

Teleconference Guidelines for meetings of the County of Santa Clara

Behavioral Health Board

Pursuant to the provisions of California Governor's Executive Order N-29-20, issued on March 17, 2020, certain meetings of the Board of Supervisors and Board Policy Committees will be held by teleconference only. No physical location will be available for these teleconference meetings; however, members of the public will be able to participate in the meetings as noted below, and online streaming will continue as normal in the following forms:

[Agenda Portal: Behavioral Health Board \(BHB\)](#)

[View BHB Meeting Agendas and Minutes](#)

The County of Santa Clara Meeting Portal includes agendas, minutes, videos, and supporting materials for all meetings of the Board of Supervisors and Board Policy Committees.

Public Comment Instructions

Members of the Public may provide public comments to teleconference meetings as follows:

- **Written public comments** may be submitted by email to BHB@hhs.sccgov.org. and will be distributed to the BHB as quickly as possible. BHB meetings are held on the second Monday of every month; we encourage the public to email comments by Friday before the Monday BHB meeting to ensure your comments are read. ***To ensure your comments are read, please send your email at least 72 hours before the scheduled meeting.***
- **Spoken public comments** will be accepted through the teleconference meeting. To address the BHB, click on the link below for the appropriate meeting to access a Zoom-based meeting. Please read the following instructions carefully.
 1. You may download the Zoom client or connect to the meeting in-browser. If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers, including Internet Explorer.

2. You will be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
3. When the BHB Chairperson calls for the item on which you wish to speak, click on "**raise hand**." The BHB Liaison Team will activate and unmute speakers in turn. Speakers will be notified shortly before they are called to speak.
4. When called, please limit your remarks to the time limit allotted.

Accessing Zoom and Using Participants Controls

- You may download the Zoom client or connect to the meeting in-browser. If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers, including Internet Explorer.
- You will be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak. *(Optional unless you would like to provide comment during the public comment portion of the meeting agenda).*
- You will be muted unless you plan to provide comments during the public comment portion of the meeting agenda. When it is your turn to speak, the BHB Liaison Team will unmute you.

Upcoming Teleconference Meetings

Upcoming meetings of the Board of Supervisors and Board Policy Committees, conducted via teleconference, will be identified as teleconference meetings on each applicable agenda. Teleconference links will be posted on each agenda, and on the Welcome page for the meeting group.

In compliance with the Americans with Disabilities Act and the Brown Act, those requiring accommodation for these meetings should notify the BHB Liaison Team Office 24 hours prior to the meeting at BHB@hhs.sccgov.org.