

# IT / EQUALIZATION COMMITTEE

**Kimberly L. Murphy**  
Administrator

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## MEMBERS

*Dustin Krasny, Nancy Jenkins-Arno, Ralph Tillotson*

## MEETING LOCATION

Chambers  
301 N. Main Street  
Adrian, MI 49221

**Minutes:** Thursday, March 2, 2023 – 1:30 p.m.

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**Present:** Commissioners Krasny, Jenkins-Arno, Tillotson, and Van Doren

**Also Present:** Shelly DeLong, Ben Ricker, Micah Hassenzahl, and Rebecca Borton

### I. Approval of Minutes

*Motion by Jenkins-Arno, supported by Tillotson, to approve the minutes of the February 2, 2023 meeting. Motion carried.*

### II. Information Technology

**A. Finance Reports:** The finance report was available.

**B. IT Report:** IT Director Ben Ricker reviewed the IT Report and three Capital Improvement requests. There was discussion regarding Microsoft Office 360, the IT Department may investigate the benefits and cost factors further.

**C. CIP Requests:** The following requests are included in the IT Division of the adopted 2023 Capital Improvement Plan. It was confirmed that the IT Committee has authority over the IT Division of the Capital Improvement Plan, therefore, these requests do not need to go to the Personnel/Ways and Means Committee.

#### 1. Computer Replacement Program

*Motion by Jenkins-Arno, seconded by Tillotson, to approve a fund allocation for the computer replacement program not to exceed \$60,000 out of the IT Division of the Capital Improvement Plan. Motion carried.*

#### 2. Microsoft Datacenter Upgrade

*Motion by Tillotson, seconded by Jenkins-Arno, to approve a fund allocation for three Microsoft Datacenter license upgrades from standard to "Software Assurance", not to exceed \$60,000 out of the IT Division of the Capital Improvement Plan. Motion carried.*

#### 3. Microsoft Office Upgrade

*Motion by Jenkins-Arno, seconded by Tillotson, to approve a fund allocation for Microsoft Office Upgrades on approximately 70 outdated versions not to exceed \$25,000 out of the IT Division of the Capital Improvement Plan. Motion carried.*

**D. Department Reports:** There were no other updates.

**E. Updates/Other IT Business:** Commissioner Tillotson requested further explanation of the 2022 Capital Improvement Plan IT project for the Medical Examiner which totaled \$9,900. It was discussed and decided that Ben will research what the final cost was (since this is a closed project) and that he will bring that back next month when Kim Murphy is available to answer any other questions relating to the relationship between counties and ME Office costs.

### **III. Equalization**

**A. Updates/ Other Business:** Equalization Director Shelly Delong reported that changes notices have been sent out; a new item was added to the notices with only a couple of minor glitches; board of reviews will begin March 13<sup>th</sup>; and the board of review organizational meeting will be held soon.

She added that she will be ordering new furniture for her office for the relocation of staff to space in the basement. She also updated the Committee on personnel changes.

**IV. Public Comment:** There was no public comment.

### **V. Adjournment**

*Motion by Tillotson, seconded by Jenkins-Arno, to adjourn the meeting at 2:08 p.m. Motion carried.*