

JEA PAY FOR PERFORMANCE 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 Board will meet on **Friday, May 29, 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 of this workshop is to provide additional information on JEA's Pay for Performance program.

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=mf01cb5f6195cc7207be6d02fbb58444a>

WebEx Meeting Number (access code): 477 291 150

WebEx Password: JEAM33t1ng

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: **477 291 150#**
3. 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) will be available electronically on jea.com at or by contacting Madricka Jones at (904) 665-7784 to obtain a hard copy of the materials.

Please contact Landon Todd by telephone at (904) 665-7914 or by email at 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=mf01cb5f6195cc7207be6d02fbb58444a>

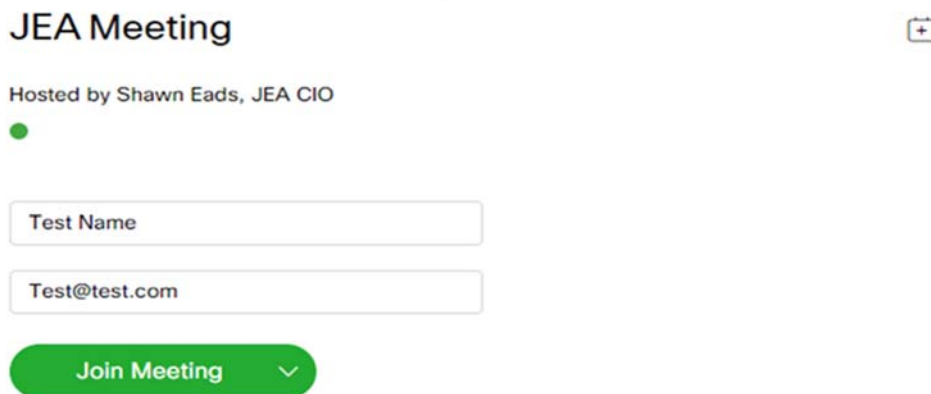
2. The following screen will appear in your web browser:



The screenshot shows a web browser window displaying a meeting join page. At the top, it says "JEA Meeting" with a calendar icon to the right. Below that, it says "Hosted by Shawn Eads, JEA CIO" with a green status dot. There are two input fields: "Your name" and "Your email address", both of which are empty. Below the input fields is a grey "Join Meeting" button with a dropdown arrow.

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.



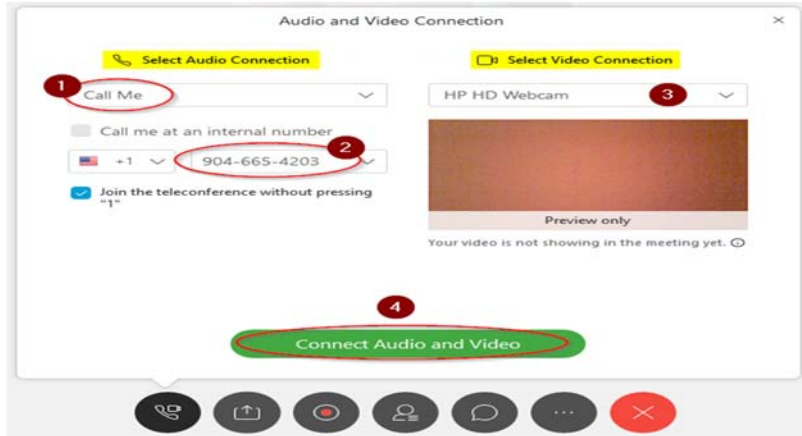
The screenshot shows the same meeting join page as above, but now the input fields are filled. The "Your name" field contains "Test Name" and the "Your email address" field contains "Test@test.com". The "Join Meeting" button is now green and has a dropdown arrow.

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

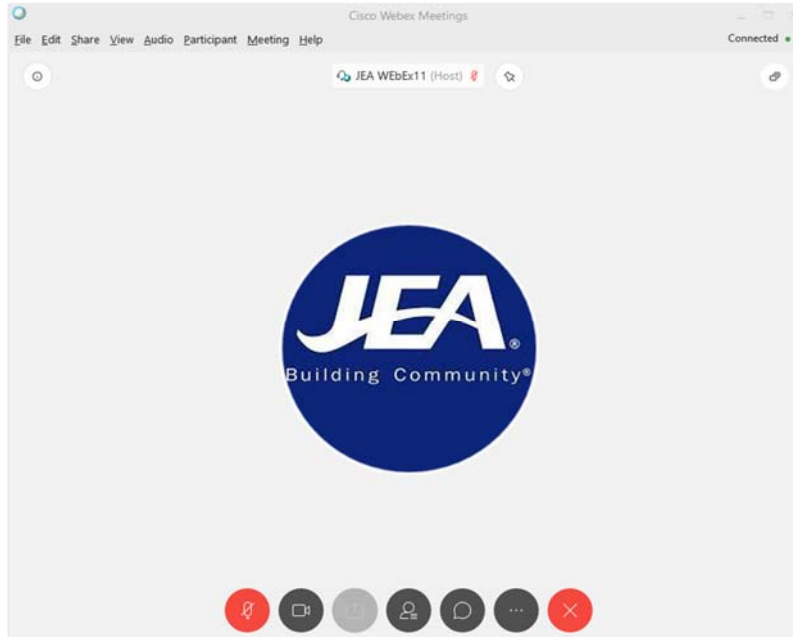
number (area code+seven digit telephone number) that you would like to have the meeting call you on. [Steps 1 and 2]

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.

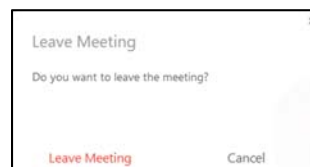
View Participants: This button when DARK GRAY is not enabled, but when clicked it will turn BLUE and display the entire list of meeting participants over on the right hand side of the screen. This is a great way to see who and how many are participating.

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.

Joining Our 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: **477 291 150#**
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.

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.