

# 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, Chairperson**  
**Gale Dugan, Vice Chairperson**

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## **BOARD PLANNING SESSION-AGENDA** \*REVISION #1 - 1/26/21

DISTRICT 1  
Dean Kapenga  
616-218-2599  
dkapenga@  
allegancounty.org

Thursday, January 28, 2021, @ 9:00AM  
Pursuant to MCL 15.263a(1)(a), the Board will conduct its meeting via electronic communications to protect the Public Health.  
Virtual Meeting - Connectivity Instructions **Attached**  
Zoom: <https://zoom.us/j/88553912480>

DISTRICT 2  
Jim Storey  
616-848-9767  
jstorey@  
allegancounty.org

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

DISTRICT 3  
Max R. Thiele  
269-673-4514  
mthiele@  
allegancounty.org

DISTRICT 4  
Mark DeYoung  
616-318-9612  
mdeyoung@  
allegancounty.org

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**DISCUSSION ITEMS:**

1. \*Administrator Learning and Growth Plan
2. 2021/22 Board Planning
3. Budget Policy
4. Administrative Update

DISTRICT 5  
Tom Jessup  
269-637-3374  
tjessup@  
allegancounty.org

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**OTHER ITEMS:**  
**PUBLIC PARTICIPATION:**

DISTRICT 6  
Gale Dugan  
269-694-5276  
gdugan@  
allegancounty.org

**ADJOURNMENT:** Next Meeting—Thursday, February 11, 2021, 9:00AM  
**VIRTUAL MEETING UNLESS OTHERWISE NOTIFIED.**

DISTRICT 7  
Rick Cain  
269-744-7918  
rcain@  
allegancounty.org

### **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 Meeting

January 28, 2021

Connecting via Zoom Webinar



Allegan County  
3283 122<sup>nd</sup> Ave  
Allegan, MI 49010

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# STEP 1: Connect to the Zoom Site

- OPTION 1: Telephone

- Call (929) 205-6099 -or- (312) 626-6799 -or- (253) 215-8782
- Type in Meeting ID: 885 5391 2480, then #, then # again
- Type in Meeting Password: 12821, 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.

- OR -

- OPTION 2: Web browser

- Open Internet Explorer or Chrome
- Navigate to <https://zoom.us/j/88553912480>
- Meeting Password: 12821

<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 \*

Below the form is a reCAPTCHA challenge with the text "I'm not a robot" and a "Join Webinar in Progress" button.

Four blue arrows with white text provide instructions:

1. Enter name and email (points to the name fields)
2. Click this box (points to the "I'm not a robot" checkbox)
3. Answer challenge question (points to the reCAPTCHA image grid)
4. Click when done. (points to the "Join Webinar in Progress" button)

The footer contains 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

STEP 3: This Window will appear when connected.



# STEP 4: Adjust audio settings (if needed)

The screenshot displays a meeting interface with a 'Settings' window open. The 'Audio' tab is selected in the settings sidebar. The 'Speaker' section shows 'Remote Audio' selected in a dropdown menu. The 'Microphone' section shows 'Test Mic' selected. Below these are sliders for 'Output Level' and 'Volume', and a checked box for 'Automatically adjust volume'. At the bottom of the settings window, there are several unchecked checkboxes: 'Use separate audio device to play ringtone simultaneously', 'Automatically join audio by computer when joining a meeting', and 'Mute my microphone when joining a meeting'. Two checked checkboxes are also present: '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 settings window.

**1** Select a Speaker  
✓ Remote Audio  
Same as System  
Test Speaker & Microphone...  
Leave Computer Audio  
Audio Settings...

**2**

Settings

General  
Video  
**Audio**  
Share Screen  
Virtual Background  
Recording  
Statistics  
Feedback  
Keyboard Shortcuts  
Accessibility

Speaker: Test Speaker, Remote Audio  
Output Level: [Slider]  
Volume: [Slider]

Microphone: Test Mic  
Input Level: [Slider]  
Volume: [Slider]  
 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

269-673-4514  
mblee@allegancounty.org

**Economic Development — Greg King, Director**  
**ADMINISTRATIVE REPORTS:**

**DISTRICT 4**  
Mark DeYoung  
816-318-9612  
mdeyoung@allegancounty.org

**CONSENT ITEMS:**

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

Audio Settings ^

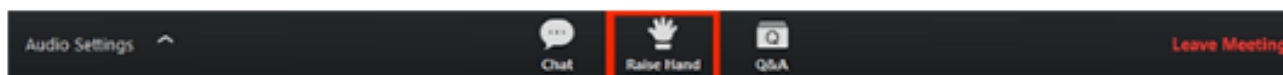
Chat Raise Hand Q&A

# 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.

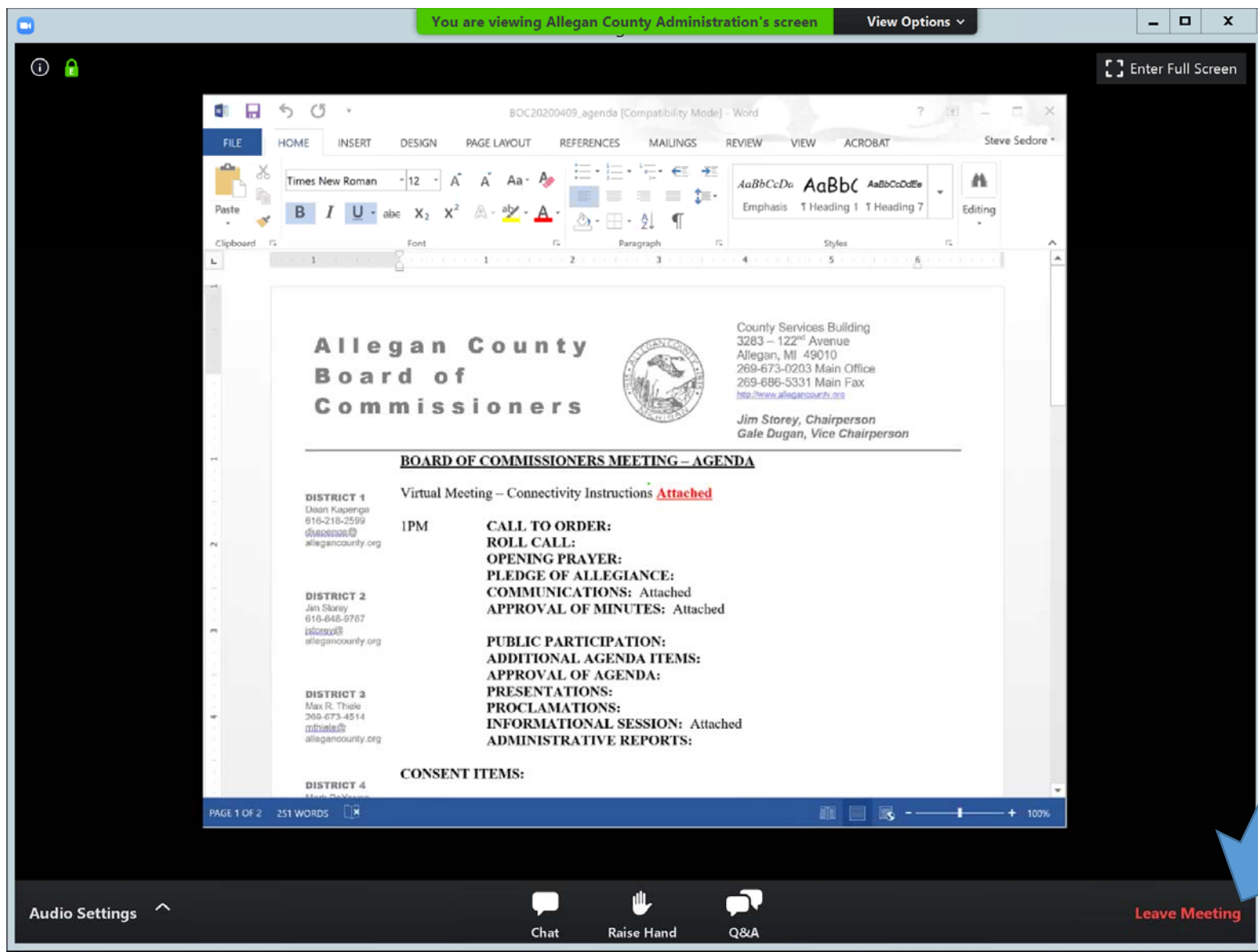


2. The host will be notified that you've raised your hand.

3. Click **Lower Hand** to lower it if needed.



# STEP 6: To leave the meeting



The screenshot shows a Zoom meeting window. At the top, a green banner reads "You are viewing Allegan County Administration's screen" with a "View Options" dropdown. 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 Jim Storey and Gale Dugan. The agenda items listed are: Virtual Meeting - Connectivity Instructions (Attached), 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. The document footer shows "PAGE 1 OF 2" and "251 WORDS". At the bottom of the Zoom window, there is a control bar with "Audio Settings", "Chat", "Raise Hand", "Q&A", and a red "Leave Meeting" button. A large blue arrow points to the "Leave Meeting" button.