**WHAT:** The Richmond Department of Social Services will hold its Advisory Board Meeting electronically.

**WHEN:** Wednesday, March 16, 2022

**WHERE:** This meeting will be held through electronic communication means pursuant to and in compliance with Ordinance No. 2020-093, adopted April 9, 2020 by Richmond City Council.

This meeting will be open to participation through electronic communication means by the public and closed to in-person participation by the public. Board members and other staff will participate by teleconference/videoconference via Microsoft Teams.

Instructions on how to access the meeting are provided below.

A copy of the meeting agenda can be found at (provide link)

**Meeting Access:**

To participate in the Department of Social Services Advisory Board meeting on Wednesday, March 16, 2022, at 3:00pm, you have the following options:

**1. Access the meeting by phone**

You may listen to the meeting (audio only) from your phone by dialing \*67-804-316-9457 and when prompted, enter Conference ID 787 090 334#. (Dialing \*67 prevents your phone number from being displayed publically). Please mute your phone.

**2. Access the meeting online by computer, tablet or smartphone (audio and video)**

**To access the meeting via Microsoft Teams use the following link:**

**Click here to join the meeting (link)**

**How to provide public comment on agenda items prior to the meeting**

Citizens are encouraged to email comments in writing to Pamelia.Watts@rva.gov in lieu of speaking through audio or video means during the meeting. All written comments received via email prior to **12:00 P.M. on Wednesday, March 16, 2022,** will be provided to all members of the Advisory Board prior to the beginning of the meeting and will be included in the record of the meeting.

When submitting your comments by email, be sure to include in your email address (i) your full legal name, (ii) any organizations you represent, and (iii) any economic or professional relationships that would be affected by the matter on which you are commenting.

The person responsible for receiving written comments is Pamelia Watts, staff to the Department of Social Services.

**How to provide public comment regarding items on the agenda during to the meeting**

If you are accessing the meeting by phone or via Microsoft Teams and you would like to speak during the meeting’s public hearing(s), you will be asked to do so during the meeting at the appropriate time, and the applicable time limits will be enforced. The meeting organizer will facilitate public comments.