



## MEMORANDUM

**TO:** MRA Board of Commissioners

**FROM:** Jilayne Dunn, Business/Project manager

**SUBJECT:** Online Public Comment Feature for Board Meetings

**Non-Action Item:** Review of online public comment feature in eSCRIBE and discussion regarding protocol of handling online public comments.

MRA is now conducting its Board meetings using the Zoom Webinar and eSCRIBE platforms. From the eSCRIBE website: “eSCRIBE is a cloud-based meeting and agenda management tool. It is built to help governmental, educational and health care institutions maintain records and handle all stages of the meeting lifecycle. The product offers features that are relevant to both participants and administrators.”

Through eSCRIBE, citizens may submit general public comment or comment on a specific item on the City meeting agendas once they are posted on the City’s public meeting website:  
<http://www.ci.missoula.mt.us/1149/AgendasWebcastsMinutes>

Staff would like to review this new feature for the Board and discuss any parameters they would like to follow regarding its use. For example, do we want a cut off time prior to our meetings for comment submittal so Staff and Board have a chance to review any comments prior to the meeting, etc.

Staff will ask the Clerk’s office to give an overview of the feature and explain how City Council currently uses this citizen participation tool.