

# IT / EQUALIZATION COMMITTEE

**Martin D. Marshall**  
Administrator

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## Members

*Chris Wittenbach, John Lapham, Dawn Bales*

**Minutes:** Thursday, April 1, 2021 – 1:30 p.m.

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**Present:** Commissioners Wittenbach, Lapham, Bales, and Stimpson

**Also Present:** Matt Richardson, Martin Marshall, Kim Murphy, Rebecca Borton, Shelly DeLong, and Scott Holtz

### I. Approval of Minutes

*Motion by Lapham, supported by Bales, to approve the minutes of the March 4, 2021 meeting. Motion carried.*

### II. Information Technology

**A. Finance Reports:** Administrator Marshall reviewed the finance report; the first quarterly appropriation has been transferred, projects have been updated, and the current fund balance is approximately \$235,000.

Several projects closure requests were reviewed. Closing and consolidating projects 1402 and 2003 will allow for annual tracking of computer replacements; these two projects require further consideration and will be brought back at a later date. Project 1903, 1906, and 2005 have been completed.

*Motion by Lapham, seconded by Bales, to close Project CPTECH 1903 PA Software Upgrade. Motion Carried.*

*Motion by Lapham, seconded by Bales, to close Project CPTECH 1906 Voice Gateway. Motion Carried.*

*Motion by Lapham, seconded by Bales, to close Project CPTECH 2005 UPS Replacement. Motion Carried.*

**B. Department Reports:** There were no departmental reports or concerns.

**C. IT Report:** Matt Richardson reviewed work performed by the IT Department and the status of Capital Improvement Projects.

**D. Updates/Other IT Business:** There were no other IT updates.

### III. Equalization

Equalization Director DeLong reported that Equalization Report will be presented at the Personnel/Ways & Means on April 13<sup>th</sup>. She also reported that studies are being prepared for 2021 field work.

**Designated Assessor Timeline:** No updates have been received from the State of Michigan on the County designated assessor program. A timeline was provided last month for the Commissioners review. There was discussion as to when the State finalized the requirements of the program and the amount of information provided to the committee.

Comm. Stimpson requested that the Equalization Director present the new CAMA standard requirements for local assessors.

**A. Updates/ Other Business:** There was no other business.

#### **IV. Adjournment**

*Motion by Lapham, seconded by Bales, to adjourn the meeting at 1:56 p.m. Motion carried.*