

Allegan County Broadband Action Workgroup



County Services Building
3283 – 122nd Avenue
Allegan, MI 49010
269-673-0203 Main Office
269-686-5331 Main Fax
<http://www.allegancounty.org>

Austin Marsman, Chairperson
Tim Kotas, Vice-Chairperson

Jim Storey,
County Commissioner
Representative
616.848.9767
jstorey@allegancounty.org

Robert Mach,
Medical Representative
269.673.8424
robert.mach@ascension.org

Mandy Cooper,
Economic Development
Representative
616.772.5226
amanda.cooper@lakeshoreadyantage.com

Pamela Armstrong,
City/Township
Representative
269.673.4625
parmstrong@alleganlibrary.org

Tim Kotas,
City/Township
Representative
630.842.0933
timkotas@timkotas.com

Ted Siler,
Holland DPW Representative
616.355.1572
tsiler@hollandbpw.com

William Brown,
AAESA Representative
william.brown@alleganaesa.org

Austin Marsman,
Local Public Schools
Representative
269.568.3931
austinmarsman@gmail.com

Gerald Williams,
City/Township
Representative
269.793.0035
jawilliams@williamstooling.com

Penny Bursma,
Industry/Large Employer
Representative
269.686.1840
penny.bursma@perrigo.com

BROADBAND ACTION WORKGROUP – AGENDA

Thursday, December 16, 2021 – 4PM

County Services Building, Board Room

3283 122nd Avenue, Allegan, MI 49010

Virtual Meeting Options – Connectivity Instructions **Attached**

4PM **CALL TO ORDER:** Chairperson Austin Marsman
ROLL CALL:
PLEDGE OF ALLEGIANCE:
PUBLIC PARTICIPATION:
PRESENTATIONS:
Frontier, State Director – Government Affairs Bob Stewart
COMMUNICATIONS:

DISCUSSION ITEMS:

1. Project Manager Position Update
2. Review Goals

PUBLIC PARTICIPATION:

ADJOURNMENT: Next Meeting scheduled for Thursday, January 6, 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

December 16, 2021



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: 121621, 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: 121621

<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 reCAPTCHA "I'm not a robot" checkbox.
- A "Join Webinar in Progress" button.
- A reCAPTCHA challenge grid on the right side of the page with the instruction "Select all images with".

Navigation arrows on the left side of the image:

1. Enter name and email (points to the name and email input 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)

Footer 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 it. A blue arrow labeled '2' points to the 'Audio' settings panel. The 'Audio' settings panel is open, showing options for Speaker and Microphone. The 'Speaker' section includes a dropdown menu set to 'Remote Audio', an 'Output Level' slider, and a 'Volume' slider. The 'Microphone' section includes a dropdown menu set to 'Test Mic', an 'Input Level' slider, a 'Volume' slider, and a checked box for 'Automatically adjust volume'. Below these are several checkboxes: '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', and 'Sync buttons on headset'. An 'Advanced' button is at the bottom right of the settings panel. In the background, a meeting agenda is visible with items like 'Economic Development - Greg King, Director' and 'ADMINISTRATIVE REPORTS:'. A 'CONSENT ITEMS:' section lists a motion to approve 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.

Settings

General

Video

Audio

Share Screen

Virtual Background

Recording

Statistics

Feedback

Keyboard Shortcuts

Accessibility

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:

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.

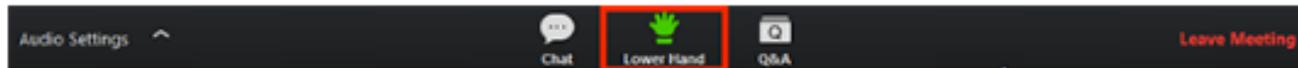
- Once “Raise Hand” is clicked, the Board Chairperson will receive notice and may UNMUTE your microphone when ready and verbally recognize you to speak.

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 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 area displays a Microsoft Word document titled "BOC20200409_agenda [Compatibility Mode] - Word" by "Steve Sedore". The document content includes the Allegan County Board of Commissioners logo and contact information for Jim Storey and Gale Dugan. The agenda items are listed under "BOARD OF COMMISSIONERS MEETING - AGENDA", including sections for District 1, 2, 3, and 4, and a central list of items like "CALL TO ORDER", "ROLL CALL", "OPENING PRAYER", "PLEDGE OF ALLEGIANCE", "COMMUNICATIONS", "APPROVAL OF MINUTES", "PUBLIC PARTICIPATION", "ADDITIONAL AGENDA ITEMS", "PRESENTATIONS", "PROCLAMATIONS", "INFORMATIONAL SESSION", and "ADMINISTRATIVE REPORTS". A blue arrow points to the "Leave Meeting" button in the bottom right corner of the Zoom interface. The bottom left of the Zoom window shows "Audio Settings" and icons for "Chat", "Raise Hand", and "Q&A".