



Guidelines for Public Comment to the Board



The Public Employees' Benefit Board (PEBB) wants to hear from members to do its work effectively and efficiently. Please follow these guidelines to provide public comment to your benefits board.

First: Provide notice. Complete this form and mail, fax or email it as outlined below **at least one day before** the Board meeting date.

I wish to present oral / written (circle one) comment at the PEBB meeting scheduled for

_____.

My full name:_____

The topic of my comment:_____

I need the following special accommodations:_____

Second: Please attach a copy of the information you wish to present.

Mail to: PEBB Public Comment, 500 Summer St NE MS E89, Salem, OR 97301

Fax to: (503) 373-1654

Email to: <mailto:pebb.connect@dhsosha.state.or.us>

Optional: If providing oral public comment, attend the meeting and sign in on the provided Public Comment sign-in sheet. The Board Chair will call you to the table and you will:

- Introduce yourself and your topic; then, state your comment.
- Limit your comment to the specific topic.
- Try to limit your comment timing to a maximum of five minutes.
- Bring 11 copies of your comment to the meeting and give them to the Chair.

The Board may or may not take action on the topic of your comment.

NOTE: During its meetings, the Board addresses the PEBB program as a whole, not an individual member's benefits. The Board will not hear appeals about how your benefits are administered. If you have a specific concern about how PEBB administers your individual benefits, please follow the PEBB appeal process.

**Hearing from members is important to us.
Thank you for providing public comment to the Board.**