

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



**Public Meetings  
by  
Zoom Teleconference**

**An Overview**

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CALBHB/C supports the work of CA's 59 local mental/behavioral health boards & commissions. [www.calbhbc.org](http://www.calbhbc.org)

# Public Meetings by Teleconference

- Governor Newsom's Executive Order
- Posting
- Zoom Teleconferences [www.zoom.us](https://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.  
<https://www.gov.ca.gov/2020/03/12/governor-newsom-issues-new-executive-order-further-enhancing-state-and-local-governments-ability-to-respond-to-covid-19-pandemic/>

# 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](http://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](http://www.zoom.us)

- [Attend Live Training](#)
- [Video Tutorials](#)
- [Knowledge Base](#)



# CALBHB/C Resources

Member Orientation, Recruitment & *more*

<https://www.calbhbc.com/resources.html>

On-line Training & Handbooks:

<https://www.calbhbc.com/training.html>

Frequently Asked Questions:

<https://www.calbhbc.com/faqs.html>

Issue Briefs and more:

[www.calbhbc.com](http://www.calbhbc.com)

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