



## MEMORANDUM

**TO:** Whatcom County Council

**FROM:** Council Staff

**RE:** Discussion regarding reopening Council operations to the public

**DATE:** June 12, 2021

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Washington State plans to fully reopen on June 30<sup>th</sup>, which would require changes to Whatcom County Council meeting formats starting with the July 13<sup>th</sup> meeting. Staff would like to receive Council feedback and direction on logistics for reopening.

1. Council meetings

The attached chart shows three options for meetings and describes details for implanting each:

- Option 1: Remote Meeting
- Option 2: Hybrid Meeting
- Option 3: In-person Meeting

Options 1 and 3 can be implemented right away. Option 2 would require additional equipment, configuration and testing to make sure the existing Council Chambers sound system, presentation system and Granicus livestream encoder are properly integrated with additional cameras, laptops and the Zoom video conferencing platform. Effectively managing sound across all these systems will be challenging.

2. Masking guidance

Please contact Dana Brown-Davis at x5015 with any questions you may have.

## COUNCIL MEETINGS: OPTIONS FOR REOPENING

	1 – Remote Meeting	2 – Hybrid Meeting <i>(Not available at this time)</i>	3 – In-Person Meeting
Councilmembers	All participate remotely	Some participate remotely by zoom, some in person in the chambers	All participate in person in the chambers (Option to participate by phone)
Meeting hub	Zoom	Zoom	Chambers in person
Video/cameras	All via Zoom	<b>Option A:</b> One camera with view of dais only, streamed to zoom as one panelist (CMs in chamber) *requires camera set up in chambers	
		<b>Option B:</b> Individual cameras on each in-person councilmember at the dais and streamed to zoom as individual participants *Not available immediately - requires digital device at each seat at the dais (e.g. laptop with camera/mic)	
REMOTE Public participation	Remote participation on Zoom by phone or digital device (camera sharing not offered)		
IN-PERSON Public participation	View Zoom meeting live on projector in chambers	View Zoom meeting live on projector in chambers; View in-person councilmembers (and staff) in chambers.	View live meeting in chambers - all councilmembers and staff in chambers (no zoom broadcast to projector in chambers - remote callers heard via chambers sound system)
	Speak via laptop at podium in Council Chambers (no camera on speaker) (with sound management required)	Speak via laptop or phone at podium (optional camera on speaker) (with sound management required, assistance from vender/contractor)	Speak in-person in chambers (optional camera on speakers)
Sound	Remote meeting sound via zoom to chamber speakers; In-person sound from laptop mic to zoom; Manage chambers sound (e.g. turn off speakers when in-chambers mic is on (mic & speakers can't run at same)	Requires assistance from outside vendor/contractor to solve for sound challenge with reverberation	Sound from chambers broadcast via Legistar. Remote participation via zoom (by computer or phone) – sound received by chambers mic.
Staffing	Clerk; Zoom host; Legistar stream/actions/minutes; Encoder link/zoom broadcast to Chambers/sound board; In-person participation assistance at podium and sound management; Crowd management		Clerk; Zoom host; Legistar stream/actions/minutes; Crowd management <i>Note: Zoom participants need to be able to follow meeting live in real time.</i>