

INSTRUCTIONS FOR PUBLIC COMMENT

- 1) **DIAL** the Toll-Free Number 888-204-5984 to participate in the meeting.
- 2) Enter the **Access Code** 9927045 then press '#'.
- 3) **Press # again** to join the meeting as a participant.
- 4) When you hear that '**you are connected to the meeting as a participant**':
 - Stop and **LISTEN**
 - Wait for the hearing officer to call your item.
- 5) When the hearing officer calls on you, **dial '1' then '0'** to be added to the speaker line.
- 6) You will receive a message that your line is unmuted when it is your turn to speak.
- 7) If you provided the department with visual materials in advance of the meeting, please let the hearing officer know before you speak. You will then have the standard 3 minutes to provide your comments.
- 8) Once your 3 minutes have ended, you will be moved out of the speaker queue and back listening as a participant in the meeting (unless you disconnect).
- 9) If you are not a party to the item and wish to speak, wait for the hearing officer to call for public testimony. Then dial '1' then '0' to be added to the speaker queue and follow the same format as above.

We are working diligently to also provide interpretation services remotely. Please check back with us to get the latest updates on current available services. We appreciate your patience as we aim to resolve the numerous challenges during this health emergency.