



## **PUBLIC COMMENT PROCEDURES** **for Workforce Solutions Public Meetings**

### **INVITATION TO COMMENT**

Workforce Solutions Capital Area (WFS) posts a notice with agenda for all its Board of Directors and board committee meetings with the Travis County Register and on our website, in compliance with the Open Meetings Act. WFS encourages the public to speak on any issue that is under WFS's jurisdiction and includes Public Comment on the agenda in each of its public meetings.

Public comments at WFS Board meetings may be limited to a reasonable number and frequency. WFS does not and will not discriminate among speakers for or against any point of view.

### **PUBLIC COMMENT PROCEDURE** (UPDATED APRIL 2021)

Due to COVID -19, WFS Board of Director meetings are held virtually. We have had to alter our regular Public Comment procedures to accommodate the virtual world. If you wish to make a public comment at a WFS Board of Directors meeting, please follow the guidelines below:

1. Due to virtual meetings, you must send an email to Donna Crenshaw - [donna.crenshaw@wfscapitalarea.com](mailto:donna.crenshaw@wfscapitalarea.com) - requesting the opportunity to make a public comment **at least one (1) hour prior to the scheduled start of the meeting**. In your email please provide the following:
  - a. Name and date of meeting you wish to make a public comment.  
(EXAMPLE: WFS Board Meeting scheduled for January 10, 2021)
  - b. Your first and last name
  - c. Company/Organization you represent
  - d. Email address
  - e. Phone number
2. **It is required that you pre-register for all virtual WFS Board of Directors' meetings.**
3. At the appropriate time on the agenda, the Board Chair will call the names of those who wish to make a public comment.
4. When your name is called, you will have three (3) minutes to make your statement. It is wise to practice what information you wish to share to ensure you highlight the most salient points. You will be told when your three (3) minutes are up and the Board Chair will call on the next speaker. Because WFS Board Meetings have dedicated timelines, we ask that you do not exceed the three (3) minutes limit.

5. Only one person from an organization and/or company may register to speak at a meeting. Two, three or more people from the same organization/company cannot sign up individually to make a public comment at a single meeting.
6. However, it is permitted to share the allotted three (3) minutes with a colleague. Remember, it is a total of three (3) minutes for all those speaking during your time.

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT:**

Donna Crenshaw

Managing Director to the CEO

[Donna.crenshaw@wfscapitalarea.com](mailto:Donna.crenshaw@wfscapitalarea.com)

512-597-7124

*(Office staff is telecommuting; however, your call will be returned as soon as possible.)*

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Workforce Solutions Capital Area is an Equal Opportunity Employer/Program. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids, services, or special accommodations should contact Donna Crenshaw at 512.597.7124 at least two (2) working days prior to the meeting, so that appropriate arrangements can be made. Relay Texas: 1.800.735.2989 (TDD) / 711 (Voice)

[www.wfscapitalarea.com](http://www.wfscapitalarea.com)