

Allegan County Broadband Action Workgroup



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BROADBAND ACTION WORKGROUP – AGENDA

Thursday, February 3, 2022 – 4PM

County Services Building, Board Room
3283 122nd Avenue, Allegan, MI 49010

Virtual Meeting Options – Connectivity Instructions **Attached**

4PM **CALL TO ORDER:** Vice Chair Tim Kotas
ROLL CALL:
PLEDGE OF ALLEGIANCE:
PUBLIC PARTICIPATION:
PRESENTATIONS: None
COMMUNICATIONS:
APPROVAL OF MINUTES:
January 20, 2022
REPORTS/UPDATES:
1. Executive Director of Human Resources
2. County Administrator

ACTION ITEMS

1. Review and discuss draft Allegan BAC Funding Request Score Sheet
2. Review and discuss Procedure for Proposal Review

DISCUSSION ITEMS

1. Update on communication to local governments

PUBLIC PARTICIPATION:

ADJOURNMENT: Next Meeting scheduled for Thursday, February 16, 2022, @ 4PM.

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

February 3, 2022



Allegan County
3283 122nd Ave
Allegan, MI 49010

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: 854 0746 8607, then #, then # again
- Type in Meeting Password: 2022, 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://us02web.zoom.us/j/85407468607>
- Meeting Password: 2022

<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 with an asterisk):

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

Additional elements:

- A checkbox labeled "I'm not a robot" next to a reCAPTCHA logo.
- A blue button labeled "Join Webinar in Progress".
- A reCAPTCHA challenge box on the right with the instruction "Select all images with" and a grid of images.

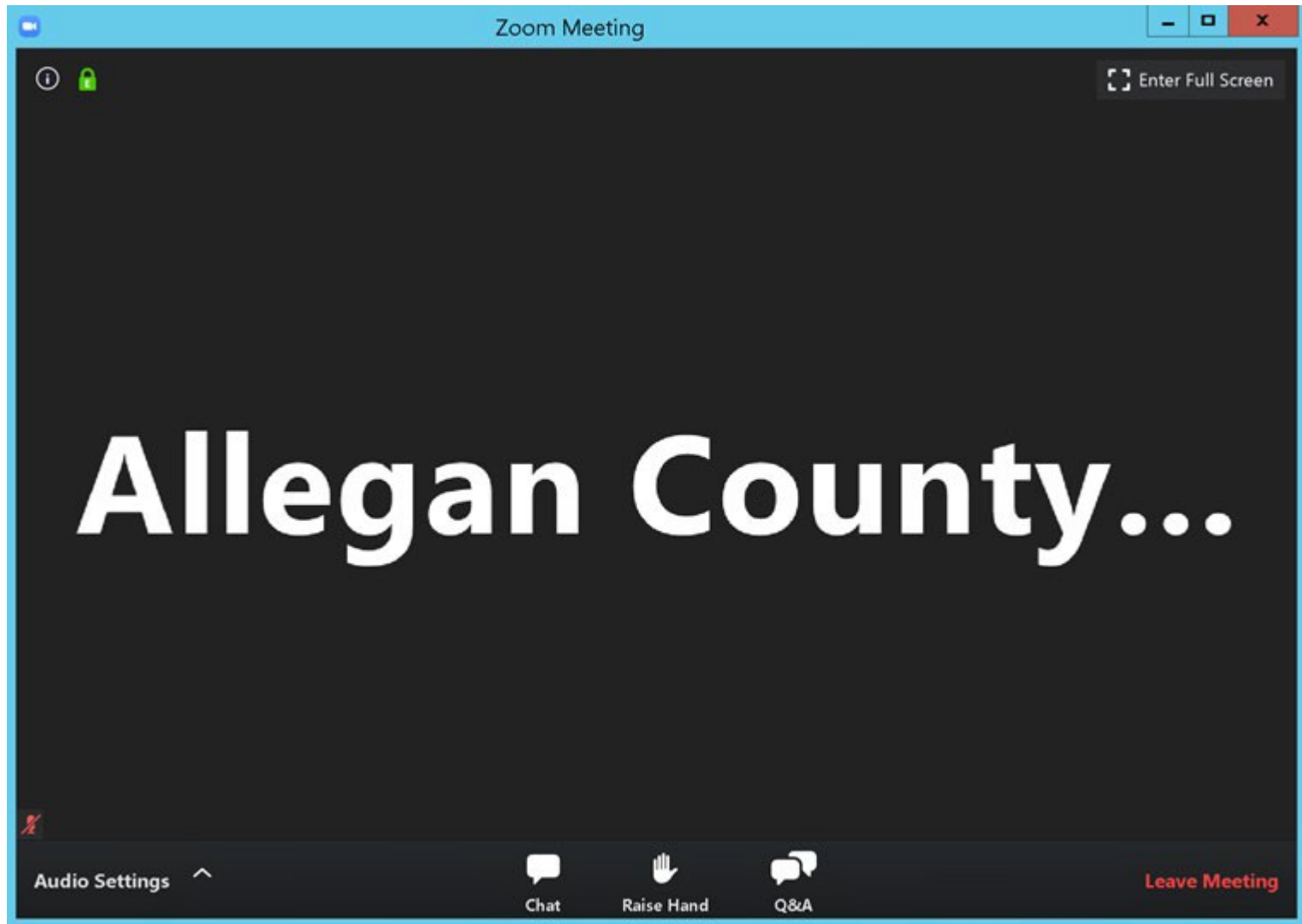
Four blue arrows with white text provide instructions:

1. Enter name and email (points to the name fields)
2. Click this box (points to the "I'm not a robot" checkbox)
3. Answer challenge question (points to the reCAPTCHA image grid)
4. Click when done. (points to the "Join Webinar in Progress" button)

Footer navigation 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

STEP 3: This Window will appear when connected.



STEP 4: Adjust audio settings (if needed)

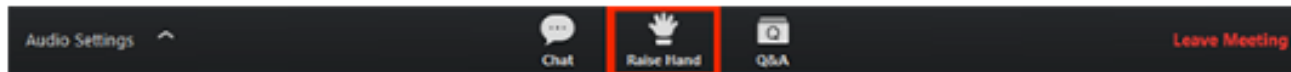
The screenshot shows the Zoom application interface. A vertical black bar on the left side of the screen has a blue arrow labeled '1' pointing to the 'Audio' menu item in the left-hand navigation pane. A second blue arrow labeled '2' points from the 'Audio' menu item to the 'Settings' window, which is open to the 'Audio' tab. In the 'Settings' window, the 'Speaker' dropdown menu is set to 'Remote Audio'. Below the 'Speaker' section, there are sliders for 'Output Level' and 'Volume', and a checked checkbox for 'Automatically adjust volume'. The 'Microphone' section shows a 'Test Mic' button and a dropdown menu, with sliders for 'Input Level' and 'Volume', and a checked checkbox 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'. There are also two checked checkboxes: '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. In the background, a meeting agenda is visible with the following text: 'Economic Development — Greg King, Director', 'ADMINISTRATIVE REPORTS:', 'CONSENT ITEMS:', and '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 is a meeting toolbar with icons for 'Chat', 'Raise Hand', and 'Q&A'.

STEP 5: Raise hand to be recognized to speak.

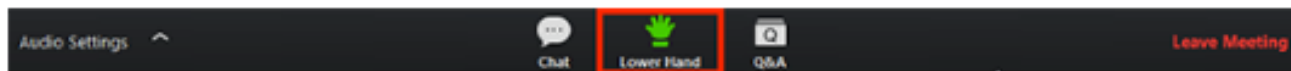
- Once “Raise Hand” is clicked, the Board Chairperson will receive notice and may UNMUTE your microphone when ready and verbally recognize you to speak.

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 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" by "Steve Sedore". The document is the agenda for the Allegan County Board of Commissioners meeting, including contact information for the board and a list of agenda items. At the bottom of the Zoom window, a control bar contains "Audio Settings", "Chat", "Raise Hand", "Q&A", and a red "Leave Meeting" button. A large blue arrow points to the "Leave Meeting" button.

Allegan County Board of Commissioners

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Jim Storey, Chairperson
Gale Dugan, Vice Chairperson

BOARD OF COMMISSIONERS MEETING – AGENDA

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DISTRICT 2
Jim Storey
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DISTRICT 3
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DISTRICT 4
Marti 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:

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Audio Settings ^ Chat Raise Hand Q&A Leave Meeting