BLUE and a chat window will appear on the right hand side of the screen. At the bottom you can enter a chat message. Directly above the *enter chat message here* area, is where you can select who to send the chat to. Choosing Everyone will display your chat to the entire participant list.



**More Options:** This is an advance set of features of the WebEx tool that will not be used in this meeting, but cannot be turned off. **You should not need these features for this meeting.**

**Leave or End Meeting:** By clicking the RED X button, a pop up window will appear where you can then click **End Meeting** to leave the meeting.



8. You are joined to the meeting with the MUTE feature turned on (your Audio Mute button will be RED), so you are not able to talk at the beginning of the meeting. You will have the ability to turn your mute on and off throughout the meeting. **We request you keep yourself on mute unless you have been recognized to speak.** Directions for public comment are below.

## **Public Comment Directions**

Public Comments will conform to the instructions in the meeting notice and agenda. Public comments received by email will be read for the record by a meeting moderator during the public comment portion of the meeting. For those providing public comments during the WebEx meeting, we allow a maximum of 3 minutes per speaker. A meeting moderator will let you know when your time has 30 seconds left and then again when time is up.

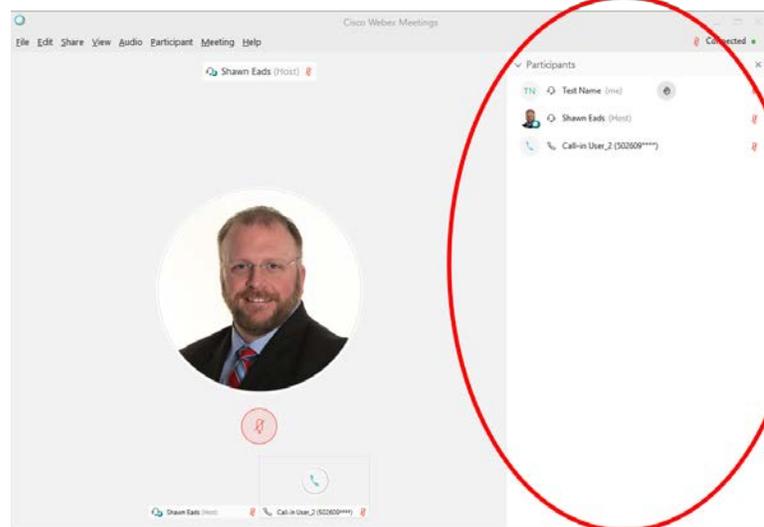
Public Comment will happen at the defined time in the meeting and will happen in two phases. First phase will be to recognize any participant who has either **raised their hand** or has written a **chat** through the WebEx Tools. The second phase will be when the moderator opens all microphones and asks if anyone else would like to provide comment. At this time, all microphones will be live so please attempt to minimize background noise. We provide this last phase for anyone that was not able to raise their hand or provide a message in the comments.

### ***Raising Your Hand (Preferred Method):***

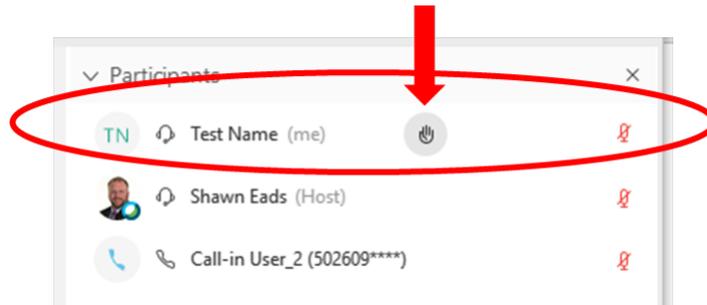
1. After the meeting has started, you will need to turn on the participant view. Click the



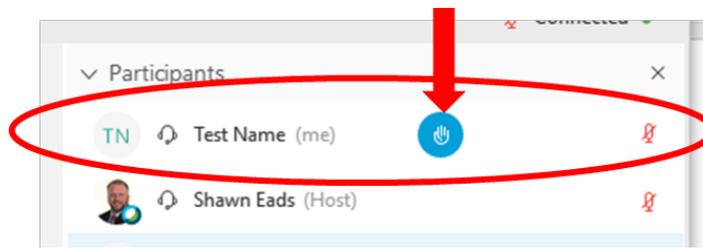
icon at the bottom of the screen. It will turn BLUE and a Participant window will open on the right portion of the screen.



2. Your name will be in the participant list to the right. To the right of your name there is a hand icon.



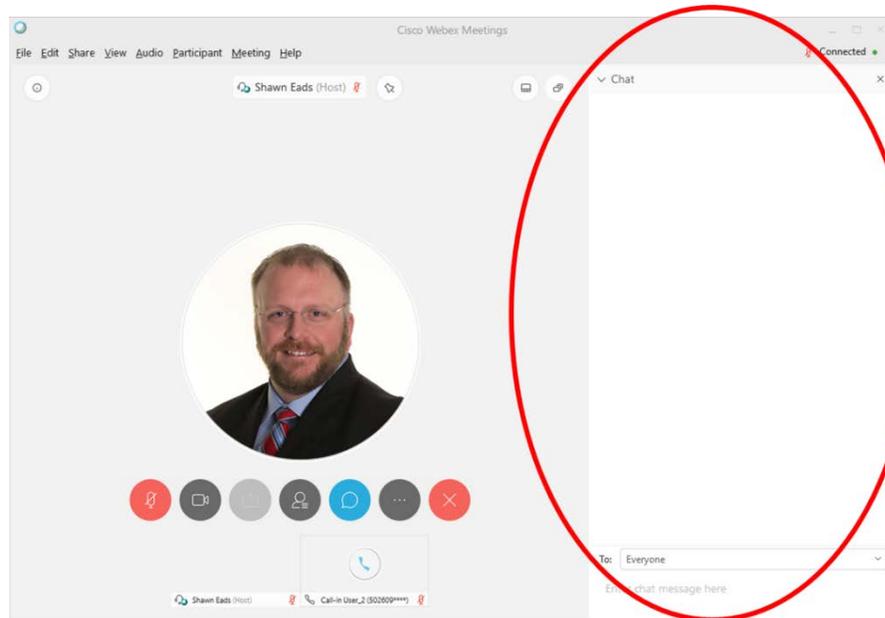
3. If you want to raise your hand to be recognized during the Public Comment part of the meeting you must click on the  icon to show you want to be recognized. The icon will turn BLUE.



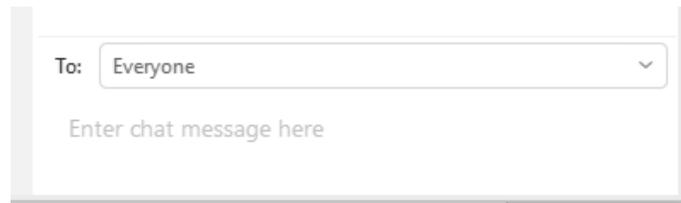
4. Leave the  icon BLUE until after you have spoken. **The meeting moderator will recognize every participant that has raised their hand one at a time and unmute their session when it is their time to speak. The meeting moderator will mute the participant session when their public comments are complete.**
5. You can click the  and it will turn back to WHITE when you are finished with your Public Comment.

## Chatting Your Desire to Provide Comment:

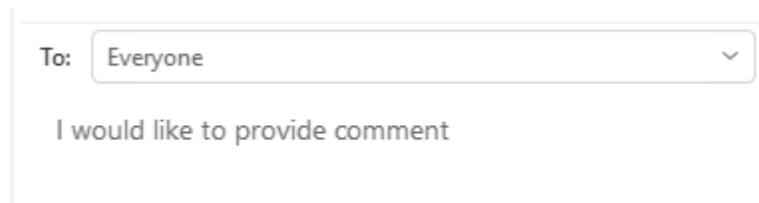
1. After the meeting has started, you will need to open the chat view. Click the  icon at the bottom of the screen. It will turn BLUE and a Chat window will open on the right portion of the screen.



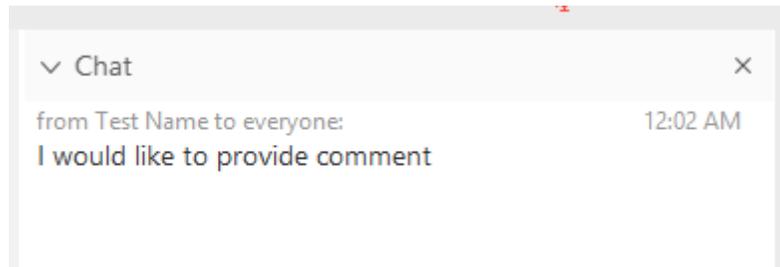
2. At the bottom of the Chat window there is a place for you to enter your Chat.



3. Leave **Everyone** in the To: field and then type "I would like to provide comment" in the area below the To: field.



4. Press **Enter** on your keyboard to submit the comment. Your comment is now visible for everyone in the meeting to see.



5. **The meeting moderator will recognize every participant that has placed their desire to speak in a Chat, one at a time and unmute their session when it is their time to speak. The meeting moderator will mute the participant session when their public comments are complete.**

***Open Line to Provide Comment:***

1. After all individuals are recognized by the meeting moderator for public comment, the moderator will announce that they will be unmuting all lines and ask if anyone else would like to provide comment that hasn't .
2. When the meeting moderator unmutes the lines, we ask that you politely state that you would like to make a comment. The moderator will facilitate getting to everyone.
3. When it is your turn please state your full name prior to giving your comments.

## Joining Our JEA Board Meeting WebEx from a Phone

1. Dial **+1-904-900-2303** or **+1-415-655-0001** from your phone
2. When prompted enter access code: **471 705 534 #**
3. When prompted for an attendee number **Press # key** to skip
4. You are now in the meeting
5. You are joined to the meeting with the MUTE feature turned on, so you are not able to talk during the meeting. We will unmute the lines at the appropriate time for public comment. Directions for public comment are below.

### Public Comment Directions

Public Comments will conform to the instructions in the meeting notice and agenda. Public comments received by email will be read for the record by a meeting moderator during the public comment portion of the meeting. For those providing public comments during the WebEx meeting, we allow a maximum of 3 minutes per speaker. A meeting moderator will let you know when your time has 30 seconds left and then again when time is up.

Public Comment will happen at the defined time in the meeting and will happen in two phases. First phase will be to recognize any participant who has either **raised their hand** or has written a **chat** through the WebEx Tools. People that dial into the meeting via phone cannot raise their hand or chat. The second phase will be when the moderator opens all microphones and asks if anyone else would like to provide comment. At this time, all microphones will be live so please attempt to minimize background noise. We provide this last phase for anyone that was not able to raise their hand or provide a message in the comments.

### *Open Line to Provide Comment:*

1. After all individuals are recognized by the meeting moderator for public comment, the moderator will announce that they will be unmuting all lines and ask if anyone else would like to provide comment.
2. When the meeting moderator does that, we ask that you politely state that you would like to make a comment. The moderator will facilitate getting to everyone.
3. When it is your turn please state your full name prior to giving your comments.

## Frequently Asked Questions

1. Can I join a meeting prior to the scheduled start time?
  - a. Yes, everyone is allowed to join 15 minutes prior to the scheduled start time.
  
2. How to identify who has joined the meeting?
  - a. If you are joined via your computer, you can click  from the meeting controls at the bottom of the screen to display a list of participants on the right.
  - b. If you are joined via your phone, you cannot identify who has joined the meeting.
  
3. Can I turn off my video if I don't want to show it after the meeting is started?
  - a. If you are joined via your computer, you can click  from the meeting controls at the bottom of the screen to turn your video off or on during the meeting.
  
4. I connected to the meeting via my web browser and the audio is not very clear what can I do to make it better?
  - a. The audio quality comes from the internet speeds you are connected and can at times may be negatively impacted. If the audio quality is so poor you cannot properly hear the meeting, we recommend trying to dial into the meeting via your phone.