

**CITY OF JACKSONVILLE**  
**OFFICE OF ETHICS, COMPLIANCE, AND OVERSIGHT**  
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**HOW TO OBSERVE & PARTICIPATE IN JACKSONVILLE HOUSING  
FINANCE AUTHORITY MEETINGS DURING THE COVID-19 STATE OF  
EMERGENCY**

During the COVID-19 State of Emergency, the City of Jacksonville is taking steps to keep local government open and accessible to the public while also protecting the health, safety and welfare of the community. The Governor of Florida issued Executive Order 20-69 allowing local city governments to hold public meetings using telephones or computers. Until it is safe to gather at City offices again, Jacksonville Housing Finance Authority meetings will be held virtually. Below you will find a step-by-step guide to observing and participating in this new meeting format.



**Step 1: Find the Meeting Notice on the City's Homepage**

Jacksonville Housing Finance Authority meeting notices can be found on the City's calendar (Click on "All Events") on the main homepage at [www.coj.net](http://www.coj.net). Meeting notices will include the topics to be covered, the date and time of meetings, instructions for accessing the virtual meeting room via the app and phone, and instructions for making public comment if applicable. Additionally, any meeting materials that would typically be distributed at the meeting will be posted on the Jacksonville Housing Finance Authority's website prior to the meeting.



**Step 2: Familiarize Yourself with the Zoom Program**

Zoom is available for free at <https://zoom.us/>. The program will allow you to observe Jacksonville Housing Finance Authority meetings as they happen. If you sign-in using your computer, you will see video of the Jacksonville Housing Finance Authority members from their offsite locations. You can also use your phone to call-in and listen to the audio as it happens. If you are using Zoom for the first time, please give yourself time before the meeting starts to download the app or create an account.



**Step 3: Provide Public Comment from Home**

The meeting notice will provide information and instructions so that you can provide your comment on public issues. Please know that informational meetings may not include a public comment time but this will be clear in the meeting notice. If you do not find information regarding public comment in the meeting notice, you can reach out to the meeting contact whose information is found at the bottom of the notice. You can also call the City's helpline, 630-CITY. Comments there are shared with the proper officials and tracked along with all of the other calls on the same topic.

Please have patience. This is a time of learning for us all! We are also learning and expect there may be some mistakes as we move forward together in these challenging times. Please help us improve our process by submitting feedback and suggestions to [ethics@coj.net](mailto:ethics@coj.net).

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**Frequently Asked Questions about Jacksonville Housing  
Finance Authority Meetings during COVID-19 State of  
Emergency**

<b>Q.</b>	Is the Jacksonville Housing Finance Authority required to hold in-person public meetings in City offices under the Sunshine Law during the COVID-19 emergency?
<b>A.</b>	No. It is not safe to gather in City offices at this time. The Governor of Florida issued Executive Order 20-69 allowing city governments to hold virtual meetings by phone or computer during the State of Emergency.
<b>Q.</b>	Can I still attend Jacksonville Housing Finance Authority Meetings?
<b>A.</b>	Yes. Meeting notices will include instructions on how the public can observe virtual Jacksonville Housing Finance Authority meetings from home through Zoom and phone. Access is free and open to everyone. However, to view meetings through Zoom, you will need to visit <a href="https://zoom.us/">https:// zoom.us/</a> and create a free account.
<b>Q.</b>	Where can I find the meeting notices for Jacksonville Housing Finance Authority meetings?
<b>A.</b>	Jacksonville Housing Finance Authority meeting notices can be found on the City's calendar on the homepage at <a href="http://www.coj.net">www.coj.net</a> . In the bottom left hand corner, click on View All Events. There you will find a list of all upcoming meetings. Click on the meeting title for
<b>Q.</b>	How will I know what will be discussed during Jacksonville Housing Finance Authority meetings?
<b>A.</b>	Meeting notices will include a copy of the agenda for the Jacksonville Housing Finance Authority meeting. Additionally, any materials or documents to be discussed at the meeting will be posted on the Jacksonville Housing Finance Authority's website at least seven days prior to the meeting.
<b>Q.</b>	How can I comment at virtual Jacksonville Housing Finance Authority meetings?
<b>A.</b>	When public comment is required, several options will be provided in the meeting notice. The options may include comment by email and phone. If you do not find instructions in the notice, reach out to the contact person provided near the bottom of each notice.
<b>Q.</b>	What if I cannot wait until the next Jacksonville Housing Finance Authority Meeting to share information with the City?
<b>A.</b>	You can get messages to the City any time by calling the City's helpline, 630-CITY. When you ask your questions and report your concerns there, they are shared with the proper officials and tracked along with all of the other calls on the same topic.

**additional questions may be submitted to [jhfa@coj.net](mailto:jhfa@coj.net).**