

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>

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

# NOTICE

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

The following meeting is by virtual “remote” attendance:

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

## **Board of Commissioners Meeting**

Thursday, May 28, 2020 @ 1:00 PM

Connectivity Instructions Attached

DISTRICT 4  
Mark DeYoung  
616-381-9612  
mdeyoung@  
allegancounty.org

DISTRICT 5  
Tom Jessup  
269-637-3374  
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DISTRICT 6  
Gale Dugan  
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DISTRICT 7  
Rick Cain  
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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  
May 28, 2020 @ 1:00p

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: 876-5149-1090, then #, then # again
- Type in Meeting Password: 52820, 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/87651491090>

<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 information):

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

reCAPTCHA section:

- I'm not a robot
- reCAPTCHA Privacy - Terms

Registration button: [Join Webinar in Progress](#)

Navigation menu (bottom):

- 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

Language and currency options are visible at the bottom right.

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 reCAPTCHA checkbox)
3. Answer challenge question (points to the reCAPTCHA image grid)
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 displays a meeting interface with a black bar on the left side. A blue arrow labeled '1' points to a menu that appears to be triggered by clicking the bar. The menu options are:

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

The 'Settings' window is open, showing the 'Audio' tab selected in the left sidebar. The main content area shows the following settings:

- 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

An 'Advanced' button is located at the bottom right of the settings window. The meeting content in the background includes a header for 'Economic Development - Greg King, Director ADMINISTRATIVE REPORTS:' and a section for 'CONSENT ITEMS:' with a list item: '1. Motion to approve of claims paid and to incorporate into proceedings of the Board (3/20/20 & 3/27/20)'. At the bottom of the screen, there are icons for 'Chat', 'Raise Hand', and '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 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 agenda for a virtual meeting. The agenda items are: 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 "Audio Settings", "Chat", "Raise Hand", "Q&A", and a red "Leave Meeting" button. A large blue arrow points to the "Leave Meeting" button.

You are viewing Allegan County Administration's screen View Options

Enter Full Screen

BOC20200409\_agenda [Compatibility Mode] - Word Steve Sedore

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW ACROBAT

Times New Roman - 12 A Aa A Paste B I U abc X<sub>2</sub> X<sup>2</sup> AaBbCcDd AaBbC AaBbCcDdEe Emphasis T Heading 1 T Heading 7 Editing

Clipboard Font Paragraph Styles

1 2 3 4 5 6

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*Jim Storey, Chairperson  
Gale Dugan, Vice Chairperson*

**BOARD OF COMMISSIONERS MEETING - AGENDA**

**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

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:**

**CONSENT ITEMS:**

PAGE 1 OF 2 251 WORDS 100%

Audio Settings Chat Raise Hand Q&A Leave Meeting