

Guidance for County Council Meetings While Under Kentucky's COVID-19 State of Emergency

With consideration to the current state of emergency and restrictions on in-person meetings, GOAP is providing the following guidance when scheduling **County Agricultural Development Council meetings** over the next few months.

1. If there is no urgent need to meet, then please cancel any regularly scheduled meetings of the County Council.
2. If you have received an application requesting funds, then consider the following. Do you have county funds available to appropriate now?
 - a. If not, then plan to meet in May or later after the MSA payment arrives.
 - b. If so, then you may schedule the council for a remote access meeting.
3. Regarding the **"60-Day Rule"** for council action once an application is received, extensions will be granted until the in-person meeting restrictions are lifted. Please notify our office if you receive an application during this period and are unable to schedule a meeting using the remote access options listed in #4 below.
4. Remote Access Meeting Options:
 - a. Video Conferencing – such as Skype, Zoom, GoToMeeting, Chime, etc.
*This is the **preferred method** of meeting to comply with Open Meetings law.*
 - b. Audio Teleconferencing – such as phone provider conference call solutions, etc.
This is an option if the majority of the council does not have access to video conferencing.
 - c. Combination of 4a. and 4b. – if you have some council members with the capability to video conference and some without, then it is OK to have the members join by a combination of either video or phone.
 - d. **Requirements –**
 - i. Public notice must still be provided with links/numbers available for public to watch/listen to the meeting, as well as an agenda (GOAP must be included in the notice);
 - ii. Applications to be considered must be emailed to each council member and GOAP prior to the virtual meeting;
 - iii. Minutes must be taken and actions recorded;
 - iv. A minimum of five council members must be present by remote access for the meeting; and,
 - v. The Priority Sheet may be signed either live signature, digital signature, or an email message from each council member – showing his/her vote w/name - attached to the priority sheet. *Names will be verified with the current council list, as normal.* Include a copy of the minutes with the priority sheet, as well.