

HOOD RIVER COUNTY BUDGET COMMITTEE

VIRTUAL MEETING PROTOCOLS

PUBLIC

Access to Webex Event

Attendees (public) are able to access a meeting link by visiting the Hood River County website homepage. The link will redirect you to the Budget & Finance Department page, where further instructions will be listed at the top.

Webex Events allows attendees to listen to audio and view video if the attendee has the video equipment capability. At no time will attendees be viewed by the Budget Committee. Attendees may also join by phone only. The meeting Host has the ability to mute and unmute any attendee as necessary.

Before the Webinar

- Make sure you have access to good phone and internet lines and are in a quiet space.
- If you are connecting from a laptop, try to plug into wall power because battery can adversely affect video quality.
- Call/sign into the meeting at least 15 minutes before the meeting is set to begin to allow time to troubleshoot and resolve any potential issues with equipment (audio/video). This will limit distractions to you and others.
- Please disable audible notifications on your equipment as these notifications will be heard while you are unmuted.
- Webex Q&A will not be available.
- All documents, previously received by staff, being discussed during the Committee meeting may be viewed on the Hood River County website **Budget & Finance Department page**.

Public Comment

Written comments are highly encouraged and will be accepted on any item **until noon on the day of the meeting**. Written comments should be e-mailed to Tina Ruffin at: tina.ruffin@co.hood-river.or.us. Please note that written comments received after noon the day of any given meeting may not be provided to the Budget Committee until after the meeting.

Attendees Joining by Audio and Video:

During public comment periods, attendees joining by video and audio and wishing to speak on a specific agenda item are asked to inform the meeting Host of the request through the “Chat” function when you log in, or to send an e-mail to: tina.ruffin@co.hood-river.or.us. This will allow the meeting Host to compile a list so that the Committee Chair knows how many individuals would like to speak and on what subject.

At the specified time on the Agenda, the meeting Host will announce each person wishing to comment. The Host will un-mute the attendee’s microphone when it is their turn to speak and mute the microphone again when finished. At no time will attendees be viewed by the Budget Committee. Public comment will be by audio only.

Attendees Joining by Audio Only:

Registered attendees using audio only can access the Budget Committee document for the meeting by visiting the Hood River County website, Budget & Finance Department page prior to the meeting and viewing or downloading the material.

During public comment periods, attendees joining by audio only and wishing to speak on a specific item are asked to email the request to: tina.ruffin@co.hood-river.or.us. This will allow the meeting Host to compile a list so that the Committee Chair knows how many individuals would like to speak and on what subject.

At the specified time on the Agenda, the meeting Host will announce each person wishing to comment. The Host will un-mute the attendee’s microphone when it is their turn to speak and mute the microphone again when finished. At no time will attendees be viewed by the Budget Committee. Public comment will be by audio only.

If for some reason the Webex Event is not working properly, we will have everyone leave the meeting and join again by calling into the audio-only platform using the telephone numbers provided on the meeting agenda.