Keeping Local Governments Moving: Conducting Business Virtually

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Setting Up Your Telework Program

1. Set a Goal.
   • Then design program.
Setting Up Your Telework Program

2. Define Your Policy.
   - Who can participate?
   - What is your work week?
   - Equipment considerations?
   - Cybersecurity?
Setting Up Your Telework Program

3. Determine Which Tasks are Best for Telework.
Setting Up Your Telework Program

   • Engage Your Teleworkers.
Setting Up Your Telework Program

5. Train Managers.

LinkedIn – 16 Free Trainings Related to Telework for Teams
https://www.linkedin.com/learning/paths/remote-working-setting-yourself-and-your-teams-up-for-success?u=104
Setting Up Your Telework Program

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8. Discuss Dependent Care Options.

• Earlier start time?
• Later start time?
Setting Up Your Telework Program

9. Provide Technology Resources.
   • Contact Relationship Management Systems
   • Project Management Systems
   • Online Meeting Tools
   • Online Fileshare
   • Hardware
Setting Up Your Telework Program

10. Assess Your Program.

• Revamp as Necessary.
Helpful Tools for Telework Program Implementation

Become a Partner

Your Contact Information

First Name
Last Name
Title
Phone Number (optional)
Email Address

yourcommutesolution.com
Free Technology Resources For Working Remotely

Microsoft Office 365 & Teams

- 6-month no cost ‘freemium’
- Teams features
  - Virtual Video meetings for up to 250 participants
  - Live Event for up to 10,000
  - Recording and screen sharing
  - Chat
  - One-on-one audio or video calling
- Sign up
  - https://products.office.com/
Free Technology Resources
Video and Audio Conferencing

Webex

- Free personal license
- Free features
  - Up to 100 participants in each meeting
  - Meet as long as you want
  - Call-in for audio
  - Unlimited number of meetings
- Sign up
Free Technology Resources
Video and Audio Conferencing

Zoom

- Free basic personal meeting license
- Free features
  - Up to 100 participants in each meeting
  - Meet as long as you want
  - Unlimited 1 to 1 meetings
  - Participants can join your meeting for free from their phone, desktop, mobile and tablet devices. A participant does not require a Zoom account in order to join a meeting
- Sign up
  - https://zoom.us/pricing
Free Technology Resources
Online Documents

Google Docs

- Free Personal license with Gmail account
- Free features
  - Access, create, and edit your documents wherever you go — from your phone, tablet, or computer — even when there's no connection.
  - Share with anyone
  - Everyone can work together in the same document at the same time
- Sign up
  - https://www.google.com/docs/about/
Free Technology Resources
Free Online Storage

- Google Drive: 15GB free
  - https://www.google.com/drive/

- OneDrive: 5GB free

- Dropbox: 2GB free
  - https://www.dropbox.com/basic
Is Your Meeting Subject to the Texas Open Meetings Act?
Suspension of Certain TOMA Statutes

- Effective March 16, 2020
- Subject to certain conditions
- To allow telephonic or videoconference meetings
- To avoid congregate settings in physical locations
- Suspensions are in effect until terminated by Governor, or until disaster declaration is lifted or expires
What Remains Unchanged?

- Public Notice Requirements
- Public Comment
- Quorum Requirements
Temporary Suspensions

▪ Meetings that require a quorum or a presiding officer to be physically present at the specified location of the meeting; provided, however, that a quorum still must participate in the telephonic or videoconference meeting

▪ Meetings that require physical posting of a notice; provided, however, that the online notice must include a toll-free dial-in number or a free-of-charge videoconference link, along with an electronic copy of any agenda packet
Temporary Suspensions

- Meetings that require the telephonic or videoconference meeting to be audible to members of the public who are physically present at the specified location of the meeting; provided, however, that the dial-in number or videoconference link provided in the notice must make the meeting audible to members of the public and allow for their two-way communication; and further provided that a recording of the meeting must be made available to the public.

- Meetings that may be interpreted to require face-to-face interaction between members of the public and public officials; provided, however, that governmental bodies must offer alternative methods of communicating with their public officials.
Conducting Open Meetings

- Select a resource – Conference Line, Virtual Meeting

- Assign a moderator (different than presiding officer)
  - Housekeeping items
  - Certify the quorum
  - Assist in coordinating the public comment portion
  - Vote and motion tracking

- Announce temporary suspension of certain requirements and what measures were taken to comply with TOMA
Resources

- Attorney General Open Meetings Hotline – 888-672-6787
  - Leave your contact information
  - Type of Governmental Body
  - Question

- H-GAC – 713-993-4598 or rick.guerrero@h-gac.com
Questions?

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