

# Allegan County Broadband Action Workgroup



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## **BROADBAND ACTION WORKGROUP – AGENDA**

Thursday, October 21, 2021 – 3PM

County Services Building, Board Room

3283 122<sup>nd</sup> Avenue, Allegan, MI 49010

Virtual Meeting Options – Connectivity Instructions **Attached**

3PM **CALL TO ORDER:** Chairperson Austin Marsman

**ROLL CALL:**

**PLEDGE OF ALLEGIANCE:**

**PUBLIC PARTICIPATION:**

**PRESENTATIONS:** Holland Department of Public Works—Pete Hoffswell,  
Broadband Utility Superintendent & Ted Siler, Utility Services Director

**COMMUNICATIONS:**

## **DISCUSSION ITEMS:**

1. Contract Project Management Assistance Update
2. Position goals for Project Manager and Workgroup

## **PUBLIC PARTICIPATION:**

**ADJOURNMENT:** Next Meeting scheduled for Thursday, November 4, 2021

## **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

October 21, 2021



Allegan County  
3283 122<sup>nd</sup> 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: 864 2876 1547, then #, then # again
- Type in Meeting Password: 102121, 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/UCQliZQstN2Pa57QAItAWdKA>
- 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/86428761547>
- Meeting Password: 102121

<Continue with the rest of the instructions>

# STEP 2: Enter registration information

Webinar Registration - Zoom

zoom.us/webinar/register/WN\_YneHxuk\_SjqfnMwchbtUEg

## Webinar Registration

Topic: BOC Meeting - 4/9/2020

Time: Apr 9, 2020 01:00 PM in Eastern Time (US and Canada)


\* Required information

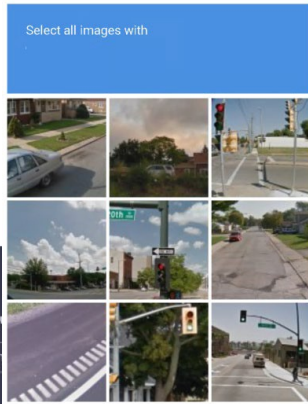
First Name \*

Last Name \*

Email Address \*

Confirm Email Address \*

I'm not a robot  reCAPTCHA Privacy - Terms

Select all images with 

reCAPTCHA VERIFY

US Dollars

Language:

Current:

Footer:

- 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

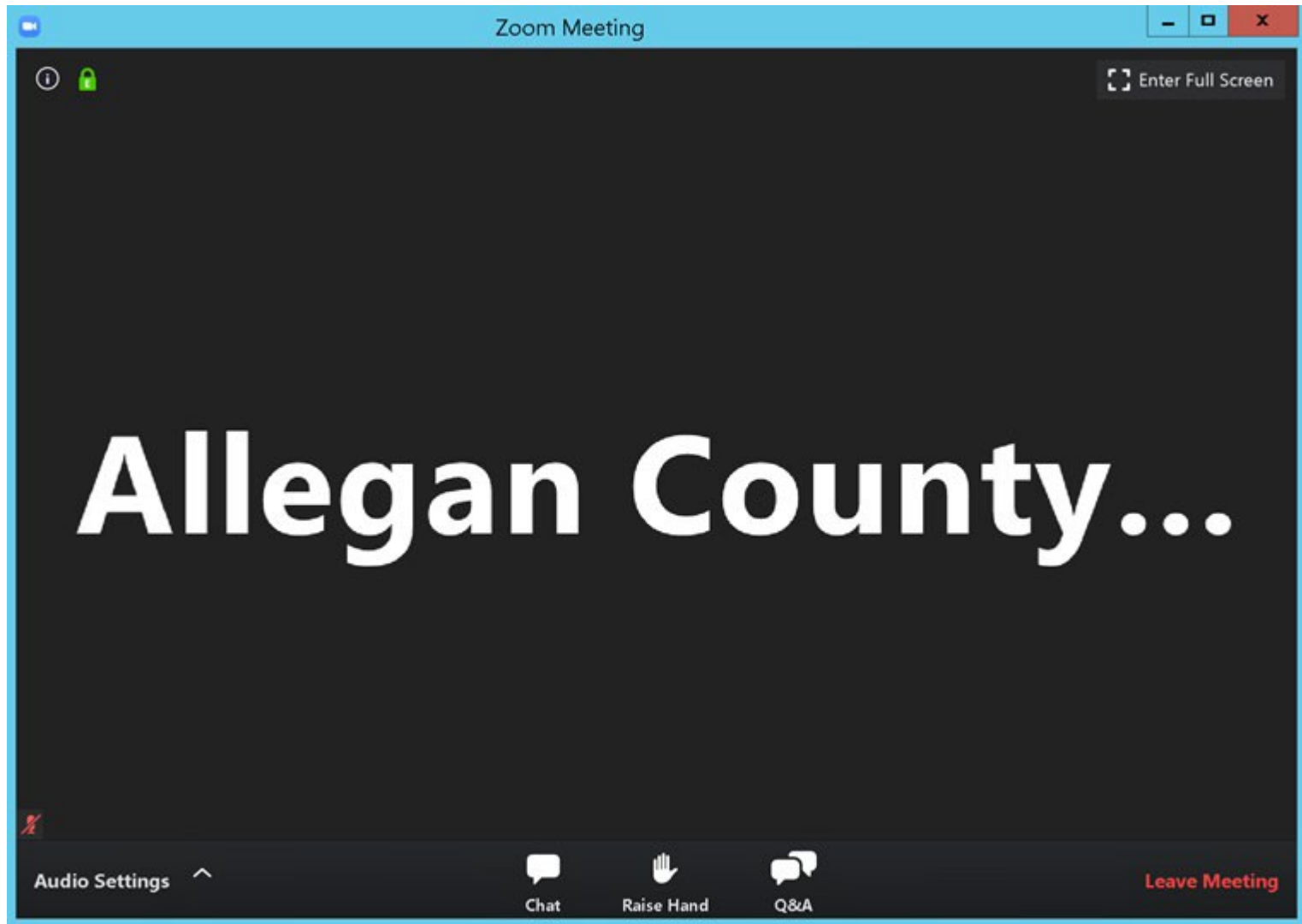
1. Enter name and email

2. Click this box

4. Click when done.

3. Answer challenge question

STEP 3: This Window will appear when connected.



# STEP 4: Adjust audio settings (if needed)

The screenshot shows the Zoom application interface with the 'Settings' window open to the 'Audio' tab. A vertical black bar on the left side of the screen has a blue arrow labeled '1' pointing to the 'Audio Settings...' option in the bottom-left corner. A blue arrow labeled '2' points from the 'Audio' tab in the settings window to the 'Remote Audio' option in the 'Select a Speaker' dropdown menu.

**Settings - Audio**

**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

**Select a Speaker**

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

**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 ^

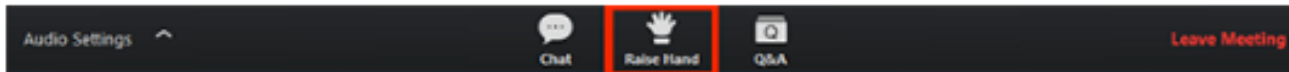
Chat Raise Hand Q&A

# STEP 5: Raise hand to be recognized to speak.

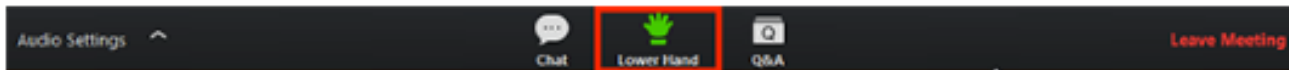
- Once “Raise Hand” is clicked, the Board Chairperson will receive notice and may UNMUTE your microphone when ready and verbally recognize you to speak.

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 shows a Zoom meeting interface. 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 is a document titled "BOC20200409\_agenda [Compatibility Mode] - Word" by Steve Sedore. The document header includes "Allegan County Board of Commissioners" with the county seal, contact information for County Services Building (3283 - 122nd Avenue, Allegan, MI 49010), and names of Chairperson Jim Storey and Vice Chairperson Gale Dugan. The agenda items are listed under "BOARD OF COMMISSIONERS MEETING - AGENDA":

- DISTRICT 1:** Dean Kasperge (918-218-2599, dkasperge@allegancounty.org) - Virtual Meeting - Connectivity Instructions **Attached**
- DISTRICT 2:** Jim Storey (616-848-9767, jstorey@allegancounty.org)
- DISTRICT 3:** Max R. Thiele (269-673-4514, mthiele@allegancounty.org)
- DISTRICT 4:** (partially visible)

The agenda items include: 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.

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.