



STATE HEALTH PLANNING AND DEVELOPMENT AGENCY
100 NORTH UNION STREET, SUITE 870
MONTGOMERY, ALABAMA 36104

BEFORE THE STATE HEALTH PLANNING AND DEVELOPMENT AGENCY

STANDING PREHEARING ORDER FOR VIRTUAL ONLY MEETINGS

This standing Procedural Order will apply the June 17, 2020 meeting of the Certificate of Need Review Board ("Board"), and any further meetings that are conducted solely by remote technology.

1. Appearance by video or teleconference. The meeting will be conducted virtually using the Zoom audio/visual platform. Board members may participate by videoconference or audioconference (without video). The Court reporter will participate by videoconference. Witnesses providing sworn testimony at the meeting, or responding to questions by Board members, must appear by videoconference for the oath to be administered by the Court Reporter. The Agency will send Zoom log-in information to permit the Respondent's remote participation by videoconference or audioconference. If the participant does not have a computer or handheld device with a camera and connection to the internet, or does not otherwise to appear in video, he or she may dial-in using the number provided or connect through the internet using the Zoom instructions and participate solely by telephone. Appendix "A" contains technical guidelines for participation. Participants should familiarize themselves with these guidelines in advance of the meeting.

2. Presentations. Unless prior approval is obtained from the Executive Director, presentations before the Board shall be limited to two representatives, inclusive of counsel. Considering these restrictions, in cases that have not first been heard before an Administrative Law Judge, sworn statements from other witnesses in support or opposition to a project may be submitted in writing if received at least seven (7) days before the meeting and served on all parties. Participants should assume that Board members have reviewed their written submissions in advance of the meeting. Brevity is encouraged. The Chair may place time limitations on individual presentations.

Issued this the 5th day of June, 2020.

HON. SWAID N. SWAID, M.D.
Chairman. Certificate of Need Review Board

Appendix "A" to Prehearing Order

Videoconference Technical Guidelines

The Board utilizes the Zoom video and audio-conferencing platform. An email with login information will be provided by the Agency to individuals participating in a hearing by videoconference. More information as to how to participate as in a Zoom videoconference can be found at:

https://www.youtube.com/embed/hlkCmbvAHQQ?rel=0&autoplay=1&cc_load_policy=1

Participants seeking to participate solely by audioconference may login on the internet utilize one of the call-in numbers provided in the meeting invitation. For optimal system performance, it is recommended that videoconference participants utilize a computer with a video camera; however certain other enabled devices with a camera, such as an IPAD, may be utilized. The participant participating by videoconference is responsible for ensuring he or she has an adequate wireline or wireless broadband connection. In order to minimize background noise, participants should mute their microphone when others are speaking, unless they are in the process of making a presentation, testifying, or participating in discussion as a Board member. Participants should also mute all cell phones and disable other alert systems on personal laptops and devices. Participants should take particular care to avoid speaking over another participant. If multiple parties and/or witnesses are speaking at the same time, the Chair or Agency staff may operate the "mute" function on the audio feed, in order to pause the proceedings and determine the appropriateness of any participant's contribution. If it is observed that one of the parties or the person speaking loses connectivity, the Chair or Agency may request that the rest of the attendees remain silent until the connectivity is restored.

Participants are requested to establish a connection at least five minutes before the meeting is to begin. Those associated with an application may terminate their connection after their project has been heard. Individuals experiencing technical problems during the meeting may contact:

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