

Allegan County Broadband Action Workgroup



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BROADBAND ACTION WORKGROUP – AGENDA

Thursday, May 16, 2024 – 4PM

County Services Building, Board Room
3283 122nd Avenue, Allegan, MI 49010

Virtual Meeting Options – Connectivity Instructions **Attached**

4PM **CALL TO ORDER:**

ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC PARTICIPATION:

PRESENTATIONS: 123Net representatives

Construction Update – Greg Babinski

Residential Services – Daniel Irvin Jr.

COMMUNICATIONS: [M Live article](#)

APPROVAL OF MINUTES: February 29, 2024

REPORTS/UPDATES:

County Administrator

Broadband Project Manager

- RDOF and ReConnect project updates
- Merit Conference - Digital Literacy

DISCUSSION ITEMS:

1. None

ACTION ITEMS: None

PUBLIC PARTICIPATION:

ADJOURNMENT:

Next August ?

Broadband Action Workgroup Goals:

- Step 1 – Upon verification of eligibility through the ARPA funds or identification/allocation of alternative funds, hire a directly employed or contracted project lead (and possibly team) to lead the project and deliver results for Board approved Specific, Measurable, Actionable, Realistic, Time-based (S.M.A.R.T.) goals.
- Step 2 – Consider partners, technical professionals, and other stakeholders to serve as an advisory resource to the project team.
- Step 3 – Gather necessary and relevant data to form S.M.A.R.T. goals.
- Step 4 – Consider plans, proposals, legislative initiatives and other resources to establish and implement plans for increased accessibility.



Allegan County

Broadband Action Workgroup



Allegan County
3283 122nd Ave
Allegan, MI 49010

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: 854 0746 8607, then #, then # again
- Type in Meeting Password: 2024, 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/85407468607>

- Meeting Password: 2024

<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". It displays the following information:

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

Below this information is a registration form with the following fields:

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

A reCAPTCHA challenge is present, asking the user to "Select all images with" a specific object. The challenge includes a grid of images and a "VERIFY" button.

At the bottom of the form is a blue button labeled "Join Webinar in Progress".

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. A vertical black bar on the left side of the screen has a blue arrow labeled '1' pointing to it. A blue arrow labeled '2' points to the 'Audio' settings panel. The 'Audio' panel is open, showing options for Speaker and Microphone. The 'Speaker' section includes a 'Test Speaker' button and a 'Remote Audio' dropdown menu. Below these are sliders for 'Output Level' and 'Volume'. The 'Microphone' section includes a 'Test Mic' button and a dropdown menu. Below these are sliders for 'Input Level' and 'Volume', and a checked checkbox for 'Automatically adjust volume'. At the bottom of the panel, 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', and 'Sync buttons on headset'. An 'Advanced' button is located at the bottom right of the panel. In the background, a meeting agenda is visible with items like 'Economic Development - Greg King, Director' and 'ADMINISTRATIVE REPORTS:'. A 'CONSENT ITEMS:' section lists a motion to approve 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.

Settings

General

Video

Audio

Share Screen

Virtual Background

Recording

Statistics

Feedback

Keyboard Shortcuts

Accessibility

Speaker

Test Speaker Remote Audio

Output Level:

Volume:

Microphone

Test Mic

Input Level:

Volume:

Automatically adjust volume

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

Sync buttons on headset

Advanced

Select a Speaker

- Remote Audio
- Same as System
- Test Speaker & Microphone...
- Leave Computer Audio
- Audio Settings...

Economic Development — Greg King, Director

ADMINISTRATIVE REPORTS:

CONSENT ITEMS:

1. Motion to approve of claims paid and to incorporate into proceedings of the Board (3/20/20 & 3/27/20)

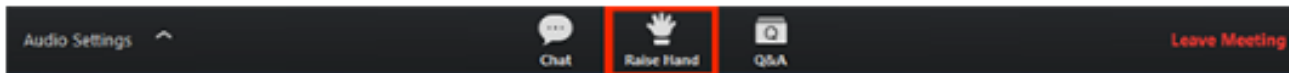
Chat Raise Hand Q&A

STEP 5: Raise hand to be recognized to speak.

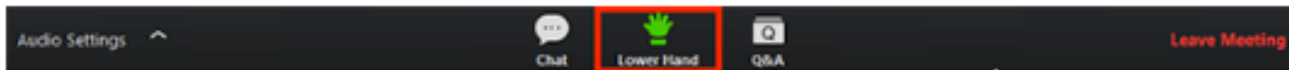
- Once “Raise Hand” is clicked, the Board Chairperson will receive notice and may UNMUTE your microphone when ready and verbally recognize you to speak.

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 window with a document displayed. The document is titled "BOC20200409_agenda [Compatibility Mode] - Word" and is from Steve Sedore. The document content includes the Allegan County Board of Commissioners logo and contact information, followed by the agenda for a virtual meeting. The meeting agenda items are: CALL TO ORDER; ROLL CALL; OPENING PRAYER; PLEDGE OF ALLEGIANCE; COMMUNICATIONS: Attached; APPROVAL OF MINUTES: Attached; PUBLIC PARTICIPATION; ADDITIONAL AGENDA ITEMS; APPROVAL OF AGENDA; PRESENTATIONS; PROCLAMATIONS; INFORMATIONAL SESSION: Attached; ADMINISTRATIVE REPORTS; and CONSENT ITEMS.

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 "Leave Meeting" in red text. A large blue arrow points to the "Leave Meeting" button.