



September 9, 2021

**TO:** LOCSD Board of Directors  
**FROM:** Ron Munds, General Manager  
**SUBJECT:** **Agenda Item 7C – 09/09/2021 Board Meeting**  
Board and Committee Meeting Format (live, hybrid, remote)

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**DESCRIPTION**

Because of the Pandemic mandates and guidelines provided by the federal, state and local governments, District Board and committee meetings had been held remotely via Zoom until July 30<sup>th</sup> when the Finance Advisory Committee had the first live District meeting. Subsequently, the Board's August 5<sup>th</sup> and September 2<sup>nd</sup> meetings were live as well. The decision to resume live meetings was made back in June 2021 when it appeared safe to reopen the office and resume live meetings. With the rapidly changing conditions associated with the Delta Variant and new local mask guidelines, staff is seeking direction from the Board on how to respond to the changing conditions and regulations in regards to preferred meeting format(s).

**STAFF RECOMMENDATION**

***Provide direction to staff regarding preferred alternative for conducting Board and committee meetings.***

**DISCUSSION**

**Background**

Back in March 2020, the District adopted a COVID-19 Plan that essentially shutdown all live District meetings and closed the office to the public. Executive Order N-29-20 (Executive Order) modified the Brown Act requirements and allowed members of the Board of Directors, staff and public to participate in meetings via teleconference and/or electronically.

Fast forward, with the availability of the vaccines at the beginning of 2021 and the apparent decline in COVID cases, the restrictions imposed by the federal, state and local governments eased. The District responded cautiously reopening the office for limited hours mid-July and scheduling live meeting towards the end of that month. During that period, the Delta Variant caused an upward trend in the number of cases in San Luis Obispo County which has now become a concern.

Working with AGP Video, starting in September, hybrid meetings are now available for Board meetings which allows for Board members and the public to participate remotely. The current informal policy is to allow committee chairs determine if committee meetings are live or via Zoom since staff is still working on having hybrid meetings as an option.

The Executive Order is set to expire on September 30, 2021 which means at Board meetings, the public could continue to participate remotely but Board members would need to attend in person. Until hybrid meetings are available for

Committee meetings, meetings would have to be in-person for the public and committee members. It has been speculated that the Executive Order may be extended but at the time this report was written, there has been no official announcement.

### **Moving Forward**

The expiration or extension of the Executive Order will influence how the District moves forward in regards to meeting formats. The following are the alternatives that the Board could consider under both scenarios.

#### ***Executive Order Expires***

- Revert back to in person meetings with meetings streamed on SLO-SPAN for public viewing.
- Use a hybrid meeting approach where Board members attend in-person and the public can participate remotely.
- Committee meetings are in-person for both members and public until a hybrid option is available for remote public participation.

#### ***Executive Order is Extended***

- Use hybrid meeting approach where Board members and public can attend in-person or remotely.
- Use hybrid meeting approach for committee meeting when it becomes available.
- Return to remote meetings only for both Board and committee meetings.

### **FINANCIAL IMPACT**

The following table summarizes the cost per month associated with each alternative:

For Board of Directors Meetings	Hybrid	In Person Only	Remote
Cost of AGP Service	\$850	\$585	\$0
Zoom	\$55	\$0	\$55
SLOSPAN Indexing Cost	\$200	\$200	\$200

For Committee Meetings	Hybrid	In Person or Remote Only
Zoom	\$0	\$0
One Time Cost for Equipment	\$200-\$500	\$0