

## Coastline Regional Occupational Program

### Temporary Procedures for Virtual Public Participation in Governing Board Meetings

April 2020

The Coastline Regional Occupational Program wishes to provide continuity of government and communication during the current pandemic. Based on the guidance from the California Department of Public Health and the California Governor's Office to minimize the spread of the COVID-19 virus, Coastline ROP Board meetings will be available via Zoom Teleconference. The Board Room will not be open to the public.

On March 17th, Governor Newsom implemented Executive Order N-29-20, which excuses a legislative body, under the Brown Act, from providing a physical location (while social distancing requirements are mandated) for the public to observe and comment provided that certain conditions are met. A physical location need not be provided *if* the legislative body:

1. “[H]olds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically;
2. Implements a procedure for receiving and “swiftly resolving” requests for reasonable modification or accommodations from individuals with disabilities, consistent with the Americans with Disabilities Act, and resolving any doubt in favor of accessibility;
3. Gives advance notice of the public meeting and posts agendas according to the timeframes and procedures already prescribed by the Brown Act (i.e. 72 hours for regular meetings and 24 hours for special meetings); and
4. Gives notice of the means by which members of the public may observe the meeting and offer public comment, in each instance where notice or agendas are posted.”

If there is a change in the means by which the public may observe and comment, this requirement will be satisfied by advertising this change using “the most rapid means of communication available at the time” within the meaning of Government Code section 54954(e). This includes posting the change to the ROP's website. The ROP remains committed to continuing to employ social distancing, and holding teleconference meetings, and, as a result, is requiring the public to exercise their participation rights via e-mail. Accordingly, to participate in our public process for meetings of the Governing Board, please follow the guidelines below:

1. Please access the teleconference of the meeting by following the instructions from the posted agenda. Please note that the meeting must be called to order in order for the teleconference to commence. An audio recording of the meeting will be available for 30 days following the meeting. Individuals interested in obtaining a copy of the audio recording must contact Debbie Ludwig at [dludwig@coastlinerop.net](mailto:dludwig@coastlinerop.net).
2. Individuals interested in making public comments under the public comment portion of the agenda or on any agenda item must email their comment to Debbie Ludwig at [dludwig@coastlinerop.net](mailto:dludwig@coastlinerop.net). The comment period will begin at the time of the posting of the

agenda and will close once the applicable section of the agenda has been completed at that meeting.

Public comments will be distributed to the Governing Board and read aloud during the “Public Comment” portion of the Board meeting or at the applicable item for an item on the agenda. Individuals submitting comments should not expect responses at the meeting to their comments made under “Public Comment” time.

3. Members of the public are hereby notified that personal information volunteered by the user submitting comments is treated as a public record and may be subject to public inspection and copying if not protected by federal or state law.
4. The Superintendent’s Office will be responsible for the administration of comments received electronically and constituent submittals in accordance with the foregoing user policy requirements.

Comments should be structured as follows to ensure appropriate handling. Thank you in advance for providing comments in the following structure:

- Title of email message: Public Comment Meeting Date: XX-XX-XXXX (add date of the meeting) Agenda Item XXX (identify which item)
- Name (Voluntary)
- Contact Information (Voluntary)
- Comment on subject matter jurisdiction or specific agenda Item

Thank you for your continued interest in our meetings and your comments on items of ROP business.

This procedure will remain in effect so long as California Executive Order N-29-20 remains in effect.

If you have any questions, please contact Debbie Ludwig at (714) 429-2212 or [dludwig@coastlinerop.net](mailto:dludwig@coastlinerop.net).