



Chatham County Board of Commissioners

**Staff Recommendation for Remote Meetings
and Remote Public Hearings**

April 20, 2020 BOC direction to staff

During the April 20, 2020 Chatham County Board of Commissioners Meeting the Board directed staff to give a recommendation to the Board at the May 18, 2020 BOC Meeting regarding a plan for holding remote BOC meetings and public hearings. The Board requested the plan include:

- A way to provide in-person public input at a physical meeting
- A way to provide remote public input
- If possible, a way to use the County's Granicus software for livestreaming the meetings on the County's website.

County Staff Assisting With the Project

GOVERNING BOARD STAFF:

Lindsay K. Ray – Clerk to the Board

Kaitlyn Warren – Deputy Clerk

CONFERENCE CENTER STAFF:

Larilee Isley – CCACC Meeting Coordinator

Marty Allen – Event Services Leader

Brandy Oldham – Event Assistant

Lacee George – Event Services Assistant

PLANNING STAFF:

Jason Sullivan – Planning Director

Cara Russell – Planner II

Angela Birchett – Zoning Administrator

Janie Phelps – Zoning Official

Chance Mullis – Planner I

Hunter Glenn – Planner I

Paula Phillips – Land Use Administrator I

Karen – Bonomolo – Planning Technician

Kimberly Tyson – Planner II

Dan Garrett – Planning Support Specialist & Clerk to Planning Board

MANAGER'S OFFICE STAFF:

Bryan Thompson – Assistant County Manager

Carolyn Miller – HR, Safety & Risk, and Conference Center Director

Stephanie Watkins-Cruz – Policy Analyst

Courtney Jones – Human Resources Analyst

Andrea Brady – Benefits Manager

Courtney Cooper-Lewter – Manager's Office Intern

COMMUNICATIONS STAFF:

Mike Reitz – Communications Director

MIS STAFF:

Chris Johnson – Network Engineer

Shannon VonCannon – MIS Support Technician

Mike Harrison – Senior Network Engineer

Carla Daniel – IT Coordinator

Remote Meeting Options Investigated

- ZOOM
- GoTo Meeting
- GoTo Webinar
- Maestroconference
- Microsoft Teams
- Granicus
- WebEx

Remote/In-Person Hybrid Meeting Recommendation

- Commissioners will all be present at the Agriculture & Conference Center – each Commissioner will be on a County laptop as a panelist on a GoTo Webinar broadcast. Commissioners will be visible on the GoTo Webinar broadcast throughout the entire meeting
- Based on current restrictions on mass gatherings, a certain number of residents will be allowed to attend the meeting in the room with the commissioners
- Residents will be able to watch the GoTo Webinar broadcast in overflow rooms at the Ag Center and at the Historic Courthouse
- Staff will participate remotely and in person
- Presenters (including applicants) will be able to participate remotely or in person
- Residents in the BOC meeting room will give their comments at a laptop with a camera (with the commissioners in the room) and their comments will be part of the GoTo Webinar broadcast
- Residents in overflow rooms will be able to give public input into a laptop with a camera and their comments will be part of the GoTo Webinar broadcast
- Residents participating remotely from home via the GoTo Webinar broadcast will be able to “raise their hand” and be called on one at a time to speak
- Residents who cannot participate in person or remotely on the web will be given the option to call a phone number and leave up to 3 minutes of comments on voicemail and the Clerk will play the recordings of those comments for the Commissioners at the meeting

How should we proceed?

The Appearance Commission and Planning Board will be using GoTo Webinar for their next meetings. These meetings will be fully remote, meaning there will not be a physical meeting. We are hoping these two meetings will help work out the kinks on the staff side of things.

Staff feels confident that we will be ready for a hybrid meeting allowing remote and in-person participation at the June 15th BOC meeting. Staff recommends that the June 15th BOC meeting include items that are noncontroversial and we would encourage residents and applicants to participate in the meeting even if there is not an item of interest to them on the agenda. The June 15th meeting will give the BOC, staff, and residents the opportunity to test this format and determine if any changes are needed before a meeting that would attract a larger crowd.

Therefore, staff recommends the BOC not hold the two Williams Corner public hearings or three Vickers Bennett public hearings until after the June 15th BOC meeting.

Questions?