

JEA BOARD MEETING PUBLIC NOTICE OF WEBEX VIDEO MEETING



VIRTUAL MEETING NOTICE

Notice is hereby given that the JEA Board will meet on **Tuesday, January 11, 2022 at 9:00 a.m. via WebEx.**

WAYS FOR THE PUBLIC TO ACCESS THE MEETING VIA WEBEX 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=m716a98f18dfa566d72466fbdfae8d099>

WebEx Meeting Number (access code): 2313 222 6262

WebEx Password: B0@rdM33t1ng!

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: **# 2313 222 6262**
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) will be available electronically on jea.com or by contacting Melissa Charleroy at (904) 616-4219 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 meeting but who wish to submit public comments to be read during the appropriate public comment speaking period may do so by emailing Melissa Charleroy at charmm2@jea.com.

Please contact Ontario Blackmon by telephone at (904) 665-4203 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 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 JEA Board Meeting by WebEx

1. Click on the following URL:

<https://jeameeting.webex.com/jeameeting/j.php?MTID=m716a98f18dfa566d72466fbdfae8d099>

The following screen will appear in your web browser:

JEA Board Meeting

Host: JEA Board Meeting [Add to my calendar](#)

▶ [More information](#)

Your name:

Email address:

Join

[Join by browser](#) ⓘ

2. 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

Host: JEA Board Meeting [Add to my calendar](#)

▶ [More information](#)

Your name:

First & Last Name

Email address:

test@test.com

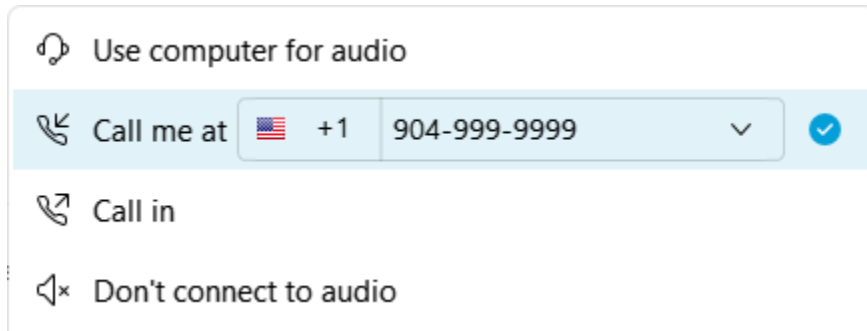
Join

[Join by browser](#) ⓘ

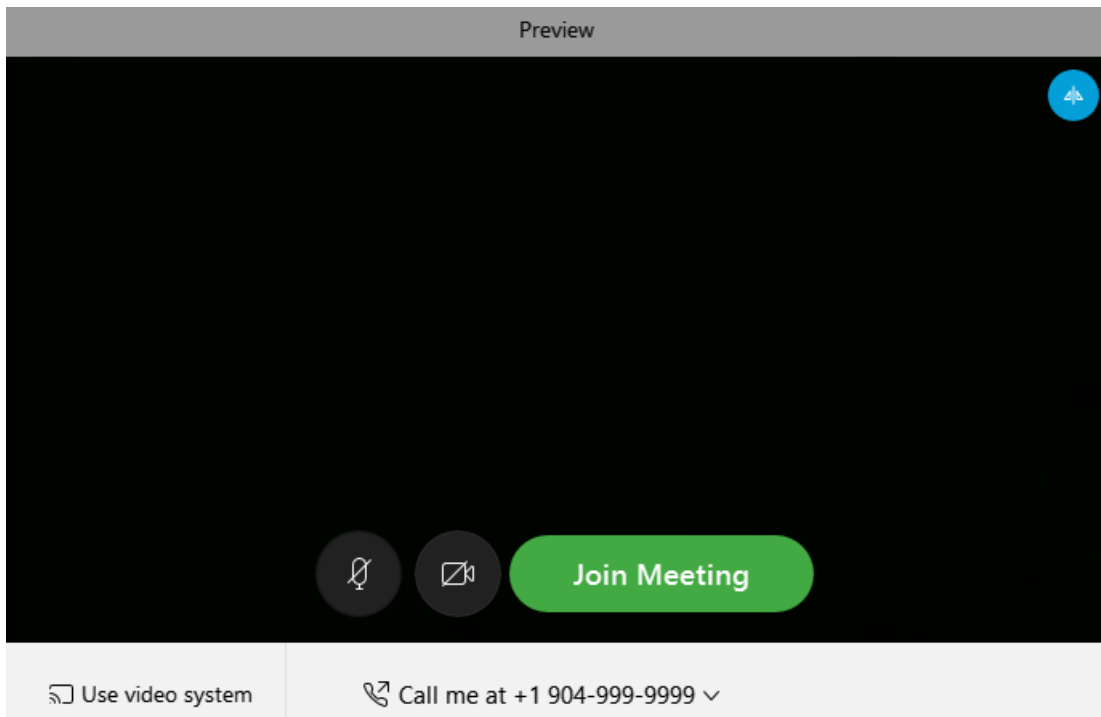
3. Click the green Join Meeting button

4. Best Practices:

- 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.

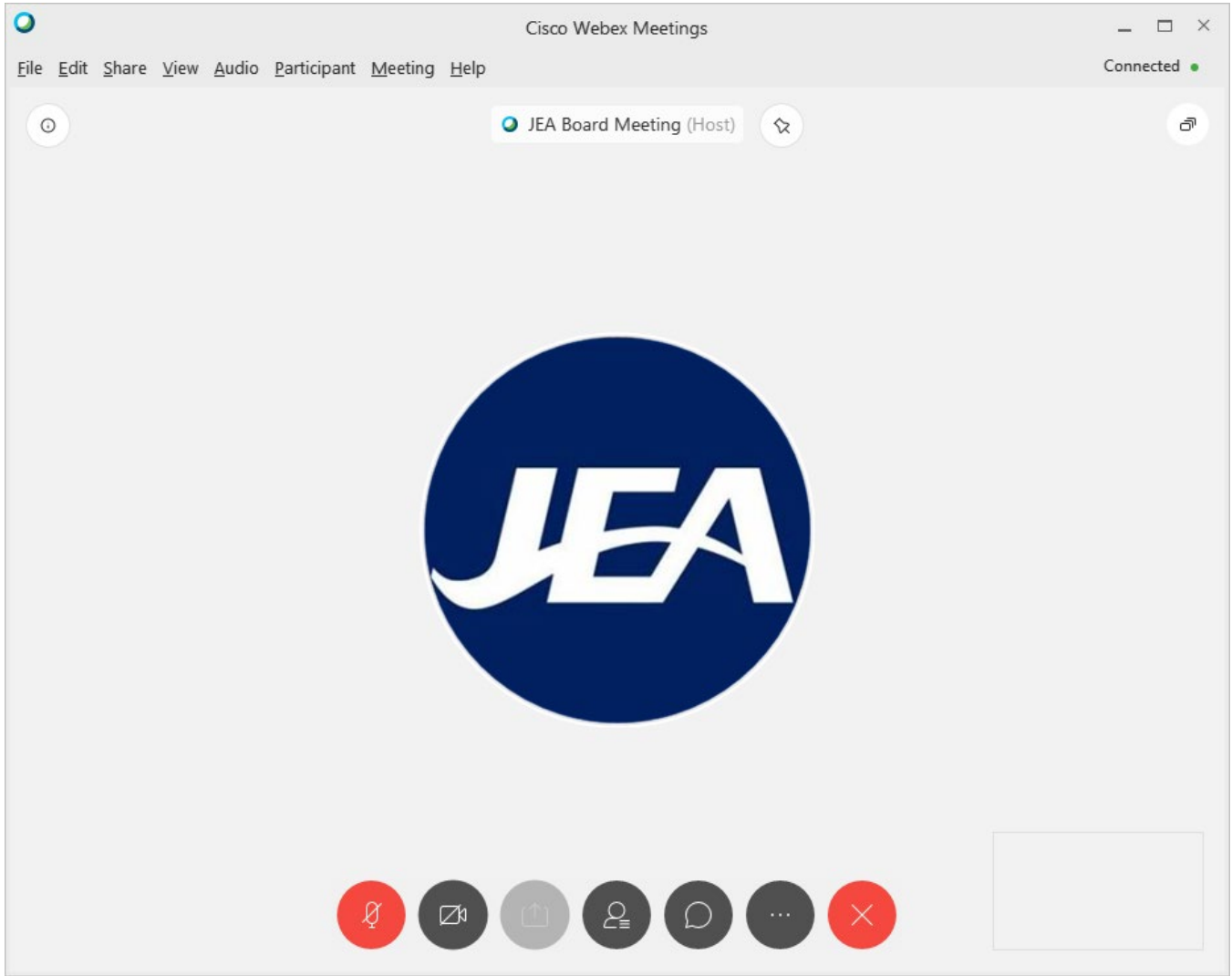


- b) **Establish the video:** To active your video, select the camera icon. *You can turn this feature off if you do not want to share video images.*

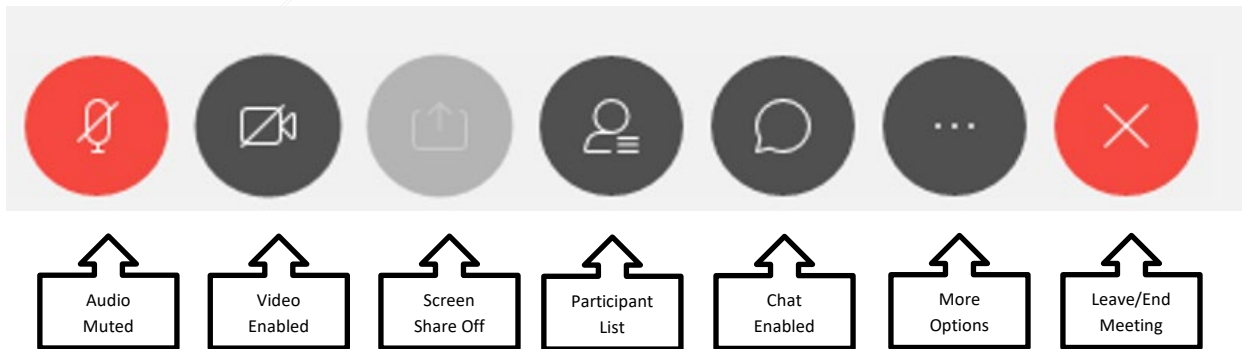


- c) Select **“Join Meeting”**

5. You are now in the meeting



6. 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 GRAY 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.

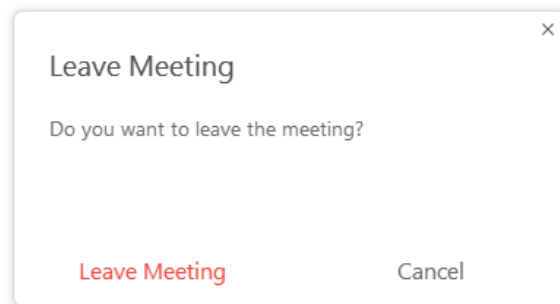
Screen Share: This feature is turned off for this meeting, so it will not be used during the meeting.

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: This button will allow you to send a message directly to the moderator to request assistance.

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.




7. 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.

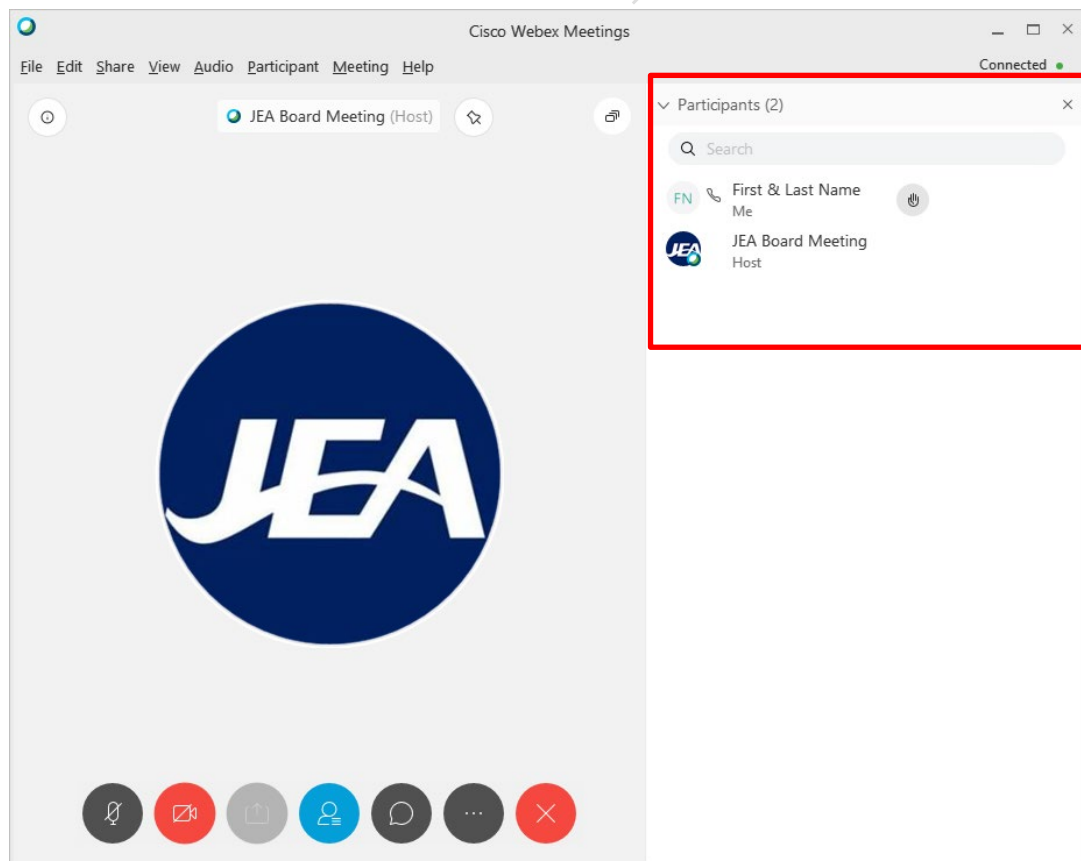
Public Comment Directions

Public Comments will conform to the instructions in the meeting notice and agenda. For those providing public comments during the 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.

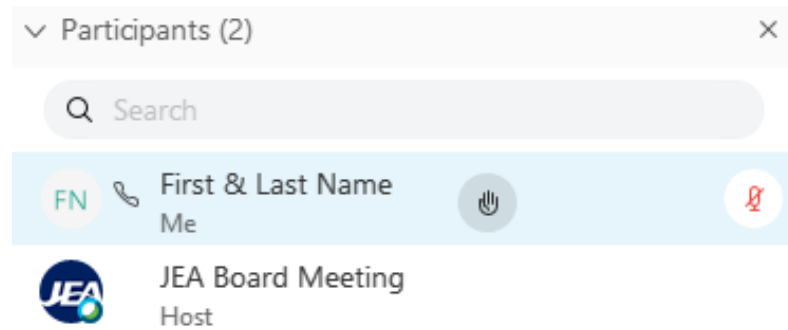
Public Comment will happen at the defined time in the meeting and will happen in four phases. First all public comments received by email will be read for the record. The second phase will be to recognize any participant who has **raised their hand** through the WebEx Tools. The third phase will be when the moderator asks if anyone that joined by dialing into the meeting directly would like to provide comment. The fourth phase will be to recognize any participant that is physically present at the meeting.


Raising Your Hand (Preferred WebEx Method):

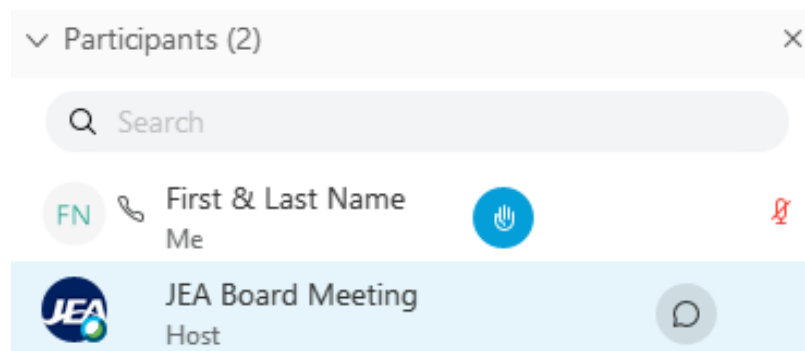
1. After the meeting has started, you will need to turn on the participant view. Click the  icon at the bottom of the screen. It will turn BLUE and a Participant window will open on the right portion of the screen.





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.

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 Our JEA Board Meeting 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: # **2313 222 6262**
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 – Participation by Phone

Public Comments will conform to the instructions in the meeting notice and agenda. For those providing public comments during the 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 four 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. *The third phase will be when the moderator asks if anyone that joined by dialing into the meeting directly would like to provide comment.* The fourth phase will be to recognize any participant that is physically present at the meeting.


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.

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.