



DRAFT

IT / EQUALIZATION COMMITTEE

*Chris Wittenbach, Chair – Terry Collins, Vice Chair
Dawn Bales*

MEETING LOCATION

*Chambers, 2nd Floor
Old Courthouse, 301 N. Main Street, Adrian, MI*

MINUTES: THURSDAY, FEBRUARY 01, 2018 - 1:30 P.M.

PRESENT: Commissioners Wittenbach, Collins, Bales, and Stimpson

ALSO PRESENT: Matt Richardson, Marilyn Woods, Carolyn Bater, Shelly DeLong, and Rebecca Borton

I. APPROVAL OF MINUTES

*Motion by Collins, to approve the minutes of the November, 2017 meeting, seconded by Bales.
Motion carried.*

II. INFORMATION TECHNOLOGY

A. **Department reports / system concerns:** There were no system concerns to report from the Register of Deeds, Treasurer, or County Clerk's office.

B. **IT report:** The IT Report was available.

C. **Capital Improvement Plan requests:**

1. **WiFi Installation:** The Maintenance Department is currently using on-site software that requires an internet connection but unable to use the system in certain areas of the Human Services Building, Sheriff's Building, and the Jail. This request was not included in the 2018 Capital Improvement Plan, but it has been deemed a priority to allow the Maintenance Department staff the capabilities to open, close, and to edit work order tickets in the field. A quote of \$6,299 was submitted.

Motion by Collins, seconded by Bales, to approve the WiFi Installation request for \$6,299 from the IT Division of the Capital Fund and Service Contracts IT General Fund. Motion carried.

2. **Fiber Network Upgrade:** An upgrade to 10 gig connections in the fiber network between campus buildings will provide support for additional capabilities as well as improve speeds. This is a 2018 Capital Improvement Plan request at a cost of \$25,000.

Motion by Bales, seconded by Collins, to approve the request for the Fiber Network Upgrade project in an amount not to exceed \$25,000 from the IT Division of the Capital Fund. Motion carried.

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3. **Optio Software Upgrade:** The original software was purchased in 1999 and is currently being used by several departments to generate forms. This is a 2018 Capital Improvement Plan request at a cost of \$22,600 including maintenance and training.

Motion by Collins, seconded by Bales, to approve the request for the Optio Software Upgrade in an amount not to exceed \$22,600 from the IT Division of the Capital Fund. Motion carried.

D. **Updates / Other business:** There was no other IT business.

III. EQUALIZATION

Equalization Director, Shelly DeLong, introduced herself and provided a few highlights. She reported that an extension for the Clinton Township reassessment has been filed with, and accepted by, the state.

IV. ADJOURNMENT

Motion by Collins, supported by Bales, to adjourn the meeting at 1:47 p.m. Motion carried.

MDM/rdb