



Kenai Peninsula Borough
Office of the Borough Mayor

MEMORANDUM

TO: All Departments and Service Areas
THRU: Charlie Pierce, Kenai Peninsula Borough Mayor 
FROM: Dan Nelson, Emergency Manager 
DATE: April 20, 2020
RE: KPB Continuity Plan Update – Public Meetings

As the COVID-19 incident continues, it is obvious that many variables are continuing to influence operations for all public and private sector entities throughout Alaska and the nation. While our continuity plan is in place and our facilities are still closed to the business, a high operational priority for all areas is to continue to be able to conduct business and serve the public while keeping the employees and public safe.

Our continuity plan has deferred some routine business and modified our procedures. With an unknown timeline and future events, it is important that we are able to conduct business without deferring routine items and allowing for all of our public bodies to continue to meet and facilitate public participation.

All Departments and Service Area boards should take the following action:

1. Resume your normal meeting schedule as soon as practical by either conducting meetings through the Zoom platform or by conducting meetings telephonically.

To conduct meetings through Zoom:

- Obtain a Zoom login for conduct of the meetings and follow the procedures for starting and conducting a public meeting using the Zoom tool. These instructions are outlined in the attached document. The procedures in place dictate if some of the features of the tool are to be used – these instructions are to ensure a smooth meeting and compliance with applicable laws.
- Instruct your board members on the proper use of Zoom for a meeting. It is recommended a test meeting be conducted prior to

the official public meeting to identify any potential technical difficulties. Board members that do not have the proper technology should utilize the call in feature through the Zoom platform.

- Prepare for the meeting, ensuring that staff is on-hand to administer the platform. It is expected that one staffer will be responsible for administering the meeting via Zoom, while another will staff the body, taking minutes, and perform other routine functions.
2. Advertise the meeting to ensure compliance with Open Meetings Act and to ensure clear instructions are provided so that the public may participate. Reference the March 20, 2020 memo from the Legal Department on proper verbiage.

Thank you to all of the staff and board members that are adjusting to this new way of conducting business. These tools will allow us to ensure that the public can participate in Borough business while keeping everyone safe and healthy.