

# Allegan County Broadband Action Workgroup



Human Services Building  
3255 – 122<sup>nd</sup> Avenue  
Allegan, MI 49010  
269-673-0203 Main Office  
269-686-5331 Main Fax  
<http://www.allegancounty.org>

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## **BROADBAND ACTION WORKGROUP – AGENDA**

Monday, September 13, 2021 – 12PM

Human Services Building, Zimmerman Room

Virtual Meeting Options – Connectivity Instructions **Attached**

Jim Storey,  
County Commissioner  
Representative  
616.848.9767  
[jstorey@allegancounty.org](mailto:jstorey@allegancounty.org)  
**Present**

Robert Mach,  
Medical Representative  
269.673.8424  
[robert.mach@ascension.org](mailto:robert.mach@ascension.org)  
**Absent**

Mandy Cooper,  
Economic Development  
Representative  
616.772.5226  
[amanda.cooper@lakeshoreadvantage.com](mailto:amanda.cooper@lakeshoreadvantage.com)  
**Present**

Pamela Armstrong,  
City/Township  
Representative  
269.673.4625  
[parmstrong@alleganlibrary.org](mailto:parmstrong@alleganlibrary.org)  
**Present**

Tim Kotas,  
City/Township  
Representative  
630.842.0933  
[timkotas@timkotas.com](mailto:timkotas@timkotas.com)  
**Present**

Ted Siler,  
Holland DPW Representative  
616.355.1572  
[tsiler@hollandbpw.com](mailto:tsiler@hollandbpw.com)  
**Present**

William Brown,  
AAESA Representative  
[william.brown@alleganaesa.org](mailto:william.brown@alleganaesa.org)  
**Absent**

Austin Marsman,  
Local Public Schools  
Representative  
269.568.3931  
[austinmarsman@gmail.com](mailto:austinmarsman@gmail.com)  
**Present (left 12:30)**

12PM

### **CALL TO ORDER:**

County Administrator Robert J. Sarro

### **ROLL CALL:**

### **PLEDGE OF ALLEGIANCE:**

### **PUBLIC PARTICIPATION:**

**PRESENTATIONS:** Steve Shults, GM/CEO, Bloomingdale  
Communications

### **DISCUSSION ITEMS:**

#### 1. Organizational Workgroup Items

##### a. Committee Roles: Chair & Vice Chair

Interested individuals will share a few points on their interest in the position and their qualifications to the role.

##### b. Next Presenters:

Group will continue discussion on data approach and resources. Discuss and select options for next provider.

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### **PUBLIC PARTICIPATION:**

**ADJOURNMENT:** Next Meeting – TBD

#### 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 Meeting

September 13, 2021



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

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# 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: 832 8192 1146, then #, then # again
- Type in Meeting Password: 91321, 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/UCQIiZQstN2Pa57QAItAWdKA>
- 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/83281921146>
- Meeting Password: 91321

<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_SjqfnMwchbt/Eg`. 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 box with the text "I'm not a robot" and a "reCAPTCHA Privacy - Terms" link. A blue button labeled "Join Webinar in Progress" is positioned below the reCAPTCHA box.

At the bottom of the page, there is a navigation menu with the following 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

Four blue arrows with white text provide instructions:

1. Enter name and email (points to the name and email fields)
2. Click this box (points to the reCAPTCHA box)
3. Answer challenge question (points to the reCAPTCHA challenge images)
4. Click when done. (points to the "Join Webinar in Progress" button)

STEP 3: This Window will appear when connected.



# STEP 4: Adjust audio settings (if needed)

The screenshot shows a meeting interface with a black bar on the left side. A blue arrow labeled '1' points to a context menu that appears over the bar. The menu options are: 'Select a Speaker', 'Remote Audio' (checked), 'Same as System', 'Test Speaker & Microphone...', 'Leave Computer Audio', and 'Audio Settings...'. A blue arrow labeled '2' points to the 'Settings' window, which is open to the 'Audio' tab. The 'Audio' settings include: 'Speaker' (Test Speaker, Remote Audio), 'Output Level' (slider), 'Volume' (slider), 'Microphone' (Test Mic), 'Input Level' (slider), 'Volume' (slider), and 'Automatically adjust volume' (checked). There are also several checkboxes for advanced settings: '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). At the bottom of the meeting interface, there is a footer with contact information for Greg King, Director of Economic Development, and a list of consent items. The consent items include a motion to approve of claims paid and to incorporate into proceedings of the Board (3/20/20 & 3/27/20). At the bottom right, there are 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

269-673-4514  
mthiele@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.

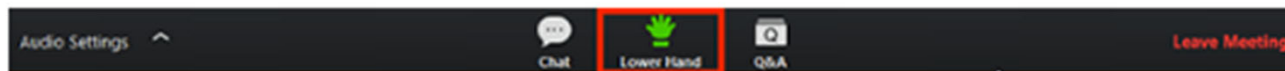
- Once “Raise Hand” is clicked, the Board Chairperson will receive notice and may UNMUTE your microphone when ready and verbally recognize you to speak.

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 displays a Zoom meeting window. 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 area shows a Microsoft Word document titled "BOC20200409\_agenda [Compatibility Mode] - Word" by Steve Sedore. The document header includes the "Allegan County Board of Commissioners" logo and contact information for Jim Storey and Gale Dugan. The agenda items are listed under "BOARD OF COMMISSIONERS MEETING - AGENDA", including District 1 through 4, and sections for "Virtual Meeting - Connectivity Instructions", "CALL TO ORDER", "ROLL CALL", "OPENING PRAYER", "PLEDGE OF ALLEGIANCE", "COMMUNICATIONS", "APPROVAL OF MINUTES", "PUBLIC PARTICIPATION", "ADDITIONAL AGENDA ITEMS", "APPROVAL OF AGENDA", "PRESENTATIONS", "PROCLAMATIONS", "INFORMATIONAL SESSION", "ADMINISTRATIVE REPORTS", and "CONSENT ITEMS". The document footer shows "PAGE 1 OF 2" and "251 WORDS". At the bottom of the Zoom window, the "Audio Settings" menu is open, showing "Chat", "Raise Hand", and "Q&A" options. A red "Leave Meeting" button is located in the bottom right corner, with a large blue arrow pointing to it.