



Allegan County Commission on Aging

Meeting
May 20, 2020 @ 9:00a

Connecting via Zoom Webinar



Allegan County
3283 122nd 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: 879-8434-1854, then #, then # again
- Type in Meeting Password: 52020, 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/87984341854>

<Continue with the rest of the instructions>

STEP 3: This Window will appear when connected.



STEP 4: Adjust audio settings (if needed)

The screenshot displays a meeting interface with a black bar on the left side. A blue arrow labeled '1' points to a context menu that is open, showing options: '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 'Settings' window shows the following options:

- Speaker:** Test Speaker, Remote Audio (dropdown)
- Output Level:** (slider)
- Volume:** (slider)
- Microphone:** Test Mic (dropdown)
- 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

At the bottom of the meeting interface, there is a black bar with icons for 'Chat', 'Raise Hand', and 'Q&A'. The meeting content includes the following text:

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)

Additional text in the meeting interface includes: '269-673-4514', 'mble@allegancounty.org', 'DISTRICT 4', 'Mark DeYoung', '816-318-9612', and 'mdeyoung@allegancounty.org'.

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 virtual meeting environment. At the top, a green banner reads "You are viewing Allegan County Administration's screen" with a "View Options" dropdown. Below this is a document viewer showing a Microsoft Word document titled "BOC20200409_agenda [Compatibility Mode] - Word". The document content includes the Allegan County Board of Commissioners logo and contact information, followed by the "BOARD OF COMMISSIONERS MEETING – AGENDA". The agenda items are listed as follows:

- DISTRICT 1**
Doan Kasperge
616-218-2599
dkasperge@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

The agenda items include: Virtual Meeting – Connectivity Instructions **Attached**; 1PM **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 viewer shows "PAGE 1 OF 2" and "251 WORDS".

At the bottom of the screen is a meeting control bar with the following elements:

- 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)
- Leave Meeting (in red text)

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