

Current Setup for Hybrid Meetings:

- Audio: USB audio integration has been installed for a County provided PC running Zoom with the Chambers audio/video system. This allows the audio from the County provided PC to be heard over the sound system. It also allows the audio from the room system to be heard by the far side participants on the Zoom meeting.
- Video: Councilmembers participating from the Chambers will be streamed to Zoom as one panelist (one single shot of the entire dais). Councilmembers participating remotely will continue to be shown as individual panelists.
- Remote public participation: By phone or digital device (no camera sharing).
- In-person public participation: Attendees in Chambers, with view of the Zoom meeting projected live on screen (in-person public participants will not be shown on camera).

Current Requirements for Participating In-Person:

- Per state guidelines, masks are required for all in-person participants (councilmembers, staff, audience members), regardless of vaccination status.
- If masking requirements are not met at any time during a public meeting with an in-person component, the meeting will be recessed until compliance is restored, or if compliance cannot be restored then the meeting will be adjourned, continued, or otherwise terminated. If the masking issue cannot be resolved, the meeting should be continued remote-only.
- Continuing, recessing, and adjourning a meeting requires a majority vote of the council. The presiding officer does not have unilateral authority. If the council does not act, the administrator/executive, as an employer, has an obligation to ensure safe work conditions for all staff. Staff should not be compelled to attend in-person meetings that violate [LNI Publication F414-164](#) or, if applicable, [ESSB 5115](#), the Health Emergency Labor Standards Act (protections for high-risk workers).

Future Setup for Hybrid Meetings:

- In December 2021, funding (\$41,500) for the next phase of technology for hybrid meetings was approved for 2022. IT and Facilities are working on finalizing a scope of work and will then be bringing it to Council for review and approval.

Considerations:

- If a hybrid meeting is moved from the Chambers to remote-only, all councilmembers participating in-person will need a laptop or webcam available at the Council Office.
- If a hybrid meeting is moved from the Chambers to remote-only and two councilmembers share an office, should there be a plan in place to provide an alternate space within the Council Office suite for one of the two members to relocate for the duration of the meeting?
- Who will be responsible for ensuring all meeting participants follow mask requirements?