**Sample Staff Report**

**To: Board of Directors or Standing Committee**

**From: Agency Staff**

**Re: Agenda Item No. 1 – (see the recommended actions below)**

**Date: [insert date]**

For authorization or re-authorization: Consider finding by a majority vote under Gov. Code § 54953, subd. (e)(1)(B) that as a result of the COVID-19 emergency: (i) meeting in person would present imminent risks to the health or safety of attendees; and (ii) the meeting is authorized to be held by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C).

For renewal: Consider finding by a majority vote under Gov. Code § 54953(e)(3) that a result of the continuing COVID-19 emergency: (i) the board has reconsidered the circumstances of the state of emergency; (ii) renew prior findings that meeting in person would continue to present imminent risks to the health or safety of attendees; and (iii) the authorization for meetings to be held by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C) is renewed.

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In light of the Governor’s declaration that a state of emergency exists due to the incidence and spread of the novel coronavirus, and the pandemic caused by the resulting disease COVID-19, the board should consider whether meeting in person would present imminent risks to the health or safety of meeting attendees.

The Centers for Disease Control indicates that COVID-19 is a highly transmissible virus that is spread when an infected person breathes out droplets and very small particles that contain the virus, and such droplets and particles are breathed in by other people.[[1]](#footnote-2) Since June of 2021, a more infectious variant of the virus, known as the Delta Variant, has emerged and now accounts for the vast majority of COVID-19 cases.

Although effective vaccines have been approved by the U.S. Food and Drug Administration for emergency use, vaccination rates are slow and have not yet reached a point to significantly control community transmission. As of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, only \_\_\_\_\_% of Californians who are eligible to be vaccinated are fully vaccinated.[[2]](#footnote-3)

Those who become infected with COVID-19 are at risk of serious illness and death. As of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, over \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Americans have died from the virus.[[3]](#footnote-4) Many more have been hospitalized with serious illness. Currently, in \_\_\_\_\_\_\_\_\_\_ County,\_\_\_\_\_ people are hospitalized with COVID‑19. Additionally, \_\_\_\_% of intensive care beds are in use. (Check your County’s COVID-19 public health website/dashboard to insert this specific statistic.)

Conducting meetings by teleconference would directly reduce the risk of transmission among meeting attendees, including members of the public and agency staff, which has the ancillary effect of reducing risk of serious illness and death as well as reducing community spread of the virus.

If the authorization to meet by teleconference is not approved by a majority vote, then the meeting will adjourn after this item and the remaining agenda items will be rescheduled to a future in-person meeting.

**Recommendation:**

**For authorization or re-authorization:** Move that the board find that, as a result of the COVID-19 emergency, meeting in person would present imminent risks to the health or safety of attendees, and the meeting should be held by teleconference as authorized by subdivision (e)(1)(C) of section 54943 of the Government Code.

**For renewal:** Move that the board find that it has reconsidered the state of the COVID-19 emergency, meeting in person continues to present imminent risks to the health or safety of attendees, and the board renews the prior authorization for meetings to be held by teleconference as authorized by subdivision (e)(1)(C) of section 54943 of the Government Code.

1. [www.cdc.gov/cornonavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html](http://www.cdc.gov/cornonavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html) [↑](#footnote-ref-2)
2. State of California Covid-19 Dashboard <https://covid19.ca.gov/vaccination-progress-data/> [↑](#footnote-ref-3)
3. Johns Hopkins University Coronavirus Resource Center <https://coronavirus.jhu.edu/> [↑](#footnote-ref-4)