

# CALHFA PUBLIC COMMENT GUIDE

## How to Observe and Offer Public Comments at CalHFA Board of Directors Remote Meetings



The Board meetings of the California Housing Finance Agency will be conducted remotely pursuant to California Government Code Section 11133.

### PLEASE NOTE:

- All open session meetings of the CalHFA Board of Directors are recorded and posted online for public access.
- All meeting agendas, notices, and materials are posted on the [Board Meeting](#) section at [www.calhfa.ca.gov](http://www.calhfa.ca.gov).
- By addressing the Board, you agree to being recorded and broadcast on video.
- A GoToWebinar Instructional Guide is available [here](#).



## HOW TO VIEW THE MEETING via GoToWebinar:

**REGISTER** for the meeting by clicking on the link as shown on the meeting Agenda or Notice.

**JOIN** the meeting when it starts by clicking on the link in the confirmation email you received after registering.

**CHOOSE** your audio source from either:

1. **Voice Over Internet Protocol** - (VoIP) allows you to make voice calls using your computer's broadband internet connection instead of a regular (or analog) phone line. Participants who join the meeting using VoIP need speakers or headphones to listen to the webinar and a microphone to speak. A headset is recommended for speaking and listening.
2. **Telephone:** If you prefer to use your phone (landline or cell phone) as your audio connection, select "Use Telephone" after joining the webinar and call in by entering the phone number and access code from your meeting confirmation email. After joining the webinar, an Audio PIN will be shown on your screen. Enter the PIN. Please note, this is not a toll-free number and participants may be charged their standard long-distance rate for the call.

## HOW TO PROVIDE COMMENTS via GoToWebinar:



**RAISE HAND:** During the public comment portion of the meeting, indicate you would like to ask a question or address the Board by clicking on the "raised hand" icon. This will alert the meeting organizer that you have a question. When it is your turn to speak, your mic will be unmuted, and you will be asked to state your comment. Your comment will be part of the official public record.



## HOW TO LISTEN TO THE MEETING via Listen Only Teleconference:

Members of the public who wish to listen to the meeting may do so by dialing the number and entering the meeting access number provided on the meeting agenda or notice.

Members of the public are not able to provide comments or address the Board during the meeting when participating by teleconference. Please submit an eComment by following the guidance below.

## HOW TO PROVIDE eCOMMENTS

Written comments should be emailed to [feedback@calhfa.ca.gov](mailto:feedback@calhfa.ca.gov) in advance of the meeting, up until 5:00 p.m. the day before the meeting.

**Please include the following information with your comment:**

- Your first and last name (not required, you may submit without identifying yourself).
- The agenda item you are commenting on.
- Written comments will be distributed to the Board and will become part of the meeting's official record.

The California Housing Finance Agency (CalHFA) complies with the Americans with Disabilities Act by ensuring that the meeting facilities are accessible to persons with disabilities and providing this notice and information in appropriate alternative formats when requested.

If you need further assistance to access and participate in a CalHFA Board meeting, including disability-related modifications or accommodations, you may contact CalHFA no later than five calendar days before the meeting at (916) 326-8092.