

**PASSAIC COUNTY OPEN SPACE, FARMLAND AND HISTORIC  
PRESERVATION TRUST FUND  
ADVISORY COMMITTEE MEETING**

**AGENDA**

**Thursday, July 15<sup>th</sup>, 2020 (Virtual Meeting)**

**Passaic County Department of Planning and Economic Development**

**6:30 PM**

**Special WebEx Meeting Instructions (more detailed instructions at the end of this document)**

Members of the public will be prompted and given microphone access during the public comment portion of the meeting and following Board member comments for each application.

**- Via Cisco WebEx Meeting Application**

<https://passaiccounty.webex.com/passaiccounty/j.php?MTID=m3526f49ba772d3f83581ab8b49cc5f48>

**- Via Conference Call (if you do not have access to the WebEx application or a microphone):**

(408) 418-9388, Dial Access Code at Prompt: 173 861 8812#

**AGENDA**

- **ROLL CALL, PUBLIC MEETING NOTICE & PLEDGE**
- **MINUTES**
  - May 20<sup>th</sup>, 2021
- **PUBLIC PORTION**
- **NEW BUSINESS**
  - Fall Grant Workshop
  - 2022 Application Timeline
- **OLD BUSINESS**
- **OPEN DISCUSSION**
- **ADJOURNMENT**

**PLEASE SEE WEBEX INSTRUCTIONS AND TIPS ON THE NEXT PAGE**

## WEBEX CONFERENCE ACCESS INSTRUCTIONS

### To join using your computer:

Logon to the Cisco WebEx Meeting Application at the following link:

<https://passaiccounty.webex.com/passaiccounty/j.php?MTID=m3526f49ba772d3f83581ab8b49cc5f48>

If your computer has a built in microphone and speakers, you will be able to participate in the meeting at this point. If your computer does not, or you are unsure, please see the next section on using a phone to dial into the conference call.

**To join using your phone:** Call (408) 418-9388 and enter the meeting number when prompted to join the conference call (Meeting Access Code: 173 861 8812). When prompted for the attendee number, just hit the # key to enter the meeting.

## SAMPLE WEBEX SCREEN

The screenshot shows the Cisco WebEx Meetings application window. At the top, the title bar reads "Cisco Webex Meetings" and the status bar shows "Connected". The main interface includes a menu bar (File, Edit, Share, View, Audio, Participant, Meeting, Help), a toolbar with icons for mute, video, chat, and other functions, and a central area displaying a large "SP" logo. A chat window is open on the right side, showing a "To:" dropdown set to "Everyone" and a text input field with a placeholder: "Type your questions here during PUBLIC COMMENT or during TESTIMONY on any specific application".

**Microphone** - When the microphone icon is GRAY you can be heard by all participants. When it is RED you are muted. Members of the public will be muted when entering so make sure to unmute before speaking during the public comment period or during testimony on a specific application.

**Webcam** - When the camera icon is GRAY you will be seen by all participants if you are using a webcam on your computer. When it is RED only an icon or initials will be seen by all. Please make sure to check this setting once entering the session.

**Chat** - The chat function is controlled by the bubble icon and the text box on the right hand side. If you would like to submit a comment in writing or notify the moderator that you would like to discuss an item during any comment period click on the chat bubble until it turns blue and enter a question in the text box to the right. The To: bar above the text box controls who receives the message. Please keep that set to everyone as it is a public meeting.