

IT / EQUALIZATION COMMITTEE

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MEMBERS

Dustin Krasny, Nancy Jenkins-Arno, Ralph Tillotson

MEETING LOCATION

301 N. Main Street - Adrian, MI

Minutes: Thursday, September 7, 2023 – 1:30 p.m.

Present: Commissioners Krasny, Jenkins-Arno, and Tillotson

Also Present: Kim Murphy, Shannon Elliott, Jen Ambrose, Ben Ricker, Micah Hassenzahl, Shelly Delong, and Rebecca Borton

I. Approval of Minutes

Motion by Tillotson, supported by Jenkins-Arno, to approve the minutes of the August 3, 2023 meeting. Motion carried.

II. Information Technology

A. Finance Reports: Administrator Murphy reviewed the finance report.

- 1) Project Closures:** Three (3) IT projects have been completed and there are no outstanding invoices. These projects are ready to be closed and any remaining designated project funds can be rolled back into the division's fund balance.

Motion by Tillotson to close ITTECH 2304. Following clarification on projects, the motion was withdrawn.

Motion by Tillotson, seconded by Jenkins-Arno, to close projects TEC2204-Badge/Card Printer/Software, TECH2205 Access Control Project, and TECH2210 Access Control Judicial Project. Motion carried.

B. IT Report: IT Director Ben Ricker reviewed the status of several IT projects.

C. Communications: Jennifer Ambrose provided an update on digital communications, and reported that the process continues to merge the LDA with the County website, and new pages are being created for a variety of boards.

The LDA, Health Department, and Veterans Affairs are now distributing newsletters; the 60-second update is a weekly update from the Administrator and the DQ is a weekly internal update from the Deputy Administrator.

Jennifer went on to review the social media top stories reported by ZenCity and the Community Survey results will be presented to the Human Services Committee next week.

D. Department Reports: There were no Department reports.

E. Updates/Other IT Business

CivicClerk: S. Elliott reported that CivicClerk Meeting Management software provides county residents with intuitive access to meeting agendas, packets, minutes, and

video recordings. Further, it will allow meeting information to be stored and archived directly on Lenawee County's website without accessing outside sites. CivicClerk Media Software will allow the County to utilize the recently purchased cameras to the fullest extent and stream to up to 3 different locations.

Commissioner Jenkins-Arno asked where the funds for the capital fund come from. K. Murphy explained that the Board of Commissioners approve an appropriation to the Capital Fund, which is then divided amongst the various divisions. The division plans are recommended by the committees and compiled into a formal Capital Improvement Plan as part of the budgetary process. This Plan is then presented to the Board of Commissioners for final approval. She stated that the IT Committee has authority over the IT Division of the Capital Fund which has a current balance is \$263,652.

Motion by Jenkins-Arno, seconded by Tillotson, to authorize the Administrator to sign and obligate the County for subscription with CivicClerk Meeting Management and CivicClerk Media Software in the amount of \$22,514.00 from the IT Division of the Capital Improvement Fund. Motion carried.

ZenCity Contract: Comm. Krasny reported that the ZenCity contract is set to expire at the end of the year, which has a 90-day termination clause. He suggested that the Committee consider referring the renewal of the contract to the Personnel/Ways and Means Committee for further consideration.

Motion by Tillotson, seconded by Jenkins-Arno, to refer the ZenCity contract to the Personnel/Ways & Means Committee for renewal consideration. Motion carried.

III. Equalization

A. Equalization Report: S. Delong, Equalization Director, provided an update on activities.

IV. Updates/ Other Business

A. October Meeting

Motion by Tillotson, seconded by Jenkins-Arno, to set the next IT/Equalization Committee meeting for Thursday, October 12th. Motion carried.

V. Public Comment: There was no public comment.

VI. Adjournment

Motion by Tillotson, seconded by Jenkins-Arno, to adjourn the meeting at 2:00 p.m. Motion carried.