

Dane County: Moving Forward with Public Meetings Post Pandemic

Presentation to the Executive Committee

7/22/2021

Presentation Agenda

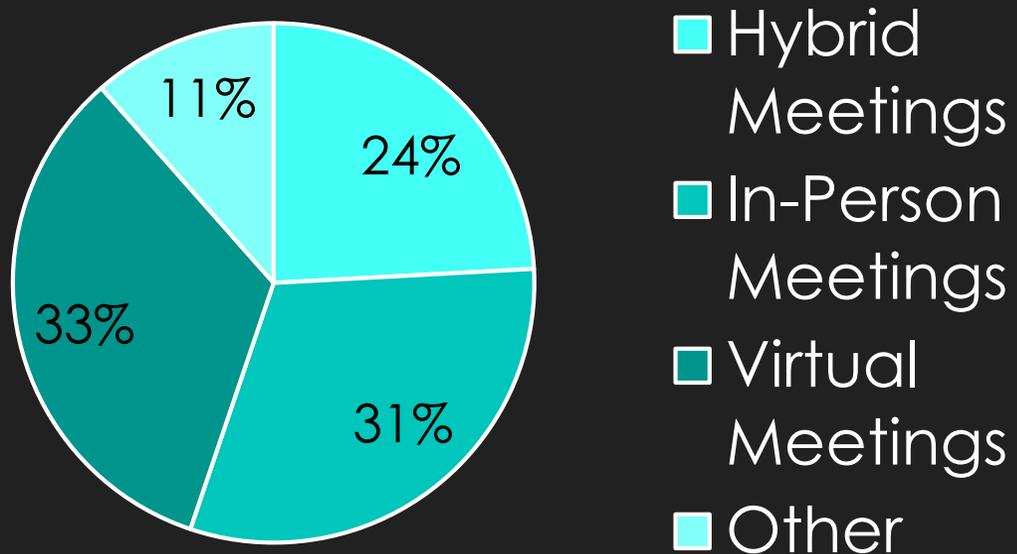
- Review:
 - Relevant Data
 - Definition of Hybrid Meetings
 - Timeline for implementation
 - Registration Process
 - Attendance Guidelines
 - Inclement Weather Policy
 - Parliamentary Procedures
 - Updates to Chapter 7
 - Public Health Considerations
 - Resources Needed

Data Analysis

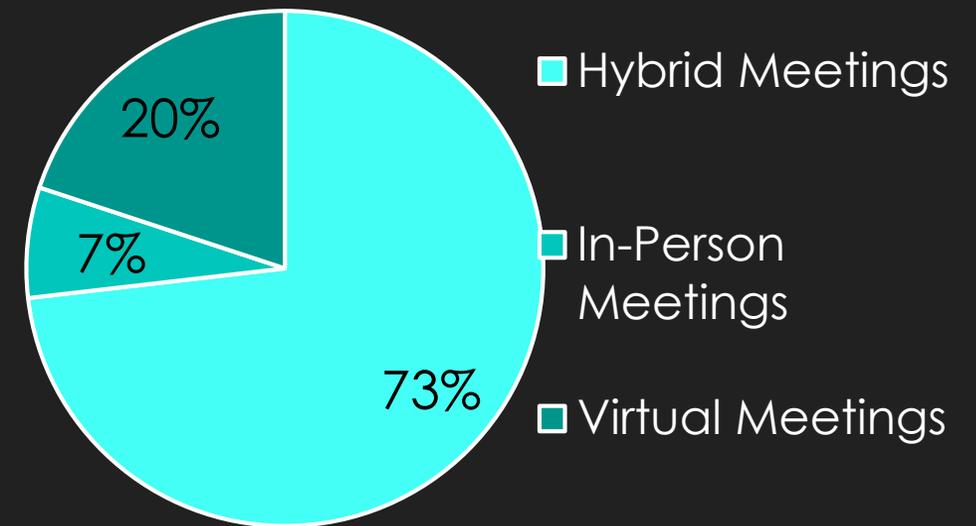
- From March 2020 until the end of June 2021 **677** board, commission, and committee meetings took place
- Assuming, on average, each board/commission/committee met for one and a half hours, over **1,016** hours of virtual meetings have occurred since the first quarter of 2020
- From January 2021-June 2021, **2,573** people registered to attend a Dane County board, commission, or committee meeting. Of those that registered, **1,327 (52%)** registered to speak
- There were **69** active boards, commissions, and committees from March of 2020 through June of 2021

Data Analysis

County Board Members & Committee Staff: Percent Preference of Meetings in the Future



Members of the Public: Percent Preference of Meetings in the Future



Definition of a Hybrid Meeting

Hybrid Meeting: A meeting of a Dane County board, commission, or committee where members of the body and public attend in-person AND virtually; a meeting that is neither 100% in-person nor 100% virtual.

Asked Corporation Counsel to write an opinion regarding hybrid meetings

Almost all boards, commissions, and committees (44) will be able to conduct hybrid meetings as technology will be installed in conference rooms throughout Dane County

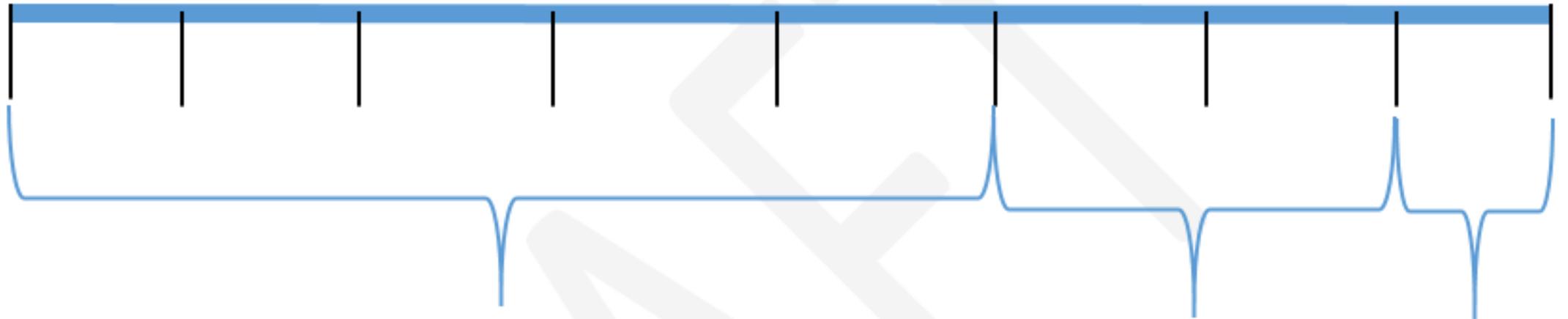
- 13 boards, commissions, or committees meet offsite and will have to either be 100% in-person, 100% virtual, or develop an individualized process for conducting hybrid meetings
- 5 boards, commissions, or committees will need to determine where they will meet

Timeline for implementation

Timeline for Implementation of AV upgrades in Dane County Conference

Rooms

June 2021 July August September October November December January 2022 February 2022



June-October: Order and install AV equipment in all conference rooms

November-December: Learn how to use equipment, develop hybrid meeting process, train committee staff, and pilot process with 1-2 board, commission, and committees

January 2022: Implement hybrid meeting process throughout county

Registration Process

- All registrations must be submitted electronically and 30 minutes prior to the start of the meeting as is practice for 100% virtual meetings
- Members of the public that register to speak will be called upon in the order that they registered
- iPads will be available at each meeting for people to use to register to testify/speak

Attendance Guidelines

- Members of the Body:
 - Members of bodies are expected to attend meetings in-person.
 - Procedurally, meeting in person will be less confusing, and decrease feeling “ignored” by those attending virtually.
 - Exceptions need to be discussed with the Chair prior to the meeting
- Staff and Chair:
 - County staff can either attend County Board meetings in-person or virtually
 - The County clerk and board, commission, and committee chairs are required to attend in-person. If chairs are unable to attend in-person, the vice chair shall attend in-person
 - Staff that support meetings are expected to attend in-person, including the person “running the board”. At least one staff person who supports the meeting is expected to attend in-person
- Members of the Public:
 - Can either attend meetings in-person or virtually

Inclement Weather Policy

If inclement weather, the chair, at their discretion, may choose to have a 100% virtual meetings. If so, the decision to pivot to a 100% virtual meeting needs to be made and posted on the agenda 24 hours prior to the start of the meeting

Parliamentary Procedures

- Members of the body attending the meeting in-person cannot login to the Zoom meeting; having individuals login on their own device will cause feedback
- Members of the body attending the meeting virtually will not be able to see the queue of supervisors requesting to be recognized ***It is imperative that members of the body only use the chat feature to be recognized and not for business***
- The chair will recognize members of body by alternating between in-person attendees and virtual attendees (recognize person attending virtually, then in person, then virtually, and so on and so forth)
- Movers and seconders will need to be identified prior to the start of the meeting as is practice with 100% virtual meetings
- Will continue to act on items with unanimous approval as a voice vote will be impossible
- Amendments to resolutions and ordinance amendments - if attending in person, write the amendment down on paper and hand to the clerk and chair. Chair will read. If attending virtually, type in the chat, and Supervisor making the amendment will read. If further clarification is needed, Chair will read

Updates to Chapter 7

- Updates to Chapter 7 will need to occur through an OA
- Staff working with Corporation Counsel to update Chapter 7
- OA will be introduced in August

Public Health Considerations

- If, in the future, more restrictive public health orders are put into place, all meetings will pivot back to 100% virtual meetings
- As there are no public health orders, there are no capacity limits for conference rooms/meeting locations
- Masks: Follow the policy set forth by the Dane County Department of Administration
- As there are no public health orders, social distancing will not be required but encouraged

Resources Needed

- Zoomers
 - Analysis was completed by the Board Office to determine what boards, commissions, committees people register for and how many people testify to speak.
 - Analysis was used to determine what extra support is needed
 - 14 boards, commissions, and/or committees had 10+ people register to speak
 - 3 LTE Zoomers will need to be hired
 - Will cover 8-10 meetings per month; all meetings are after 4:30 pm
- Laptops – 3 for Zoomers
- May need to purchase iPads if can't repurpose that are outdated
- Still identifying other resources that may be needed

Thank you

○ Questions, comments, feedback?