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**IT / EQUALIZATION COMMITTEE**

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

**MEETING LOCATION**

*Chambers, 2<sup>nd</sup> Floor  
Old Courthouse, 301 N. Main Street, Adrian, MI*

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

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**PRESENT:** Commissioners Wittenbach, Collins, and Bales

**ALSO PRESENT:** Matt Richardson, Marilyn Woods, Carolyn Bater, Carrie Soto, Kim Murphy, and Rebecca Borton

**I. APPROVAL OF MINUTES**

*Motion by Collins, to approve the minutes of the February 1, 2018 meeting, seconded by Bales. Motion carried.*

**II. INFORMATION TECHNOLOGY**

**A. Department reports / system concerns:** Matt and Marilyn will look into document management options for BS&A.

**B. IT report:** The IT Report was available. Matt intends to post the notice for employment opportunity soon.

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

**III. EQUALIZATION**

Assistant Equalization Director, Carrie Soto, introduced herself and provided a few highlights. She reported change assessment notices have been sent out and Board of reviews will be held this month.

There was discussion regarding Clinton and Macon Township assessments.

**IV. ADJOURNMENT**

*Motion by Collins, supported by Bales, to adjourn the meeting at 1:42 p.m. Motion carried.*