



September 28, 2020

Angela Calvillo  
Clerk of the Board  
1 Dr. Carlton B. Goodlett Place  
City Hall, Room 244  
San Francisco, CA 94102-4689

Dear Ms. Calvillo,

This letter is to inform the Clerk of the Board that HealthRIGHT 360 will be holding our Sunshine Meeting virtually on Wednesday, October 28<sup>th</sup>, 2020. The meeting of the Board of Directors will commence at 6:00pm via Zoom.

Please find attached to this letter detailed instructions for attendees to join and participate in the Sunshine Meeting.


In compliance with the San Francisco Sunshine Ordinance, this meeting will be free and open to the public. If anyone has further questions regarding this meeting, please do not hesitate to contact me.

Sincere regards,

Brianna Izaguirre

Executive Assistant to CEO  
HealthRIGHT 360  
1563 Mission Street  
San Francisco, CA. 94103  
O: 415-762-3700  
[bizaguirre@healthright360.org](mailto:bizaguirre@healthright360.org)



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BY 

**HealthRIGHT 360 Board of Directors  
Sunshine Meeting  
October 28<sup>th</sup>, 2020 at 6:00 P.M.  
Zoom Meeting Guidelines**

Due to the COVID-19 health emergency, all HealthRIGHT 360 Board of Directors Meetings including this Sunshine Meeting are held virtually through Zoom.

Members of the public are encouraged to participate remotely in this Sunshine Meeting.

For those who are new to Zoom meetings, please continue to the next page for a step by step guide to participating.

If you have any questions after reading this or at any other time, please contact Brianna Izaguirre at [bizaguirre@healthright360.org](mailto:bizaguirre@healthright360.org)

**General Meeting ID, Password, and Dial-In Information**

To join by internet, please use the link below:

<https://healthright360.zoom.us/j/93329263122?pwd=S21pczlmQm0yVEwzWUd5VGRZOFRIUT09>

To join by telephone, please dial this number: 1 669 900 6833

**Meeting ID: 933 2926 3122**

**Password: 229568**

**Please note you do not have to register in advance to attend the meeting.**

**For alternate ways to connect, please continue to the next page.**



### Joining the Sunshine Meeting Via Internet

1. Navigate to Zoom in your web browser by typing **zoom.us** into the search bar.
2. Click **Join a Meeting** located at the upper right-hand corner of your screen.
3. Enter the Meeting ID into the **Meeting ID field: 933 2926 3122**.
4. When prompted, enter the **Password: 229568**.
5. If prompted, please enter your email address and your name in the fields provided. Please note that when submitting a public comment, you will be identified by your Zoom name. **In order to ensure that we give everyone an equal opportunity to speak, we have disabled the option to remain anonymous for this call.**
6. **Click Join.**

**To participate in the Sunshine Meeting via internet, please engage using the following steps:**

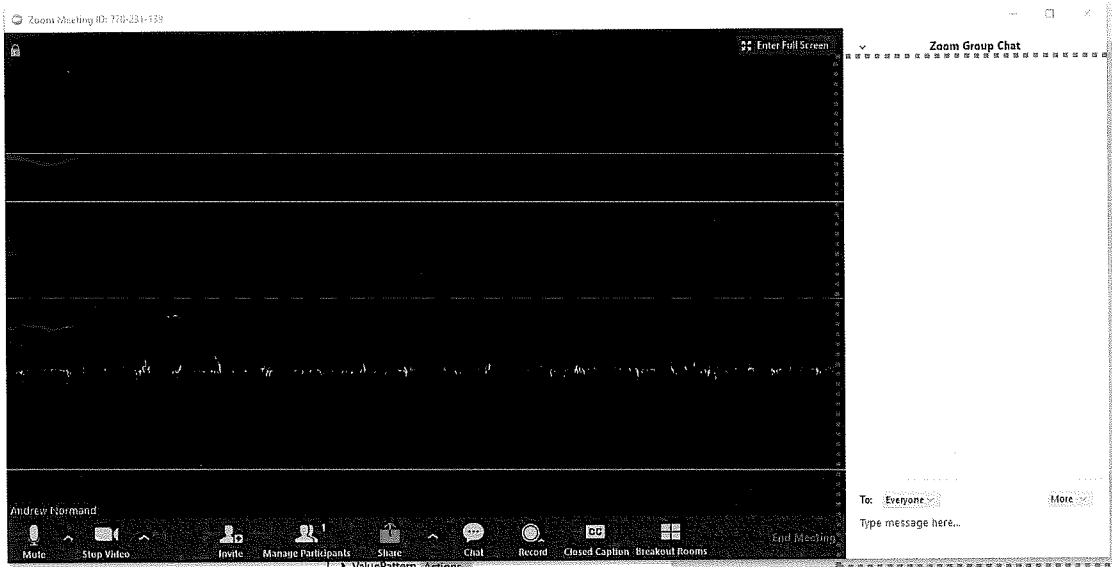
1. To indicate that you have a question/comment and would like to be unmuted, please write your name in the **chat**.

#### Chat

- a. Click **Chat** to open the in-meeting chat.

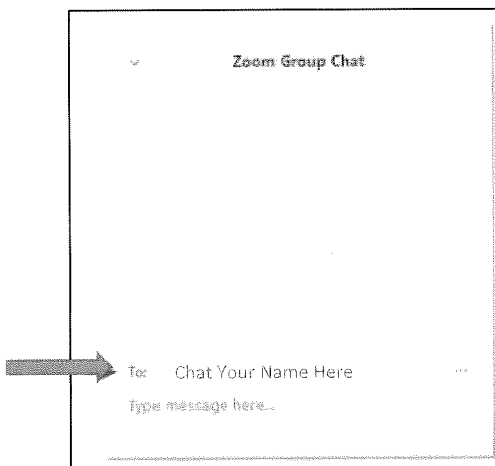


- b. The chat will appear on the right side of your Zoom window (if you are not in full screen). If you are in full screen, it will appear in a window that you can move around your screen as needed.



c. To submit a request for public comment (and request to be unmuted), please click on the option that says “To:” A drop down menu will appear, please select the name titled “Chat Your Name Here.” Please type your name in the chat, press enter, and we will call you in the order that your name appears.

Please note that when submitting a public comment, you will be identified by your Zoom name.



d. When it is your turn to speak, the hosts will identify you by your name as it appears on Zoom followed by “your line has been unmuted.” This is your opportunity to provide your public comment for up to two minutes.



### **Best Practices when Providing Public Comment**

- Call from a quiet location
- Speak slowly and clearly
- Turn down any televisions or radios around you

e. Each speaker will be given two minutes to provide their public comment.

f. Once your two minutes have ended, you will be muted, and you will return to listening mode (unless you disconnect).

### **Joining a Sunshine Meeting by Telephone Only**

1. Dial in the following telephone number: **1 646 876 9923**.
2. You will be prompted to enter the Meeting ID: **973 7678 5483, followed by #**.
3. If the meeting has not already started by the host, press # to wait for the host to begin the meeting.
4. You may be prompted to enter your *unique* participant ID. **This does not apply to you as a participant**. Press # to skip.
5. You may be prompted to enter the meeting passcode, followed by #. **Please enter: 229568, followed by #**.

**To participate in the Sunshine Meeting via telephone, please engage using the following steps:**

- a. To indicate that you have a question/comment and would like to be unmuted, please utilize the **Raise Hand** feature by dialing **\*9** in your telephone.
- c. You will receive a verbal notification that says “the host will be informed that you would like to speak.” Your digital hand is now raised.
- d. When it is your turn to speak, one of two options will happen:



- The hosts will identify you by your name as it appears on Zoom or by your zip code and the last 3 digits of your phone number, followed by “you have been unmuted.” This is your opportunity to provide your public comment.
- You will receive one verbal notification saying “Host would like you to unmute.” If you receive this notification, it is your turn to speak. Please press **\*6 to unmute yourself**.

**Best Practices when Providing Public Comment**

- Call from a quiet location
  - Speak slowly and clearly
  - Turn down any televisions or radios around you
- e. Each speaker will be given two minutes to provide their public comment.
- f. Once your two minutes have ended, you will be muted, and you will return to listening mode (unless you disconnect).