

Allegan County
Board of
Commissioners



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NOTICE

DISTRICT 2
Jim Storey
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The following meeting is by virtual “remote” attendance:

Board Planning Session

Thursday, August 13, 2020 @ 9:00 AM

Connectivity Instructions Attached

DISTRICT 3
Max R. Thiele
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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
August 13, 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: 892 4327 5606, then #, then # again
- Type in Meeting Password: 81320, 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/89243275606>
- Meeting Password: 81320

<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_SjqfnMwchbtJEg`. 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 *

Verification and Action:

- I'm not a robot (reCAPTCHA)
- Join Webinar in Progress (button)

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: Language (dropdown), Currency (US Dollars)

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

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

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)

DISTRICT 4
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Audio Settings ^

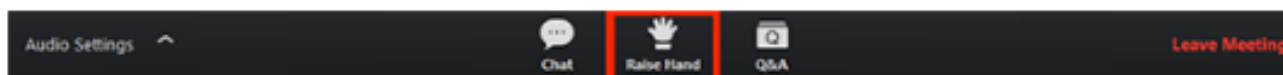
Chat Raise Hand Q&A

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.

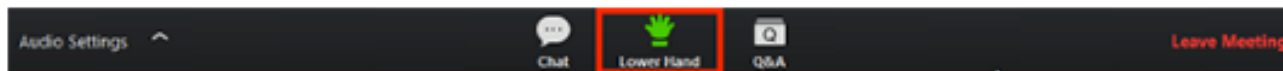
On bottom of screen.

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. In the top right corner, there are window control buttons and an "Enter Full Screen" button. 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.