

# Allegan County Board of Commissioners



County Services Building  
3283 – 122<sup>nd</sup> Avenue  
Allegan, MI 49010  
269-673-0203 Main Office  
269-686-5331 Main Fax  
<http://www.allegancounty.org>

**Jim Storey, Chair**  
**Dean Kapenga, Vice Chair**

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## BOARD PLANNING SESSION-AGENDA

Thursday, May 9, 2024, @ 9:00 AM  
County Services Building, Board Room  
Virtual Meeting Options Attached

**DISTRICT 1**  
Jim Storey  
616-848-9767  
jstorey@  
allegancounty.org

9:00 AM      **CALL TO ORDER:**  
**ROLL CALL:**  
**OPENING PRAYER:** Commissioner Gale Dugan  
**PLEDGE OF ALLEGIANCE:**  
**PUBLIC PARTICIPATION:**  
**ADDITIONAL AGENDA ITEMS:**  
**APPROVAL OF AGENDA:**

**DISTRICT 2**  
Mark DeYoung  
616-318-9612  
mdeyoung@  
allegancounty.org

**DISTRICT 3**  
Dean Kapenga  
616-218-2599  
dkapenga@  
allegancounty.org

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### **DISCUSSION ITEMS:**

1. Administrative Update
  - a. 2023 Annual and 1<sup>st</sup> Quarter 2024 Wellness Report
  - b. 1<sup>st</sup> Quarter 2024 Capital Report

**DISTRICT 4**  
Scott Beltman  
616-292-1414  
sbeltman@  
allegancounty.org

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### **OTHER ITEMS:**

#### **PUBLIC PARTICIPATION:**

**CLOSED SESSION:** Pending Litigation, per MCL 15.268 (1)(e)

#### **FUTURE AGENDA TOPICS:**

1. Administrative Update

**DISTRICT 5**  
Gale Dugan  
269-694-5276  
gdugan@  
allegancounty.org

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**ADJOURNMENT:** Next Meeting—Thursday, May 23, 2024, 9:00 AM @ COUNTY SERVICES BUILDING, BOARD ROOM.

*Please note that Regular and Special Meetings of the Board of Commissioners held in the Board Room are streamed live and recorded in accordance with the County's Live Stream & Publishing Recordings of Meetings Policy, which can be viewed on the County's website.*

*Your attendance constitutes your consent to audio/visual streaming and/or recording and to permit the County to broadcast your name/voice/image/content to a broader audience.*

#### **Mission Statement**

“The Allegan County Board of Commissioners shall plan, develop, and evaluate the necessary policies and resources to ensure our county continues to progress and prosper”



# Allegan County Board of Commissioners

# STEP 1: Connect to the Meeting

- OPTION 1: Zoom over Telephone

- Call (929) 205-6099 -or- (312) 626-6799 -or- (253) 215-8782
- Type in Meeting ID: 891 6032 7098, then #, then # again
- Type in Meeting Password: **471420**, then #

- To raise your hand to speak, press \*9

- To Mute and Unmute, press 6\*

<STOP here>

You do not have to continue reading the rest of the instructions.

- OPTION 2: Youtube

- Open Internet Explorer or Chrome
- Navigate to <https://www.youtube.com/channel/UCQliZQstN2Pa57QAItAWdKA>
- Click on image of “Live” video

<STOP here>

You do not have to continue reading the rest of the instructions.

- OPTION 3: Zoom over Web browser

- Open Internet Explorer or Chrome
- Navigate to <https://zoom.us/j/89160327098>
- Meeting Password: **Board**

<Continue with the rest of the instructions>

# STEP 2: Enter registration information

The screenshot shows a web browser window with the URL `zoom.us/webinar/register/WN_YneHxuk_SjqfnMwchbtUEg`. The page title is "Webinar Registration".

Registration details:

- Topic: BOC Meeting - 4/9/2020
- Time: Apr 9, 2020 01:00 PM in Eastern Time (US and Canada)

Registration form fields (marked as required with an asterisk):

- First Name \*
- Last Name \*
- Email Address \*
- Confirm Email Address \*

Additional elements:

- A checkbox labeled "I'm not a robot" next to a reCAPTCHA logo.
- A blue button labeled "Join Webinar in Progress".
- A reCAPTCHA challenge window on the right with the instruction "Select all images with" and a grid of images.
- A "VERIFY" button at the bottom right of the challenge window.

Footer navigation links:

- About: Zoom Blog, Customers, Our Team, Why Zoom, Features, Careers, Integrations, Partners, Investors
- Download: Meetings Client, Zoom Rooms Client, Browser Extension, Outlook Plug-in, Lync Plug-in, iPhone/iPad App, Android App
- Sales: 1.888.799.9666, Contact Sales, Plans & Pricing, Request a Demo, Webinars and Events
- Support: Test Zoom, Account, Support Center, Live Training, Feedback, Contact Us, Accessibility

1. Enter name and email

2. Click this box

4. Click when done.

3. Answer challenge question

STEP 3: This Window will appear when connected.



# STEP 4: Adjust audio settings (if needed)

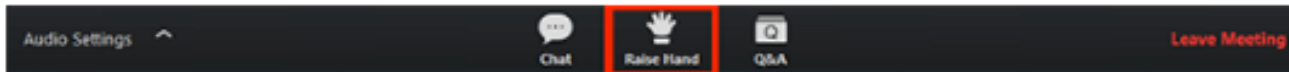
The screenshot shows the Zoom application interface. On the left, a vertical menu lists various settings: General, Video, Audio, Share Screen, Virtual Background, Recording, Statistics, Feedback, Keyboard Shortcuts, and Accessibility. A blue arrow labeled '1' points to the 'Audio' option in this menu. A second blue arrow labeled '2' points to the 'Remote Audio' option in a sub-menu that is open at the bottom of the screen. The sub-menu contains: 'Select a Speaker', 'Remote Audio' (checked), 'Same as System', 'Test Speaker & Microphone...', 'Leave Computer Audio', and 'Audio Settings...'. The main 'Settings' window is open to the 'Audio' tab. It shows 'Speaker' settings with 'Test Speaker' selected and 'Remote Audio' in a dropdown menu. Below this are sliders for 'Output Level' and 'Volume'. The 'Microphone' section shows 'Test Mic' selected, with sliders for 'Input Level' and 'Volume', and a checked box for 'Automatically adjust volume'. At the bottom of the settings window, there are several checkboxes: 'Use separate audio device to play ringtone simultaneously', 'Automatically join audio by computer when joining a meeting', 'Mute my microphone when joining a meeting', 'Press and hold SPACE key to temporarily unmute yourself' (checked), and 'Sync buttons on headset' (checked). An 'Advanced' button is located at the bottom right of the settings window. The background of the Zoom meeting shows a document titled 'Economic Development - Greg King, Director ADMINISTRATIVE REPORTS:' with a 'CONSENT ITEMS:' section containing a list item: '1. Motion to approve of claims paid and to incorporate into proceedings of the Board (3/20/20 & 3/27/20)'. At the bottom of the screen, there is a meeting toolbar with icons for 'Chat', 'Raise Hand', and 'Q&A'.

# STEP 5: Raise hand to be recognized to speak.

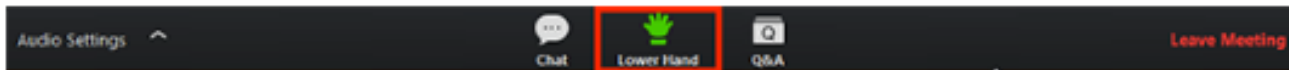
- Once “Raise Hand” is clicked, the Board Chairperson will receive notice and may UNMUTE your microphone when ready and verbally recognize you to speak.

On bottom of screen.

1. Click **Raise Hand** in the Webinar Controls.



2. The host will be notified that you've raised your hand.
3. Click **Lower Hand** to lower it if needed.



# STEP 6: To leave the meeting

The screenshot shows a Zoom meeting interface. At the top, a green banner reads "You are viewing Allegan County Administration's screen" with a "View Options" dropdown. In the top right corner, there is an "Enter Full Screen" button. The main content is a document viewer displaying a Microsoft Word document titled "BOC20200409\_agenda [Compatibility Mode] - Word". The document header includes the "Allegan County Board of Commissioners" logo and contact information for County Services Building, including address, phone, fax, and website. Below the header, the document is titled "BOARD OF COMMISSIONERS MEETING – AGENDA" and lists items for District 1, 2, 3, and 4, along with a central agenda list including "CALL TO ORDER", "ROLL CALL", "OPENING PRAYER", "PLEDGE OF ALLEGIANCE", "COMMUNICATIONS", "APPROVAL OF MINUTES", "PUBLIC PARTICIPATION", "ADDITIONAL AGENDA ITEMS", "PRESENTATIONS", "PROCLAMATIONS", "INFORMATIONAL SESSION", and "ADMINISTRATIVE REPORTS". At the bottom of the document viewer, it shows "PAGE 1 OF 2" and "251 WORDS".

At the bottom of the Zoom window, there is a control bar with the following elements from left to right: "Audio Settings" with an upward arrow, "Chat" with a speech bubble icon, "Raise Hand" with a hand icon, "Q&A" with a speech bubble icon, and a red "Leave Meeting" button. A large blue arrow points to the "Leave Meeting" button.