JEA AWARDS COMMITTEE
PUBLIC MEETING NOTICE FOR WEBEX VIDEO MEETING

(**No physical location will be made available for this public meeting**)

Notice is hereby given that the JEA Awards Committee will meet on **Thursday, April 9th, 2020 at 10:00AM via WebEx video.** 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 meeting is for the JEA Awards Committee to consider and take action on various JEA procurement related matters.

Interested persons desiring to attend this meeting can only do so via WebEx video conference using the following meeting access information:

Login instructions begin on page 2

WebEx login/access
WebEx Meeting Number (access code): 474 922 168
WebEx Password: JEAAwardsMeeting

The WebEx meeting agenda and materials can be obtained electronically at https://www.jea.com/About/Procurement/Awards_Meeting_Agendas_and_Minutes/ .

Interested persons who cannot attend this WebEx video meeting but who wish to submit public comments to be read during the meeting regarding any matter on the agenda for consideration at the meeting may do so by emailing Jason Behr at behrjv@jea.com prior to the meeting start time of 10:00 a.m. During the meeting, interested persons can also email Jason Behr at behrjv@jea.com to submit public comments to be read during the meeting regarding any matter on the agenda for consideration. Public comments received by email must be submitted no later than 10:10 a.m. on the date of the meeting to be read during the public comment portion of the meeting. The meeting agenda and materials can be obtained electronically at https://www.jea.com/About/Procurement/Awards_Meeting_Agendas_and_Minutes/.

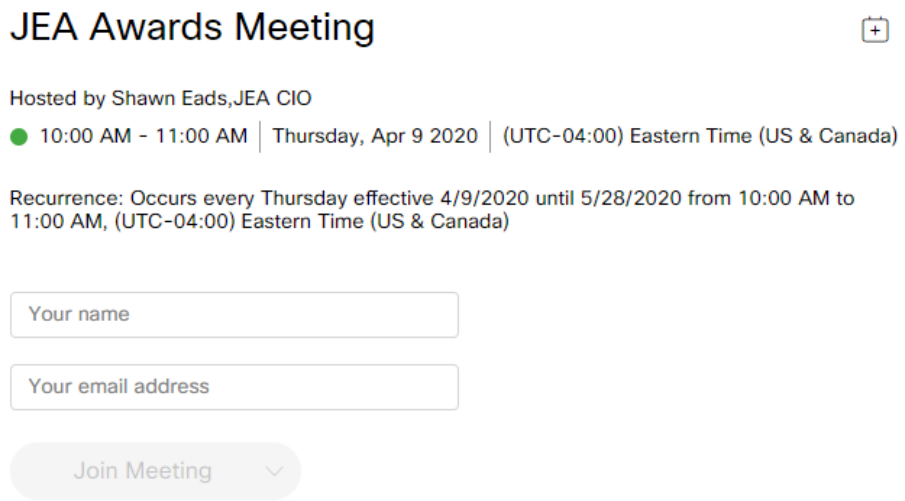
Please contact Jason Behr by telephone at (904) 665-8750 or by email at behrjv@jea.com if you have any questions regarding this notice or experience any technical difficulties during the meeting. If you have a disability that requires accommodations to participate in the above Webex video meeting, please call (904) 665-7550 or (800) 955-8771 (TTY) by 8:30 a.m. the day before the meeting and we will provide reasonable assistance for you.

A recording of this Webex video meeting will be made available after its conclusion on the JEA website at https://www.jea.com/About/Procurement/Awards_Meeting_Agendas_and_Minutes/.

Joining JEA Awards Meeting

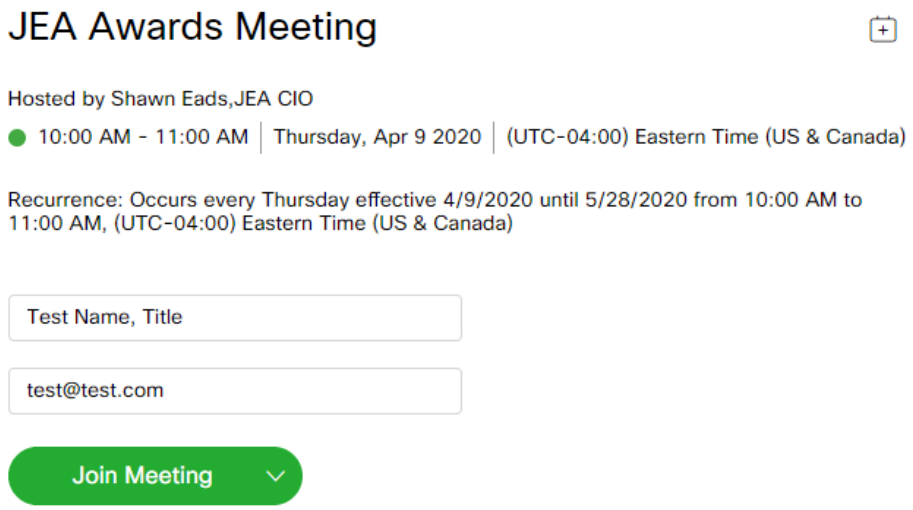
1. Click on the following URL:
https://jeameeting.webex.com/jeameeting/j.php?MTID=m2bbbfdbde4223183733f4f0ccd1b5682

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



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.



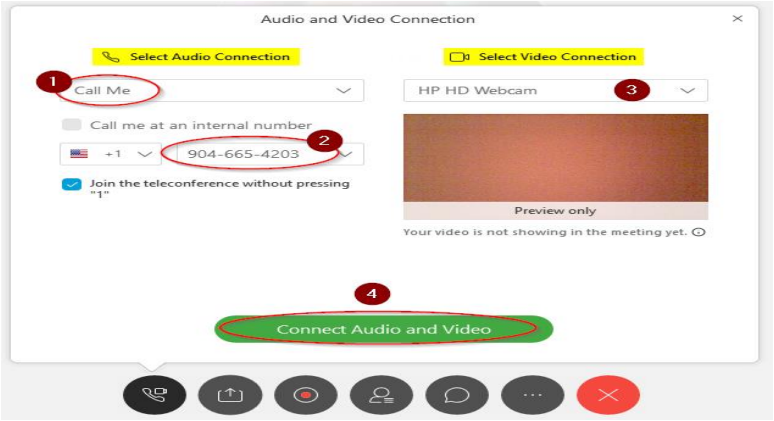
4. Click the green Join Meeting button

5. Once in the meeting you will need to establish audio and video:

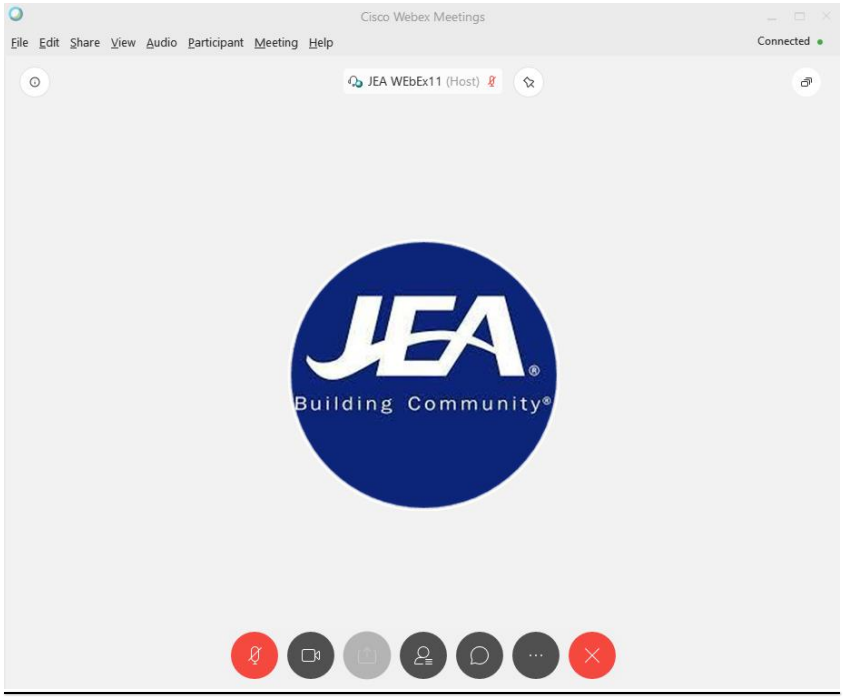
   a) **Best practice is to setup the meeting to call your phone.** This can be done by setting the Audio Connection: Select **"Call Me"** from the dropdown and enter ANY 10 digit telephone number (area code+seven digit telephone number) that you would like to have the meeting call you on. **[Steps 1 and 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.*

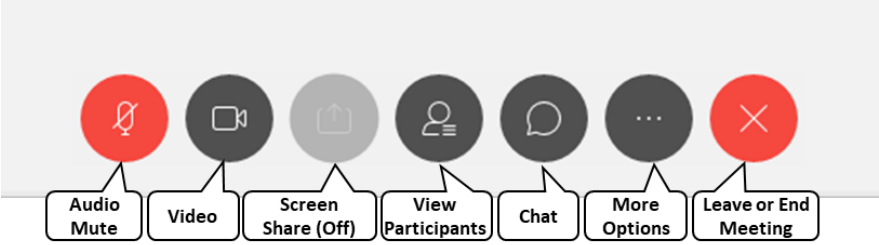
   c) Select "**Connect Audio and Video**" **[Step 4]**



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 alble 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 if off and no one is seeing you.

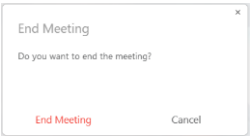
Screen Share: This feature is turned off for this meeting, so it will not be used during the meeting.

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 meeing 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.

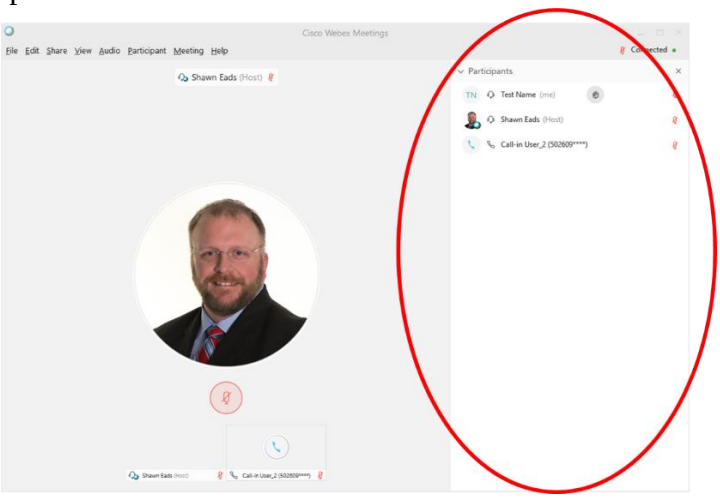
Public Comment Directions

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.

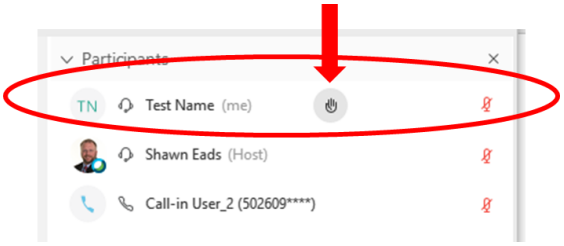
Public Comment will happen at the defined time in the meeting and will happen in three phases. First phase will be for reading aloud any public comments that have been submitted via email. The second phase is to recognize any participant who has either **raised their hand** or has written a **chat** through the WebEx Tools. The third and final 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):

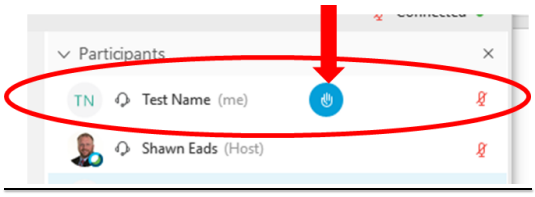
1. After the meeting has started, you will need to turn on the participant view. Click the icon at the bottom of the screen. It will turn BLUE and a Participant window will open on the right portion of the screen.



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.

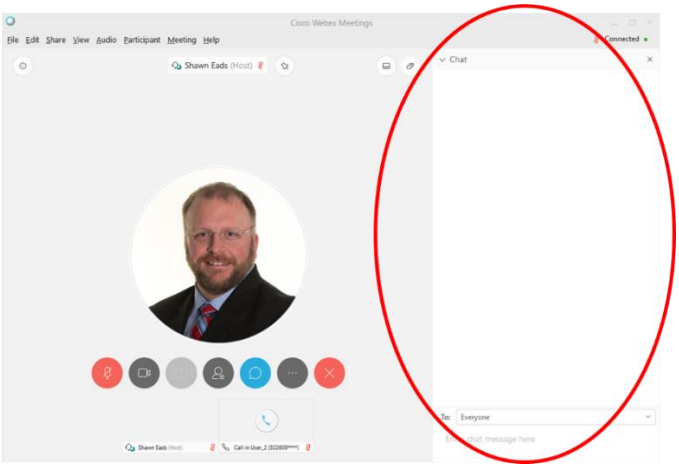


4. Leave the icon BLUE until after you have spoken. **The meeting moderator will recognize every participant that has raised their hand one at a time and unmute their session when it is their time to speak. The meeting moderator will mute the participant session when their public comments are complete.**

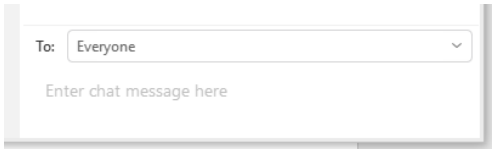
5. You can click the and it will turn back to WHITE when you are finished with your Public Comment.

Chatting Your Desire to Provide Comment:

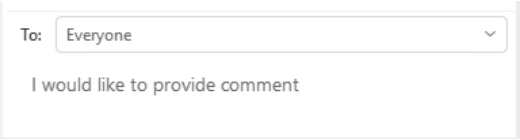
1. After the meeting has started, you will need to open the chat view. Click the icon at the bottom of the screen. It will turn BLUE and a Chat window will open on the right portion of the screen.



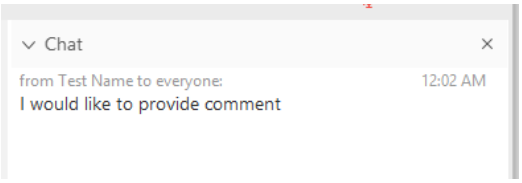
2. At the bottom of the Chat window there is a place for you to enter your Chat.



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 annouce that they will be unmutting 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 Awards Meeting from a Phone

1. Dial either:

   +1-904-900-2303 United States Toll (Jacksonville)

   +1-415-655-0001 US Toll

2. When prompted enter access code: **474 922 168 #**
3. When prompted for an attendee number **Press # key** to skip
4. You are now in the meeting
5. You are joined to the meeing 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 three phases. First phase will be for reading aloud any public comments that have been submitted via email. The second phase is to recognize any participant who has either **raised their hand** or has written a **chat** through the WebEx Tools. The third and final 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 annouce that they will be unmutting 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.