



**Board Meeting  
Options  
June 23, 2020  
Items 2r and 2s**



# Options for the Short-Term with Video Conference Meetings

# Option A - As-is

**Zoom Webinars**

**Public Comment through email**

**Public attend through phone calls**

**Record Audio, use audio recording for minutes, public can request a copy of the audio**

**Post meeting minutes in the days after the meeting**

# Option B -

Zoom Webinars

Public Comment through email

Public attend through phone calls

Record Audio, use audio recording for minutes, **post audio to the website** with the minutes in the days after the meeting

# Option C -

Zoom Webinars

Public Comment through email

Public attend through phone calls

Record Audio, use audio recording for minutes, **post audio to the website** with the minutes in the days after the meeting

**Record the Video meeting, post the meeting to Youtube and rely on Youtube Closed Captioning. Add disclaimer to the start of meetings that Youtube Closed Captioning is not a part of the public record.**

# Option D -

Zoom Webinars

Public Comment through email

Public attend through phone calls

Record Audio, use audio recording for minutes, **post audio to the website** with the minutes in the days after the meeting

**Record the Video meeting, pay for professional Closed Captioning, post to Youtube within 3 days of the meeting.**

# Additional Staff Time per Meeting and Total Cost per Option

	A	B	C	D
Staff Time	<b>0</b>	<b>1 hour</b>	<b>2 hours</b>	<b>5 hours</b>
Ongoing Cost	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$20,000</b>

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- Discussion around:**
- 1. live video option and Closed Captions**
  - 2. staff time during meetings if call in comments**



**Options for the Long-Term  
regarding live meetings.**

# Option A - As-is

**Meet in person, no video recording**

**Audio recording using to ensure accuracy of minutes**

**Public can request a copy of the audio**

**Post minutes to the website**

# Option B -

Meet in person, no video recording

Audio recording using to ensure accuracy of minutes,  
**posted to the website**

Post minutes to the website

# Option C -

Meet in person

**Record Video using one camera for the entire room**

**Post video to Youtube and utilize Youtube Closed Captioning technology**

Audio recording using to ensure accuracy of minutes,  
**posted to the website**

Post minutes to the website

# Option D -

Meet in person

**Record Video using one camera for the entire room**

**Post video to Youtube after paying a service to do professional and accurate Closed Captioning**

Audio recording using to ensure accuracy of minutes,  
**posted to the website**

Post minutes to the website

# Option E -

**Meet in person**

**Record Video using one camera for the entire room, and post live/delay video to Youtube. Pay for professional live Closed Captioning.**

**Post the video to Youtube after for archiving and public access.**

**Audio recording using to ensure accuracy of minutes, posted to the website**

**Post minutes to the website**

# Option F -

**Meet in person**

**Add multiple cameras and produce live to get speaker, staff, board, and on-screen display**

**Distribute live/delay on Youtube with professional closed captioning service**

**Post the video to Youtube after for archiving and public access.**

**Audio recording using to ensure accuracy of minutes, **posted to the website****

**Post minutes to the website**

# Option G -

**Add multiple cameras and produce live to get speaker, staff, board, and on-screen display**

**Distribute live/delay on Youtube with professional closed captioning service**

**Post the video to Youtube after for archiving and public access.**

**Audio recording using to ensure accuracy of minutes, posted to the website**

**Post minutes to the website**

**Add an online service for eComment during board meetings.**

# Option H -

**Work with Fullerton City on the possibility of utilizing their chambers and their equipment for live broadcasting.**

# Additional Staff Time per Meeting and Total Cost per Option

	A	B	C	D	E	F	G
Staff Time	<b>0</b>	<b>1 hour</b>	<b>2 hours</b>	<b>2 hours</b>	<b>2 hours</b>	<b>10-15 hours</b>	<b>10-15 hours</b>
One-time Cost	<b>0</b>	<b>0</b>	<b>\$15K - \$25K</b>	<b>\$15K - \$25K</b>	<b>\$40k- \$50K</b>	<b>\$90K</b>	<b>\$90K</b>
Ongoing Cost	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$20K</b>	<b>\$20K</b>	<b>\$20K</b>	<b>\$70K</b>

# Potential consideration of staff needed during meetings

