HYBRID VIRTUAL / IN PERSON MEETING NOTICE

Notice is hereby given that the JEA Governance Committee will meet on Thursday, May 6, 2021 at 8:00 am at JEA, 21 WEST CHURCH STREET, JACKSONVILLE, FLORIDA. The public is invited to attend this meeting in-person at the physical location. Attendees will be required to wear masks and CDC guidelines and social distancing will be required at the physical location. The public may also attend the meeting virtually via WebEx (access information and instructions below).

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=m7c5f27c90a92d502375e234ff3e82b85
    WebEx Meeting Number (access code): 160 774 3406
    WebEx Password: B0@rdM33t1ng!

    You can **LISTEN** to the meeting and **VIEW** the meeting this way.
    Detailed instructions begin on page 2

    Join the WebEx meeting by phone by:
    Dialing: +1-904-900-2303 or +1 415 655 0001 and using access code: **160 774 3406**

2. 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 Madricka Jones at (904) 665-7784 to obtain a hard copy of the materials.

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 Committee Meeting by WebEx

1. Click on the following URL:

   https://jeameeting.webex.com/jeameeting/j.php?MTID=m7c5f27c90a92d502375e234ff3e82b85

2. 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 ⓘ

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.

   ## JEA Board Meeting

   Host: JEA Board Meeting   Add to my calendar
   ▶ More information

   Your name: [First & Last Name]

   Email address: [test@test.com]

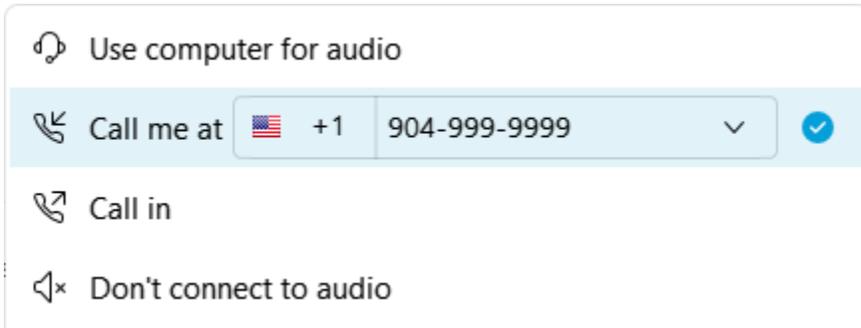   [Join] | ⇌ Join by browser ⓘ

4. Click the green Join Meeting button

5. 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 <u>ANY</u> 10 digit telephone number (area code+seven digit telephone number) that you would like to have the meeting call you on.
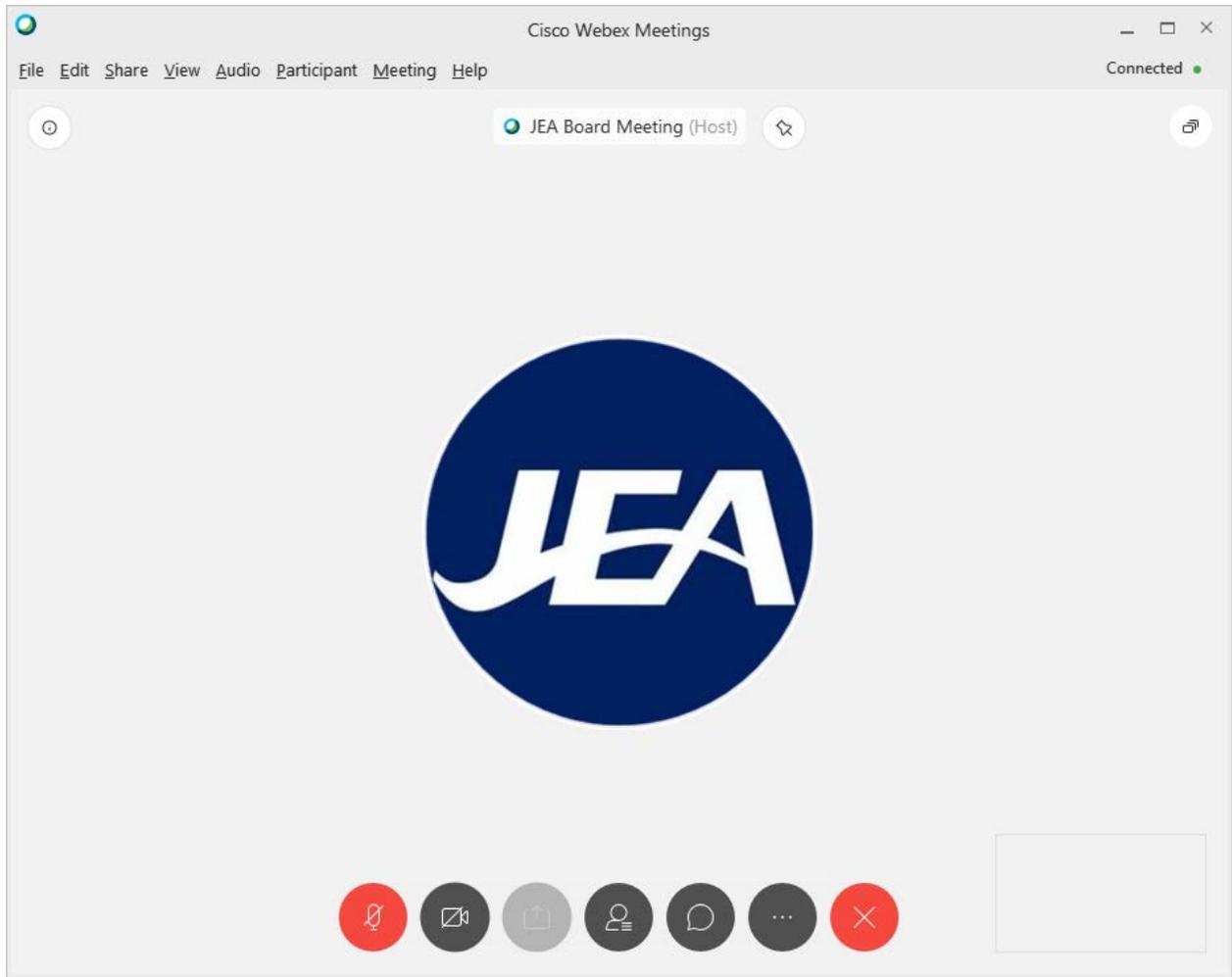

b) **Establish the video:** To active your video, select the camera icon. *You can turn this feature off if you do not want to share video images.*
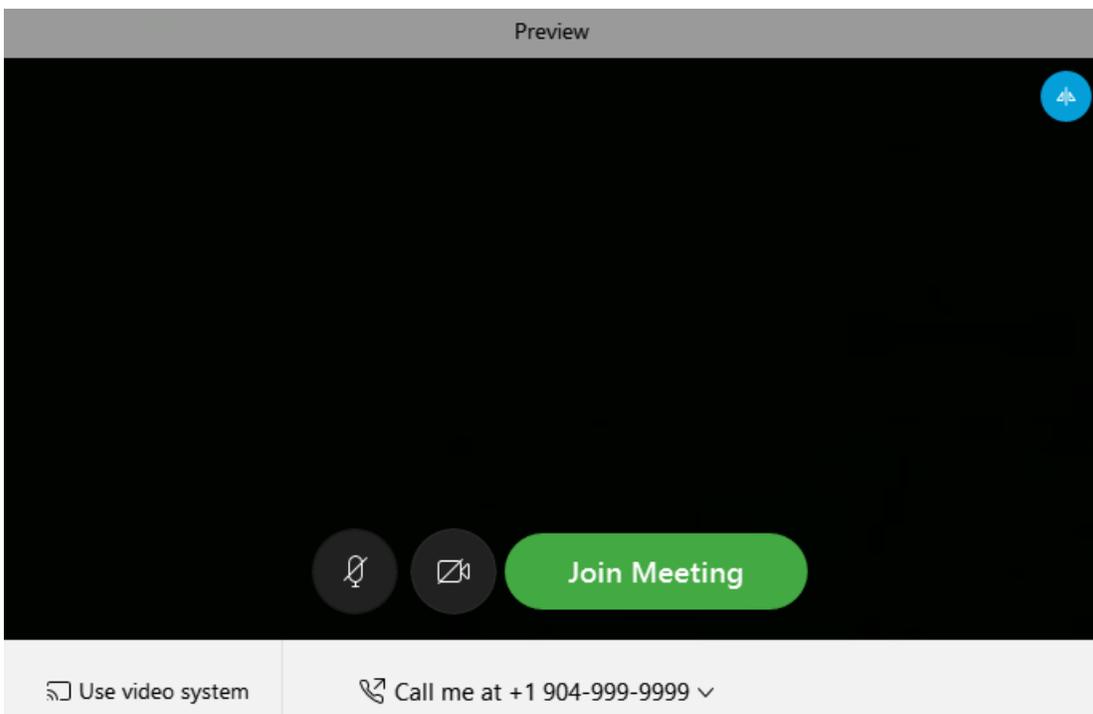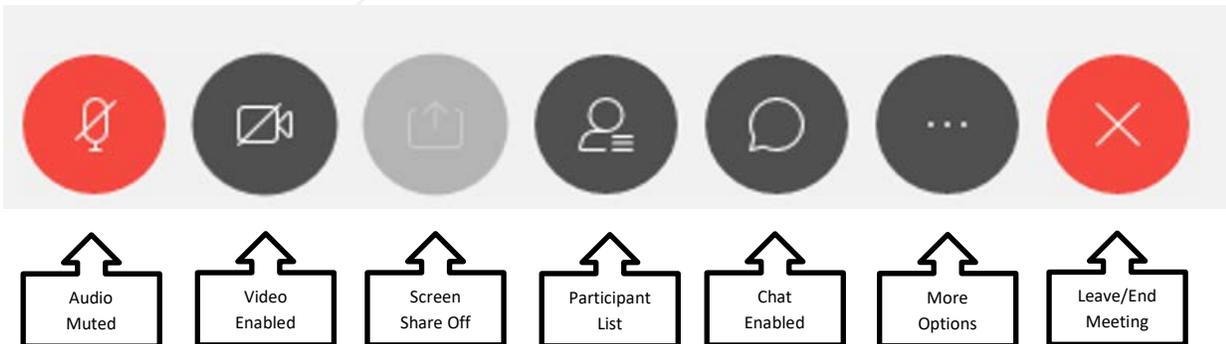

c) Select "**Join Meeting**"

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 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 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: 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.
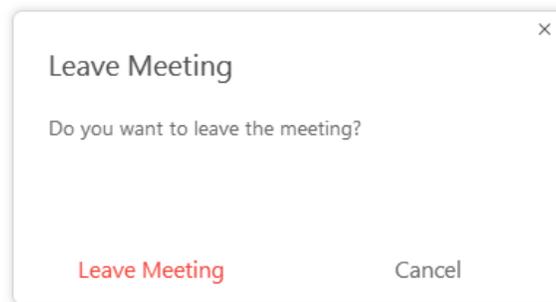
8. You are joined to the meeing with the MUTE feature turned on (your Audio Mute button will be RED), so you are not able to talk at the beginning of the meeting. You will have the ability to turn your mute on and off throughout the meeting. **We request you keep yourself on mute unless you have been recognized to speak.** Directions for public comment are below.