

**PFPF BOARD OF TRUSTEES PERSONNEL COMMITTEE
PUBLIC MEETING NOTICE FOR WEBEX VIDEO MEETING**

(**No physical location will be made available for this public meeting**)

Notice is hereby given that the **PFPF BOARD OF TRUSTEES PERSONNEL COMMITTEE** will meet on **April 15, 2020 at 2:00 P.M.** via WebEx video. Pursuant to State of Florida Executive Order 20-69 (Emergency Management-COVID-19-Local Government Public Meetings), this meeting is permitted to be conducted by communications media technology. The purpose of this meeting is for the **PFPF BOARD OF TRUSTEES PERSONNEL COMMITTEE** to **consider and discuss PFPF Personnel business.**

Interested persons desiring to attend this meeting can only do so via WebEx video conference using the following meeting access information:

Login instructions begin on page 2

WebEx login/access

WebEx Meeting Number (access code): **733 373 125**

WebEx Password: **24680**

The WebEx meeting agenda and materials can be obtained electronically at **<https://www.coj.net/departments/police-and-fire-pension-fund/board-of-trustees-meetings>**

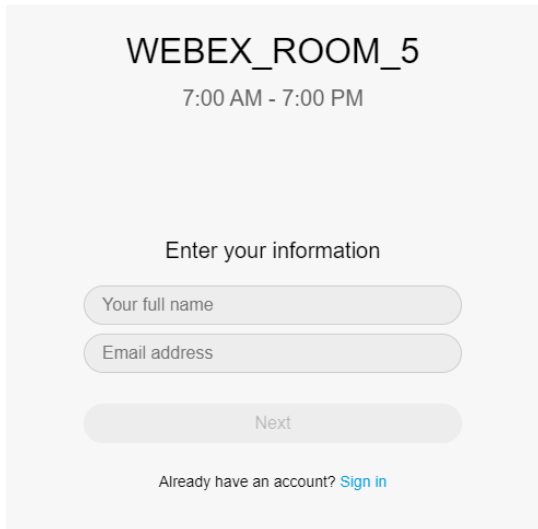
Interested persons who cannot attend this WebEx video meeting but who wish to submit public comments to be read during the meeting regarding any matter on the agenda for consideration at the meeting may do so by emailing **STEVE LUNDY, DEPUTY DIRECTOR** at **SLUNDY@COJ.NET** prior to the meeting start time of **2:00 P.M.**. During the meeting, interested persons can also email **STEVE LUNDY, DEPUTY DIRECTOR** at **SLUNDY@COJ.NET** to submit public comments to be read during the meeting regarding any matter on the agenda for consideration. Public comments received by email must be submitted no later than **2:15 P.M.** on the date of the meeting to be read during the public comment portion of the meeting. The meeting agenda and materials can be obtained electronically at **<https://www.coj.net/departments/police-and-fire-pension-fund/board-of-trustees-meetings>**

Please contact **STEVE LUNDY, DEPUTY DIRECTOR** by telephone at **(904) 255-8956** or by email at **SLUNDY@COJ.NET** 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 above Webex video meeting, please call Disabled Services Division at (904) 630-4940 or (904) 630-4933 (TTY) by 9:00 A.M. the day before the meeting and we will provide reasonable assistance for you.

An audio recording of this Webex video meeting will be available after its conclusion via public records request. Please contact **MARIA YOUNG**, at **904-255-7373** or **MARIAY@COJ.NET** to file a public records request.

Joining our PFPF Meeting from a Web Browser

1. Click on the following URL:
<https://coj.webex.com/coj/j.php?MTID=mb7130f329177ae14b1d1de9879c63cdb>
2. Click “Join from your browser” at the bottom of the window.
3. The following screen will appear in your web browser:



WEBEX_ROOM_5
7:00 AM - 7:00 PM

Enter your information

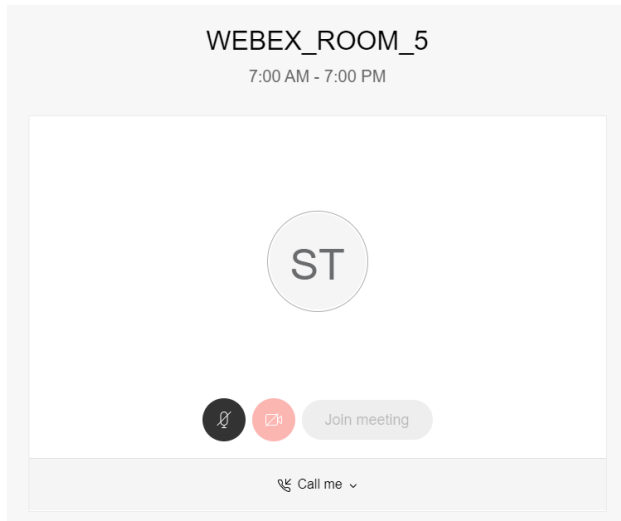
Your full name

Email address

Next

Already have an account? [Sign in](#)

4. Enter your name and email address.
5. Click the “Next” button.
6. Click the “Call me” button:



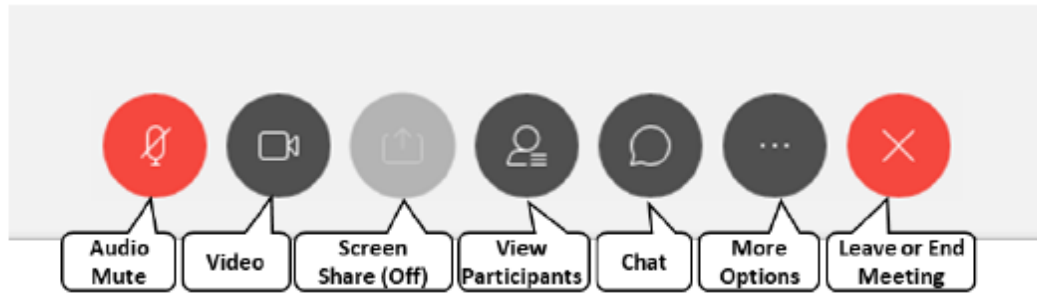
WEBEX_ROOM_5
7:00 AM - 7:00 PM

ST

Join meeting

Call me

- a. Click either: “Using computer for audio”, “Call me at” (you will need to enter your phone number here), “Call in”, or “Don’t connect to audio”.
7. Click the green “Join meeting button”
 8. You are now in the meeting.
 9. While in the meeting, these are the options 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 able 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 BLUE 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 is 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.

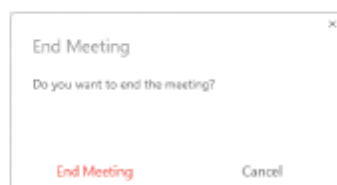
View Participants: This button when DARK GRAY is not enabled, but when clicked it will turn BLUE and display the entire list of meeting participants over on the right hand side of the screen. This is a great way to see who and how many are participating.

Chat: The feature is there for participants to be able to communicate with the entire set of participants or a select participant. ***We do not anticipate the need to use this feature but it is always on in WebEx meetings.*** If you click on the DARK GRAY button, it will turn BLUE and a chat window will appear on the right hand side of the screen. At the bottom you can enter a chat message. Directly above the *enter chat message here* area, is where you can select who to send the chat to. Choosing Everyone will display your chat to the entire participant list.



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.



- You are joined to the meeting with the MUTE feature turned on, so you are not able to talk at the beginning of the meeting. We will unmute the lines when time for public comment. We will moderate giving everyone time to speak if they have something they would talk about. We typically allow a maximum of 3 minutes per speaker.