



Allegan County

Connecting to Zoom Webinar

Tourist Council Board Meeting – February 16, 2021



Allegan County
3283 122nd Ave
Allegan, MI 49010

STEP 1: Connect to the Zoom Site

- OPTION 1: Telephone

- Call (929) 205-6099
- Type in Meeting ID: 860 1565 6355 then press #
- If a password is required, please enter Password: 821559 then #
<STOP here>

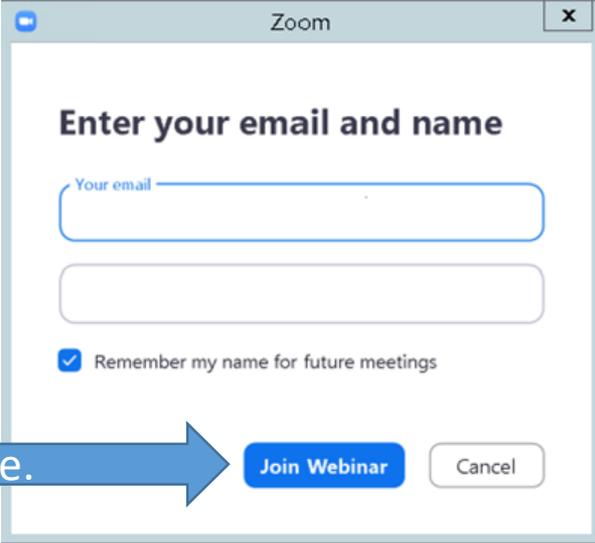
You do not have to continue reading the rest of the instructions.

- OR -

- OPTION 2: Web browser

- Open Internet Explorer or Chrome
- Navigate to <https://us02web.zoom.us>
- If a password is required, please enter Password: 821559
- <Continue with the rest of the instructions>

STEP 2: Enter your email & name



A screenshot of a Zoom dialog box titled "Zoom" with a close button (x) in the top right corner. The dialog box contains the following elements:

- Enter your email and name**: A bold heading.
- Your email**: A text input field with a blue border.
- Name**: A text input field with a grey border.
- Remember my name for future meetings: A checked checkbox with the text "Remember my name for future meetings".
- Join Webinar**: A blue button with white text.
- Cancel**: A grey button with black text.

Click when done.



Join Webinar

Cancel

STEP 3: This Window (or something very similar) should appear when connected. A video of the Parks Manager may also appear.

Allegan County Board of Commissioners

County Services Building
1295 - 122nd Avenue #
Allegan, MI 49010
298-873-0203 Main Office
298-866-5331 Main Fax
<http://www.allegan-county.org>

*Jim Storey, Chairperson
Gale Degan, Vice Chairperson*

BOARD OF COMMISSIONERS MEETING – AGENDA
Thursday, March 26, 2020 – 1PM
Virtual Meeting – Connectivity Instructions Attached

DISTRICT 1
Drew Koconga
616-218-2599
dkoconga@allegan-county.org

DISTRICT 2
Jim Storey
616-348-9737
jstorey@allegan-county.org

DISTRICT 3
Raez R. Thero
265-673-4514
c2thero@allegan-county.org

DISTRICT 4
Mark DeYoung
616-318-8812
mdeyoung@allegan-county.org

DISTRICT 5
Tom Jessup
265-931-3374
tjessup@allegan-county.org

DISTRICT 6
Dale Dugger
265-984-5275
cdugger@allegan-county.org

IPM

CALL TO ORDER:
ROLL CALL:
OPENING PRAYER: Commissioner Tom Jessup
PLEDGE OF ALLEGIANCE:
COMMUNICATIONS: Attached
APPROVAL OF MINUTES: Attached
March 5, 2020 & March 12, 2020
PUBLIC PARTICIPATION:
ADDITIONAL AGENDA ITEMS:
APPROVAL OF AGENDA:
PRESENTATIONS:
PROCLAMATIONS:
INFORMATIONAL SESSION: Attached
ADMINISTRATIVE REPORTS:

CONSENT ITEMS:

1. Motion to approve of claims paid and to incorporate into proceedings of the Board (3/29/20 & 3/27/20)

ACTION ITEMS:

1. Facilities Management—approve Youth Home Fire Protection System Improvements (185-560)

DISCUSSION ITEMS:

1. Board of Commissioners—approve Conservation District Millage Proposal
2. Pandemic Update (Health Officer, Emergency Management Director, County Administrator, Economic Development Director)

PAGE 1 OF 2 754 WORDS

Audio Settings Chat Raise Hand Q&A Leave Meeting

STEP 4: Adjust audio settings (if needed)

The screenshot shows a Zoom meeting interface with the 'Settings' window open to the 'Audio' tab. The 'Speaker' section shows 'Remote Audio' selected in a dropdown menu. The 'Microphone' section shows 'Test Mic' selected. There are volume sliders for both 'Output Level' and 'Input Level', and a checked box for 'Automatically adjust volume'. Other options include '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'. A 'Select a Speaker' dropdown menu is open at the bottom left, showing options: 'Remote Audio' (checked), 'Same as System', 'Test Speaker & Microphone...', 'Leave Computer Audio', and 'Audio Settings...'. Blue arrows labeled '1' and '2' point to the dropdown menu and the 'Audio' tab in the settings window respectively.

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:

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.

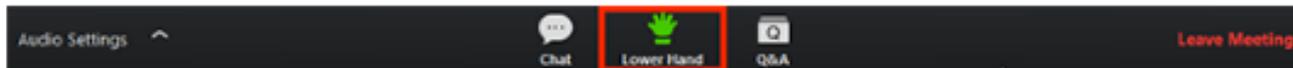
- Once “Raise Hand” is clicked, the Board Chairperson will receive notice and may UNMUTE your microphone when ready and verbally recognize you to speak.

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: Leave the meeting

The screenshot shows a Zoom meeting window with a document open. The document is titled "Allegan County Board of Commissioners" and contains the following text:

Allegan County Board of Commissioners

County Services Building
3283 – 122nd 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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Thursday, March 26, 2020 – 1PM

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616-218-2599
dkapenga@allegancounty.org

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

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

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

1PM

CALL TO ORDER:
ROLL CALL:
OPENING PRAYER: Commissioner Tom Jessup
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PRESENTATIONS:
PROCLAMATIONS:
INFORMATIONAL SESSION: Attached
~~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)

The Zoom meeting interface includes a top bar with "Recording" and "Enter Full Screen" buttons, a ribbon with tabs like FILE, HOME, INSERT, DESIGN, PAGE LAYOUT, REFERENCES, MAILINGS, REVIEW, VIEW, and ACROBAT, and a bottom bar with "Audio Settings", "Chat", "Raise Hand", "Q&A", and "Leave Meeting" buttons. A blue arrow points to the "Leave Meeting" button.