Please remain on mute. We will begin at 8:30 am. This meeting is being recorded.

Public Meetings by Zoom Teleconference

An Overview

Theresa Comstock
CALBHB/C Executive Director

CALBHB/C supports the work of CA’s 59 local mental/behavioral health boards & commissions.  www.calbhbc.org
Public Meetings by Teleconference

- Governor Newsom’s Executive Order
- Posting
- Zoom Teleconferences [www.zoom.us](http://www.zoom.us)
  - Setting up
  - Hosting
  - Recordings
Governor Newsom’s Executive Order

• COVID-19 Executive Order: Teleconferencing

• Allows local and state legislative bodies to hold meetings via conference calls while still meeting state transparency requirements.

Public Meetings by Teleconference: POSTING

- **Timing:** Post 72 Hours in Advance (At Least)

- **Include:**
  - Agenda
  - Connection Information (Links, Phone Numbers)
  - Notification that it will be recorded (Legal reasons)
  - Packet Materials (if available)

- **Email** and/or **Mail** to board/commission members, staff, speakers (and others as able)

- **Local Media:** Encourage Posting in “Community Events” in local paper
Zoom Teleconferences  www.zoom.us

• Setting up
• Hosting
• Recordings
  • Notify people if the meeting will be recorded.
Zoom Teleconferences: SETTING UP

• “Schedule a Meeting”

• Set Up
  • Name of meeting
  • Password
  • Video (on or off for host and/or participant)
  • Audio (Telephone and Computer Audio)
  • Meeting
    • Mute participants upon entry
    • Enable Waiting Room
    • Record meeting automatically in the cloud (if desired)
Zoom Teleconferences: HOSTING

- Join with computer OR phone audio
- **Manage Participants** allows host to:
  - “Mute” or “Unmute”
  - See Raised Hands
- **Share** (allows host and participants to share full screen or applications (such as PowerPoint))
- End Meeting
Zoom Teleconferences: www.zoom.us

- Attend Live Training
- Video Tutorials
- Knowledge Base
CA Association of Local Behavioral Health Boards and Commissions supports the work of CA’s 59 local mental/behavioral health boards and commissions.