

## BCC Hearing Room: Resuming Thursday Business Meetings in September

PGA is tasked with developing a framework for in-person public meetings to resume in the Hearing Room. This memo has been approved by Disaster Management/EOC, County Counsel, Facilities, and the Clerk to the Board.

### General notes/Room restrictions

- All public meetings will continue to be held over Zoom and telephonically, and public participation via these methods will be encouraged. The public may also continue to provide public comments over email. Commissioners and staff will be able to participate in meetings over Zoom.
- On Zoom, one of the boxes will be the broadcast feed itself, complete with graphics and credits. The wall monitors can be utilized to show the broadcast feed or the Zoom room. The Zoom room can also be show on the projector behind the dais, if desired.
- Commissioners present in the Hearing Room will experience the Business Meeting like a normal one pre-COVID-19. They will not need laptops, the regular cameras will capture their images/sound.
- Commissioners participating via Zoom will see the normal Business Meeting broadcast. They can chime in whenever they want, or can utilize the “Raise Hand” feature, which the Clerk can relay to the Chair.
- Per Governor Kate Brown’s order, the civic meeting indoor limitation is 50 people. However, our Hearing Room – and overflow rooms – do not provide enough space to come close to reaching this limit, given social distancing. The proposed room layouts allow for a maximum of 18 people in the Hearing Room.
- PGA’s plan eliminates all individuals in attendance at the meeting from *sitting or walking* by anyone else within a six-foot proximity.
- Visitors and staff will be required to wear face coverings as they move about and on the way to/from/in the Hearing Room. Anyone who refuses to wear a facemask or who cannot wear a mask due to medical reasons will not be allowed in the Hearing Room. Collateral materials brought by the public can be left on a designated table before being deemed safe to handle.
- When providing public comment at the communal microphone, members of the public must keep their mask on (microphone material cannot be disinfected between uses).
- Given the communal microphone and the circumstances of the virus, the Clerk to the Board can forgo the standard blue cards needed for the public to signal they have comment. Any documents being submitted to the BCC can be sent over email (such document submission is rare).
- Hand sanitizer stations can be placed outside the Hearing Rooms and any overflow rooms used. Per Facilities, these will be stored in the Hearing Room and put out in preparation of the meeting by the Clerk to the Board/County Administration.
- Facilities will continue to have a visitor log/sign-in station in PSB for anyone entering the building to accommodate the public hours of 9 a.m. to 2 p.m., Monday – Thursday. If any Business Meetings are to be held outside of regular 10 a.m. meeting time, Facilities will need to be notified and schedule a lobby staff person.

- By policy, the county does not currently require temperature checks for entry into buildings. This proposal assumes such checks are not put into place for entry into the Hearing Room. If such a requirement is needed, Public Health will need to be engaged as to the correct process.

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**Room Layout Option A: “Split Dais”**

- Ten county staff are seated while providing adequate social distancing:
  - Only 3 commissioners can sit on the dais (C1, C2, C3). The other two will sit in County Counsel’s regular spot (C4), and at a table right next to that (C5).
  - The Clerk to the Board position retains his/her spot to manage the computer.
  - Two spots have been reserved for staff presenters. One of these can be eliminated if desired. Staff can also be encouraged to participate and present via Zoom instead.
- There are eight spots for the public to sit at with the proposed configuration (S1-S8).

**Room Layout Option B: “U-Table Floor”**

- Nine county staff are seated while providing adequate social distancing:
  - Each commissioner and the County Administrator get their own table on the floor.
  - The Clerk to the Board and the County Counsel retain their regular spots by the dais.
  - One spot is reserved for a staff presenter.
- There are six spots for the public to sit at with this configuration.

**Room Layout Option C: “Dais-Zoom”**

- If commissioners are open to rotating two of them participating via Zoom for each Business Meeting, it opens up the possibility of using the dais in an equitable way, with 7 staff seated:
  - The three present commissioners would use the dais. Other two on Zoom.
  - Clerk to the Board retains his/her spot. County Administrator moves to County Counsel, and Counsel moves to a table by Clerk.
  - One spot is left for staff presenters.
- There are eight spots for the public to sit at with this configuration.

	<b><u>“Split Dais”</u></b>	<b><u>“U-Table Floor”</u></b>	<b><u>“Dais-Zoom”</u></b>
<b>Pros</b>	<ul style="list-style-type: none"> <li>• All BCC present</li> <li>• 8 public spots (most)</li> <li>• Chair retains light signal for hand-raising</li> <li>• 4 BCC see personal monitors</li> <li>• Retains professional-level lighting/camera angles</li> <li>• (Mostly) retains microphone set-up</li> </ul>	<ul style="list-style-type: none"> <li>• All BCC present on same level.</li> </ul>	<ul style="list-style-type: none"> <li>• 8 public spots (most)</li> <li>• Best use of adapting new technology</li> <li>• Chair retains light signal for hand-raising</li> <li>• All BCC see monitors/Zoom</li> <li>• Retains professional-level lighting/camera angles</li> <li>• (Mostly) retains microphone set-up</li> </ul>
<b>Cons</b>	<ul style="list-style-type: none"> <li>• BCC on different levels</li> <li>• 1 BCC lacks personal monitor or viewable wall monitor</li> </ul>	<ul style="list-style-type: none"> <li>• Microphone configuration makes Hearing Room off-limits for other purposes*</li> <li>• Only 6 public spots</li> <li>• No light signal for Chair</li> <li>• No BCC get personal monitors</li> <li>• Optimal lighting/angles not set up for cameras</li> </ul>	<ul style="list-style-type: none"> <li>• Only 3 BCC physically present at max</li> <li>• Increased scheduling needs</li> </ul>

*\*running the microphones cables through the U-Table Floor format will require a lengthy reconfiguration of the cables to run through the proper soundboard connected to the room. Because of the time needed to do it, PGA strongly recommends that if this option is selected, the room configuration if left alone, and no other meetings held in the Hearing Room, unless this specific set-up is used.*

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## Public Comment & Overflow Rooms

- Anyone coming from the overflow rooms will be guided by staff into the back entry door, and keep to the taped walking lane to the floor. They will come in when prompted by staff, provide their comment at a stand-up microphone, and leave again for the overflow room.

For those individuals who may not be able to stand for three minutes and the possible response for commissioners, the microphone can be moved down and a chair can be brought out by the “runner” (see below), who will enter the room ahead of time to do so.

With the stand-up microphone and the mandating of mask-wearing when giving comment, no disinfection measures need to be taken. The microphone stand will have a sign to not touch it and that face coverings are required to stay on.

- When a member of the public who has a seat in the room already wishes to give a comment, when called upon, they simply walk directly to the microphone, provide their comment, and walk directly back. This keeps social distancing intact.
- Given a regular schedule, Facilities can clean the Hearing Room after the meeting.
- Both Room 497 and Rooms 369A-369B can be utilized as overflow rooms as needed. Each has the capacity to stream the meeting as it occurs, so that the overflow crowd can follow the proceedings.
- Room 497 is much closer to the Hearing Room, so that is one benefit of making it the default overflow room. But only six people can fit in the room, given social distance requirements. Rooms 369A and 369B can each hold 12 individuals (24 total), but they are on a different floor. So it will take time to bring people up to provide comment.
- If all overflow rooms are utilized, 38 members of the public can be accommodated.
- Given a regular schedule, Facilities can clean any overflow rooms after the meeting.

## Additional staff/duties

Here are additional staff that will be required to ensure that meetings proceed smoothly.

- **PGA representative facilitating Zoom public comment:** Will proceed as it currently occurs. PGA staff will be remote on Zoom during meetings to read emails and facilitate discussion.
- **Overflow room social distancing monitors (0-3):** Every overflow room will need to provide a social distancing monitor. These monitors can also keep track of how many people in their rooms wish to provide a comment, and coordinate with the “Runner.” It is unknown at this time what department can staff this service. Facilities has indicated they cannot, and PGA is limited. County Administration will need to assign staff/departments.

- **Runner:** An additional staffer will be needed to escort those providing public comment to the Hearing Room when it is time to do so. This person can probably provide as a greeter in the lobby of the building prior to the meeting starting, and shortly thereafter, to instruct people how to proceed. Alternatively, a dedicated greeter could be stationed. It is unknown at this time what department can staff this service. Facilities has indicated they cannot, and PGA is limited. County Administration will need to assign staff/departments.
- **4<sup>th</sup> floor greeter:** A staffer may be needed to instruct members of the public where to sit (which chairs, in order), so that social distancing is maintained. Additionally, this person would direct the members of the public to the overflow rooms as needed. It is unknown at this time what department can staff this service. Facilities has indicated they cannot, and PGA is limited. County Administration will need to assign staff/departments.

#### **Other meetings**

- Once these protocols are in place and this plan is successfully implemented, it is recommended that the Hearing Room be the primary location for all Red Soils-based county meetings that feature public testimony. Please see the caveat with the “U-Table Floor” format.