

# JEA CORPORATE HEADQUARTERS COMMITTEE WORKSHOP PUBLIC NOTICE OF WEBEX VIDEO MEETING

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



Notice is hereby given that the JEA Corporate Headquarters Committee will meet on **Friday, May 15, 2020 at 9:00am 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 workshop is to discuss the current status of the corporate headquarters.

## **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=m5019d1af0b6282f311d7dbd560193aeb>

WebEx Meeting Number (access code): 479 553 196 #

WebEx Password: JEAM33t1ing

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

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

2. Join the WebEx meeting by phone by:  
Dialing: **+1-904-900-2303** or **+1 415 655 0001** and using access code: **479 553 196 #**

**AGENDA AND MEETING MATERIALS:** All meeting materials (including the agenda) will be available 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 9:10 a.m. on May 15, 2020.

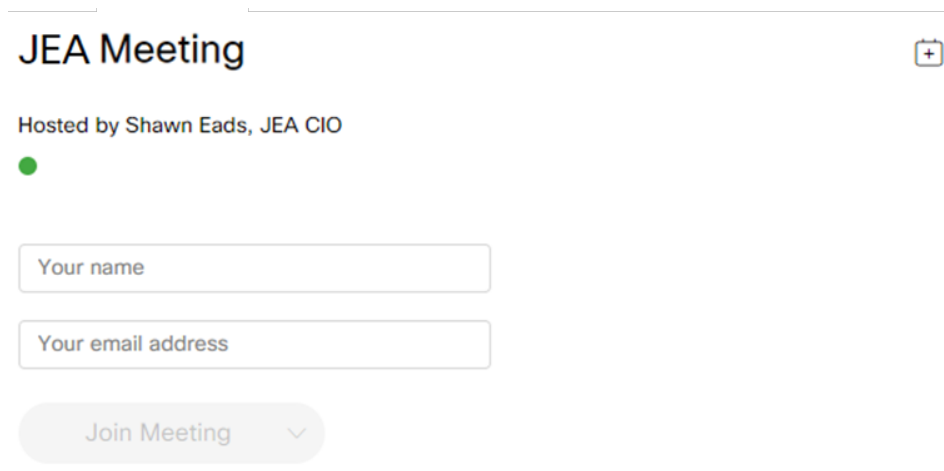
Please contact Landon Todd by telephone at (904) 665-7914 or by email at [webexsupport@jea.com](mailto:webexsupport@jea.com) if you have any questions regarding this notice or experience any technical difficulties during the meeting. If you have a disability that requires accommodations to participate 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 the Workshop

1. Click on the following URL:

<https://jeameeting.webex.com/jeameeting/j.php?MTID=m5019d1af0b6282f311d7dbd560193aeb>

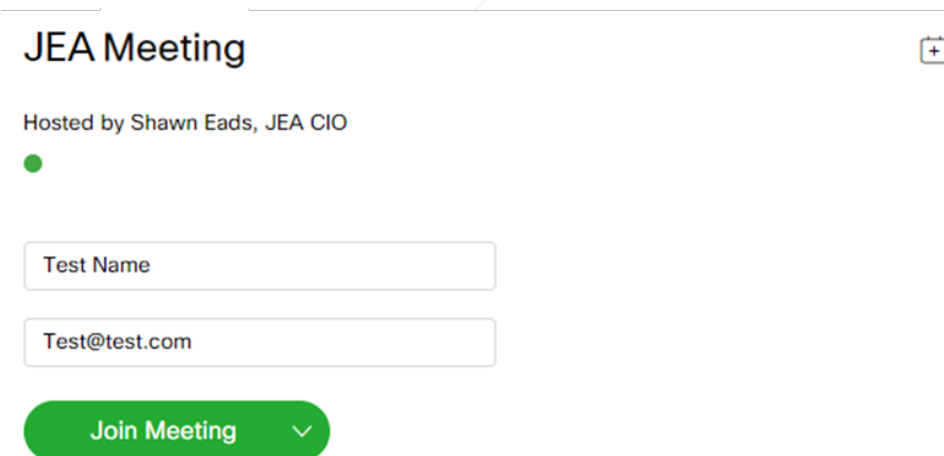
2. The following screen will appear in your web browser:



The screenshot shows a web browser window displaying a meeting registration page. At the top, it says "JEA Meeting" with a calendar icon on the right. Below that, it says "Hosted by Shawn Eads, JEA CIO" and a green dot. There are two input fields: "Your name" and "Your email address". Below these is a "Join Meeting" button with a dropdown arrow. The button is currently greyed out.

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.

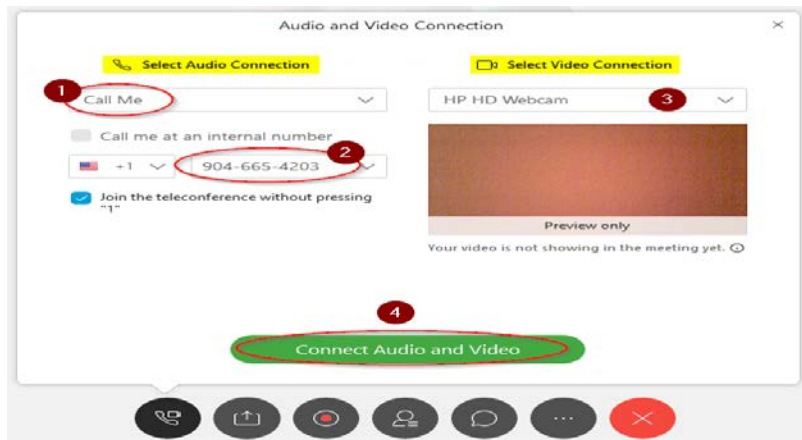


The screenshot shows the same web browser window as above, but now the input fields are filled. The "Your name" field contains "Test Name" and the "Your email address" field contains "Test@test.com". The "Join Meeting" button is now green and active.

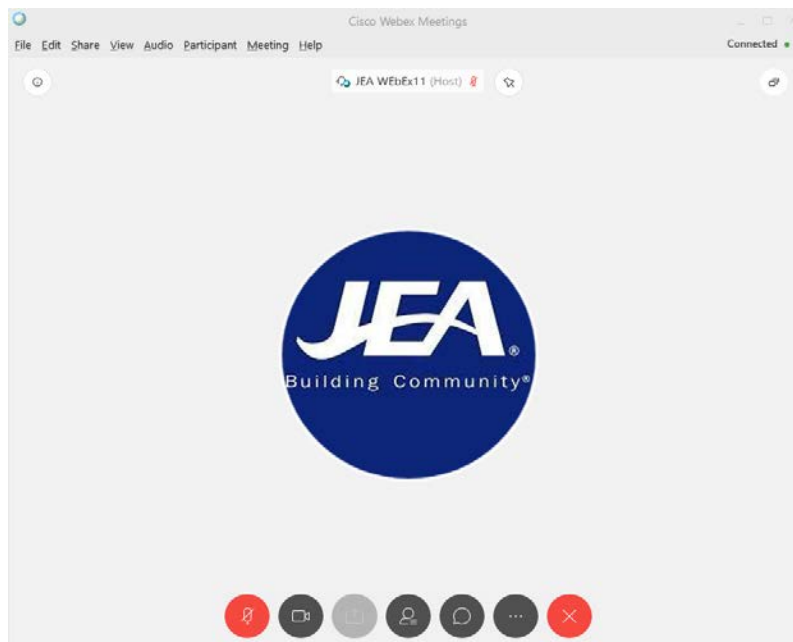
4. Click the green Join Meeting button

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

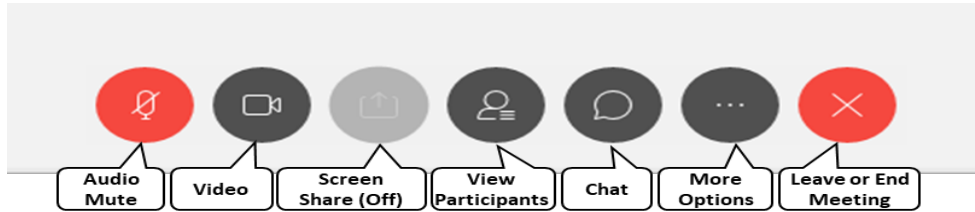
- a) **Best practice is to setup the meeting to call your phone.** This can be done by setting the Audio Connection: Select **“Call Me”** from the dropdown and enter ANY 10 digit telephone number (area code+seven digit telephone number) that you would like to have the meeting call you on. **[Steps 1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

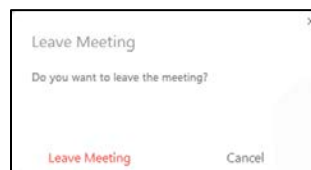
**View Participants:** This button when DARK GRAY is not enabled, but when clicked it will turn BLUE and display the entire list of meeting participants over on the right hand side of the screen. This is a great way to see who and how many are participating.

**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 **Leave 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.

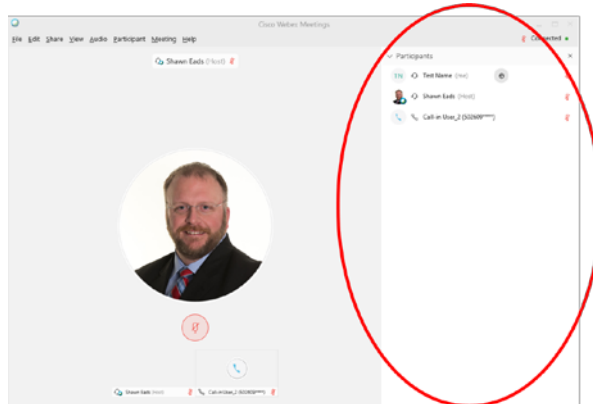
## Public Comment Directions

Public Comments will conform to the instructions in the meeting notice and agenda. For those providing public comments during the WebEx meeting, we allow a maximum of 3 minutes per speaker. A timer will be on the screen so you can see when your time limit has been reached.

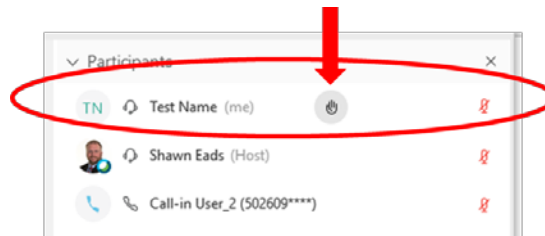
Public Comment will happen at the defined time in the meeting and will happen in three phases. First all public comments received by email will be read for the record. The second phase will be to recognize any participant who has **Raised Their Hand** through the WebEx tools or stated they would like to provide comment through the **Chat** feature in WebEx. The final phase will be when the moderator asks if anyone that joined by dialing into the meeting directly would like to provide comment.


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

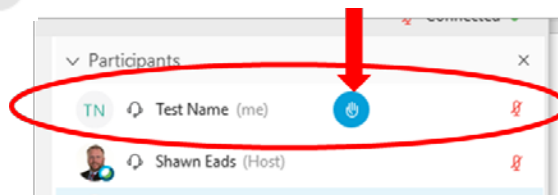
1. After the meeting has started, you will need to turn on the participant view. Click the  icon at the bottom of the screen. It will turn BLUE and a Participant window will open on the right portion of the screen.





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




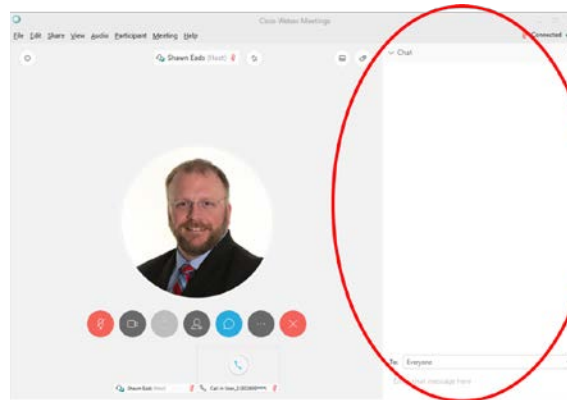
3. If you want to raise your hand to be recognized during the Public Comment part of the meeting you must click on the  icon to show you want to be recognized. The icon will turn BLUE.



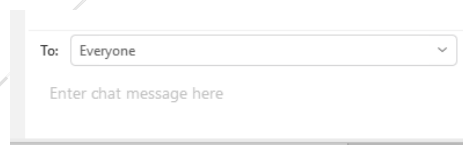
4. Leave the  icon BLUE until after you have spoken. **The meeting moderator will recognize every participant that has raised their hand one at a time and unmute their session when it is their time to speak. The meeting moderator will mute the participant session when their public comments are complete.**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

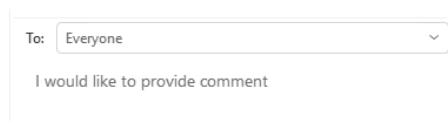
1. After the meeting has started, you will need to open the chat view. Click the  icon at the bottom of the screen. It will turn BLUE and a Chat window will open on the right portion of the screen.



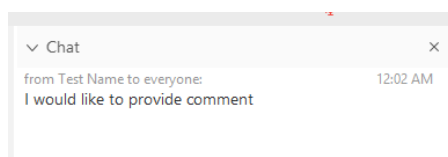
2. At the bottom of the Chat window there is a place for you to enter your Chat.



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.**

#### *Providing Comments if Dialed into the Meeting:*

1. The meeting moderator will announce that anyone that dialed into the meeting directly from a phone that would like to provide comment can unmute their line by **pressing \*6** on their phone and politely stating that you would like to make a comment.
2. The moderator will facilitate giving everyone that would like to comment the opportunity to do so.
3. When it is your turn please state your full name prior to giving your comments.
4. When your comments are complete, the moderator will mute your line so the meeting can proceed.

### Joining Workshop WebEx from a Phone

1. Dial:  
**+1-904-900-2303** United States Toll (Jacksonville)  
**+1-415-655-0001** US Toll
2. When prompted enter access code: **479 553 196 #**
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



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## 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.