

MINUTES

DATA PROCESSING / EQUALIZATION COMMITTEE THURSDAY, JANUARY 6, 2000 - 1:30 P.M. COMMISSIONER'S COMMITTEE ROOM

Present. Commissioners Hall, Fenby, Tillotson and Eisenmann

Also Present. Lou Ann Bluntschly, Matt Richardson, May Crow, Mary McNally, Marty Marshall, Vicki Daniels, Jenny Escott, Janna Schock and Bill Bacon

I Approval of Minutes

Motion by Fenby, supported by Eisenmann to approve the minutes of the December 2, 1999 meeting. Motion carried

II Department Reports

a) Data Processing - Janna Schock stated that the change over during Y2K went smoothly. She explained that she is working on a program for Captain Lucey that would update the paging system by entering numbers through the 400

b) Register of Deeds - Vicki Daniels reported on a problem with the Cherry LAN software. It does not recognize years in the 1900's. This has required manual re-entry of years at the close of each day. They are attempting to get this bug corrected through the software vendor.

c) Drain Commission - Jenny Escott reviewed the need to purchase an additional CAD station for an employee hired through joint funding by the Drain Commission and soil conservation service. Marty Marshall explained that a new CAD unit would cost up to \$6,000. Ms. Escott was requested to check with the conservation service on possible grant funding for the necessary CAD station.

Motion by Tillotson, supported by Fenby to refer funding of CAD equipment for the Drain Commission to the Physical Resources Committee. Motion carried

d) Clerk's Office - Lou Ann Bluntschly stated that she had ordered new PCs through remaining funds in the Clerk's Office 1999 budget. The computer terminals placed on the front counter in the Clerk's Office have been very helpful in providing vital statistic information to the public. She also stated that the bookkeeping office was making preparations to prepare W2 and 1099 statements.

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e) Treasurer's Office - May Crow stated that the financial programs ran smoothly during the Y2K transition. Paula is working on some minor modifications to the dog program. She explained the need for an additional position in the Treasurer's Office to provide back up to current personnel.

f) Sheriff's Department - Mary McNally stated that the Sheriff's Department is waiting for additional PCs and software. She reviewed some of the problems experienced with the hub which is having frequent break downs. Matt Richardson reported that it appears likely that a new hub will have to be purchased for the Sheriff's Department.

III System concerns

Marty Marshall reported that there were no significant problems with Y2K. Thirteen PCs were ordered at the end of the year. During 2000, Data Processing is reviewing plans to make data more accessible and available to the public. They are also looking at means of improving connections to remote offices through wireless or fiber optic systems. They are also conducting a review of departmental needs for the year.

Marty Marshall reported that Paula Boehm had been reduced from two days to one day per week. Her normal day to assist the County will be Friday.

Commissioner Hall reviewed some improvements he would like to see in the County's web page including a search field and counter.

Lou Ann Bluntschly stated that it would be beneficial to have election information on the County's web page. There was brief discussion on various means to improve the County's web site and permit increased accessibility for County departments.

IV EQUALIZATION BUSINESS

Marty Marshall explained that he would like to use mapping funds for the creation of base maps rather than paying them through the appraisal fund. The mapping fund is paying for an employee plus related equipment.

Motion by Fenby, supported by Tillotson to authorize the expenditure of \$5,360 out of the mapping account to pay for base maps. Motion carried.

Mr. Marshall stated that the appraisal/assessing fund pays for two full time and two part time employees. Funds for the appraisal/assessing fund come through contractual agreements with townships. The fund is also used to pay for equipment and classes. There

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was a question regarding a bill received by Macon Township Marty Marshall stated he would check this out as it may be an annual maintenance fee for tax roll and billing services

Marty Marshall reviewed the desirability of enhancing the mapping software to reproduce various maps in different scales

Motion by Tillotson, supported by Fenby to authorize the expenditure of \$864 90 for the acquisition of enhanced mapping software to allow production of maps at different scales
Motion carried

Mr Marshall reviewed a recent Tax Commission decision to amend the utility multiplier tables which has the effect of cutting utility personal property tax by 25% to 30% Several municipalities in the Detroit area are undertaking a lawsuit in Circuit Court to prevent the amendment in utility multiplier tables based on the premise that it is unconstitutional under the uniform taxation provision. The estimated revenue loss to Lenawee County is approximately \$80,000 Mr Marshall requested authorization to expend up to \$1,500 from the professional and contractual services line item in the Equalization budget to join in the efforts of municipalities to prevent the tax tables from being implemented.

Motion by Tillotson, supported by Fenby to authorize the expenditure of up to \$1,500 in the Equalization Department professional and contractual services line item to allow the County to participate in the appeal of the amendment in the utility multiplier table Motion carried

There was discussion regarding difficulties in accurately recording tax numbers and property descriptions particularly with property splits and transfers Marty Marshall, May Crow and Vicki Daniels were requested to investigate other counties procedures to determine if a more effective way of dealing with this problem could be instituted.

IV Adjournment

Motion by Fenby, supported by Tillotson to adjourn the meeting at 2.50 P M Motion carried

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DATA PROCESSING/EQUALIZATION COMMITTEE THURSDAY, FEBRUARY 3, 2000 - 1:30 P.M. COMMISSIONER'S COMMITTEE ROOM

Present. Commissioners Hall, Tillotson, Fenby and Eisenmann

Also Present: Jenny Escott, Kim Cramer, Vicki Daniels, Marilyn Woods, Eric Matthews, Matt Richardson, Marty Marshall, Lou Ann Bluntschly, Gaylord Herriman, Mary McNally and Bill Bacon

I Approval of Minutes

Motion by Tillotson, supported by Fenby to approve the minutes of the January 6, 2000 meeting
Motion carried

II Department reports

a) Drain Commission - Jenny Escott reported that programs are functioning properly at the Drain Commission at this time

b) Sheriff's Department - Mary McNally stated that programs are functioning reasonably well at the Sheriff's Department. They are currently waiting for the new personal computers to be installed and are continuing work on updating the paging system through the main frame

c) Register of Deeds - Vicki Daniels explained that programs are operating smoothly in the Register of Deeds office. They are currently researching the purchase of thermal receipting equipment. She also reviewed recent work to obtain quotes on using film to create images. Ms. Daniels also explained that she is researching how other counties handle review of legal descriptions following property splits

d) Printing Department - Kim Cramer explained that the software for the call accounting system was recently revised in an attempt to correct recent problems with this system. It appears to be functioning properly at this time. The Printing Department has a personal computer that is on order.

e) Treasurer's Office - Marilyn Woods reported problems with the cash receipts program. They are also in need of having project numbers for various county departments printed on receipts. There is also a problem with the tax program that does not accept her password into the system.

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f) Clerk's Office - Lou Ann Bluntschly reported that most computer operations are functioning smoothly at this time. Some problems have been encountered with closing out the year end on the payables system. She also reviewed recent efforts to provide vital statistics information on a state wide basis

III System Concerns

Marty Marshall reported that the new computer equipment for departments should be in place by the end of the month. He distributed quotations they had received for personal computers for 2000. Quotes were as follows.

Stratos Microsystems	\$1,185
Short and Associates	\$1,220
Selective Data Systems	\$1,226

Mr. Marshall reviewed the importance of having prompt local service available for parts and repairs of computer equipment. A recommendation was made to continue purchasing PC's through Selective Data Systems.

There was discussion regarding the installation of the Circuit Court video system. The PC provided by the vendor installing the video taping equipment does not meet specifications of the county network system. Problems may be encountered once the PC is hooked up to the network system. It was reported that the Probate Court video taping system is not hooked into the county network system.

Mr. Marshall reported that they had purchased the Microsoft front page 2000 software to allow internet updates. They are still working on implementing this system.

IV EQUALIZATION BUSINESS

Mr. Marshall distributed a proposal to purchase global positioning system equipment. The equipment would be used to benefit the Drain Commission and Equalization Department. He recommended that funding in the amount of \$12,000 be approved as follows:

Equalization	\$4,000
Mapping fund	\$4,000
Drain Commission revolving	<u>\$4,000</u>
Total	\$12,000

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Motion by Tillotson, supported by Fenby to recommend that the proposals submitted for the purchase of mapping equipment be referred to the Physical Resources Committee for funding
Motion carried.

Mr. Marshall reported the Equalization Department is currently in the process of preparing assessment rolls and assessment change notices

There was discussion regarding the legal case involving the change in utility personal property multipliers. At this time the procedure is to go through the tribunal process
There remains a great deal of variance in which tables will be used in assessing utility personal property this year

IV Adjournment

There being no further business, the meeting was adjourned at 2:45 P.M.

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DATA PROCESSING/EQUALIZATION COMMITTEE THURSDAY, MARCH 2, 2000 - 1:30 P.M. COMMISSIONER'S COMMITTEE ROOM

Present: Commissioners Hall, Tillotson, Fenby and Eisenmann

Also Present: Commissioner Williams, Matt Richardson, Mary McNally, May Crow, Gaylord Herriman, Kim Cramer, Lou Ann Bluntschly, Marty Marshall, and Bill Bacon

I Approval of Minutes

Motion by Tillotson, supported by Fenby to approve the minutes of the February 3, 2000 meeting. Motion carried.

II Department reports

a) Clerk's Office - Lou Ann Bluntschly reported that computer operations are functioning smoothly in the Clerk's Office. She reported on the status of transmitting vital records electronically. A system is being implemented through the state Health Department. Birth records will be put on the system initially. Various details and security items are being reviewed. She also reported that she would like to send Tracy Pitts to the HTE annual conference which is scheduled in June in Florida. Marty Marshall indicated that some funds may be available within the Data Processing budget to cover attendance at this conference for various representatives from the County.

b) Printing Department - Kim Cramer reported that some problems are being encountered with computer lock-outs when using Lotus. She also explained that they have been experiencing power interruptions with the call accounting system. She requested that Data Processing obtain cost information on possibly installing a UPS for this system.

c) Maintenance Department - Gaylord Herriman explained that it would be unfair to blame the Maintenance Department for not installing the necessary cable into the Administrator's Office to allow for the hook up of a new printer. He stated that this work was completed on Monday, however Data Processing has yet to install the new printer. He also reported on a problem with obtaining verification on account balances. May Crow explained that the balance from the previous account number rolls into the screen at certain times. This problem is to be checked into further.

d) Treasurer's Office - May Crow explained that the auditors had requested the electronic transmission of general ledger data on Monday, however delays were experienced in

getting this information to them. She reported that they are also experiencing problems in getting disconnected from Lotus. Problems were recently encountered with the dog program, however they were corrected by Eric.

- e) Sheriff's Department - Mary McNally reported that during their recent test of the generator the LEIN dumb tube crashed. A good deal of effort was expended in restoring the terminal to full usage. The new computers have been installed as well as a new PC for the community policing program. She reviewed the recent update of the 911 system which has allowed the transfer of old PC units to other areas in the Sheriff's Department. It may be possible to relocate one of the old units to serve as the PC for the new card reader system.

III System Concerns

Marty Marshall reviewed the status of efforts to implement an accounts receivable system for Probate Court and Maurice Spear Campus. The previous system used by Probate Court was not Y2K compliant and efforts have been put forth to implement the HTE accounts receivable system. He reviewed a number of difficulties that have been encountered implementing the system including tying out receivables to the general ledger and producing a cash receipt. A meeting with the County's auditors has been scheduled for Friday at 2:00 P.M. to discuss this matter further. One possibility being discussed is to set up an alternate cash account which would allow all cash to be kept separately. May Crow relayed some of the difficulties that have been experienced in matching up the cash receipt to the batch information that is received from the receivables program.

Marty Marshall reported that the ordered PC's have recently been delivered to the Clerk's Office. He also discussed the general protection fault (GPF) problems that have been encountered in Windows 95. Data Processing is exploring the possibility of converting the Word Perfect word processing program to the Word program by Microsoft. This may eliminate the GPF programs being experienced. It may also be possible to transfer files from Word Perfect to Word.

Marty Marshall discussed the need to have a credit card to handle transactions with software companies.

Motion by Tillotson, supported by Fenby to recommend to the Personnel/Ways and Means Committee that a credit card be issued to the Data Processing Department with a limit of \$2,000. Motion carried.

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IV EQUALIZATION BUSINESS

Marty Marshall explained that they are currently finishing up with printing and distributing assessment change notices. He also reported that the GPS unit recently was received.

V Adjournment

There being no further business, the meeting was adjourned at 3:00 P.M.

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DATA PROCESSING/EQUALIZATION COMMITTEE THURSDAY, APRIL 6, 2000 - 1:30 P.M. COMMISSIONER'S COMMITTEE ROOM

Present: Commissioners Hall, Fenby and Tillotson

Also Present: Lou Ann Bluntschly, Gaylord Herriman, Kim Cramer, Jenny Escott, Mary McNally, May Crow, Commissioner Williams, Matt Richardson, Marty Marshall and Bill Bacon

I Approval of Minutes

Motion by Fenby, supported by Tillotson to approve the minutes of the March 2, 2000 meeting. Motion carried.

II Department reports

- a) Clerk's Office - Lou Ann Bluntschly reported that the new personal computers have been received and are in the process of being installed. Programs are functioning smoothly at this time.
- b) Printing Department - Kim Cramer explained that the Printing Department is now utilizing a Lotus spreadsheet to transmit billings to the Treasurer's Office which has cut down on paperwork and improved efficiency in processing accounting transactions. They are experiencing problems with the Lotus program crashing. This problem is being checked into by Data Processing. A UPS has been ordered for the call accounting system. There was a recent problem with the purchase order system due to the loading of a new update, however, this problem has been corrected.
- c) Drain Commission - Jenny Escott stated that programs are functioning properly at the Drain Commission, however dust generated from the construction project has created some problems. Once construction is completed, a thorough cleaning of equipment will be necessary.
- e) Sheriff's Department - Mary McNally reported that computer programs are functioning smoothly at the Sheriff's Department. They are currently waiting for the Judicial Building card reader system to be installed. The pager system has been hooked up to the AS400.
- f) Treasurer's Office - May Crow reported that an update to the financial system was recently loaded on the system. There is a bug with the cash receipts program which Paula

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Boehm will have to work on. She stated that it would be beneficial to have Paula on site on Monday following the loading of updates over the weekend. Currently, they have to wait until Friday when Paula is at the County. Ms. Crow reported that the accounts receivable program at the Maurice Spear Campus is working properly.

g) Data Processing - Data Processing was requested to check into the computer at the Airport which has not been functioning properly.

h) Maintenance - Gaylord Herriman reported that the County telephone system has been experiencing difficulties in placing outgoing calls. Kim Cramer stated that this problem has been traced to the GTE central switching system and is an intermittent problem. She is attempting to track down personnel at GTE to correct the down time being experienced with the County's phone system. Following discussion, it was suggested that the Public Service Commission be contacted regarding difficulties encountered with GTE.

III System Concerns

Marty Marshall distributed copies of service requests handled by the Data Processing Department. The report listed requests that have been closed since October 1999. It also included a summary of all requests that have been received.

Mr. Marshall reported that the Data Processing Department is working on an acceptable use policy for County departments. They are currently working with each department to determine uses that are acceptable and compatible with the County's main frame and computer network systems.

IV EQUALIZATION BUSINESS

Marty Marshall stated that he had attended all of the local boards of review and filed an appeal concerning personal property assessments for utility companies. He reported that all local assessors are using the recommended multipliers for personal property assessments for utilities.

They are currently working on the Equalization report which will be presented to the Board of Commissioners at the April 25, 2000 meeting.

Mr. Marshall reported that they are working with the Drain Commission on the implementation of the GPS system.

V Adjournment

Motion by Tillotson, supported by Fenby to adjourn the meeting at 2:15 P.M. Motion carried.

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DATA PROCESSING / EQUALIZATION COMMITTEE THURSDAY, MAY 4, 2000 -1:30 P.M. COMMISSIONER'S COMMITTEE ROOM

Present: Commissioners Hall, Fenby, Tillotson, and Eisenmann

Also Present: Commissioner Williams, Marty Marshall, Vicki Daniels, Mary McNally, Janna Schock, Jenny Escott, Kim Cramer, Eric Matthews, Matt Richardson and Bill Bacon

I Approval of Minutes

Motion by Fenby, supported by Tillotson to approve the minutes of the April 6, 2000 meeting.
Motion carried.

II Department Reports

a) Printing Department - Kim Cramer reported that the Printing Department recently received a new computer. Its operations are running smoothly at this time. She reported that she is investigating an integrated voice response (IVR) system for the Friend of the Court. This would enable voice responses to account inquiries received by the Friend of the Court office. The state would fund the acquisition of a new analog card for the County's telephone system to accommodate the change. She is currently checking on the feasibility of implementing the IVR system.

b) Drain Commission - Jenny Escott reported that they are still waiting for a new computer to be delivered to the Drain Commission. They are ready to make permanent relocations in their office area once an occupancy permit is obtained.

c) Data Processing - Janna Schock reported that a 56K digital line was recently installed to hook- up to the state computer system. This has replaced the old analog line. She explained she is currently working on loading Cott indexing data to the Clerk's Office files on the main frame.

d) Sheriff's Department - Mary McNally reported that computer operations were functioning smoothly at this time at the Sheriff's Department and Jail.

e) Register of Deeds - Vicki Daniels reported that updates were recently loaded by Cherry LAN on the system for imaging and receipting. The updates will allow much faster access to records by remote users. They are also in the process of acquiring a two sided scanner and a program for UCC's.

f) Clerk's Office - Lou Ann Bluntschly reported on recent discussions at the state to obtain an imaging program for court records.

III System Concerns

Marty Marshall distributed information on a proposal to purchase an asset management program for the County's computer network system. This would connect all County hardware with an electronic asset tag and would monitor hardware usage and any unauthorized modifications. Costs would be slightly less than \$20,000 with a payback of slightly more than three years. The County currently has over two hundred ports with 150 devices hooked up to the system. Further review of this proposal will be forthcoming.

Mr. Marshall distributed copies of the work report for the Data Processing Department during April.

Mr. Marshall reported that a new software package had been loaded on the network which monitors software assets. The new program monitors software applications and not files. It will allow for improvements in trouble shooting and response time.

There was discussion regarding improvements to the County's website. Mr. Marshall explained that he would have a recommendation on various measures to improve usage of the County's website at next month's meeting.

IV EQUALIZATION BUSINESS

Mr. Marshall reported that the preliminary state equalization will be set Monday, May 8, 2000. No factors on County classes of property are anticipated.

Mr. Marshall reviewed various appeals of assessments in the County. He recommended that the County explore the possibility of reserving funds in the tax tribunal account to carry over to future years should an assessment appeal be granted.

V Adjournment

There being no further business, the meeting was adjourned at 2:40 P.M.

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DATA PROCESSING / EQUALIZATION COMMITTEE

THURSDAY, JUNE 1, 2000 – 1:30 P.M.

COMMISSIONER'S COMMITTEE ROOM

Present: Commissioners Hall, Fenby, Tillotson and Eisenmann

Also Present: Matt Richardson, Janna Schock, Marty Marshall, May Crow, Jenny Escott, Vicki Daniels, Kim Cramer, Lou Ann Bluntschly, and Bill Bacon

I Approval of minutes

Motion by Tillotson, supported by Fenby to approve the minutes of the May 4, 2000 meeting.
Motion carried.

II Department reports

a) Printing Department - Kim Cramer explained that she is preparing to attend the upcoming HTE conference. She reviewed the conference schedule which includes sessions on software functions and improved efficiencies in operations. She also reported that the call accounting system was currently functioning properly in the Printing Department. The UPS system has operated very well during the recent storms.

b) Register of Deeds - Vicki Daniels reported that they are deleting the UCC program as it appears, at this time, that the state will be taking over this function. They are still exploring the possibility of purchasing a two sided scanner. The receipting system was recently updated which has required a good deal of time in learning the new operations of the program.

c) Drain Commission - Jenny Escott reported that programs were functioning properly at this time.

d) Sheriff's Department - Mary McNally reported that programs were operating properly at the Sheriff's Department.

e) Treasurer's Office - May Crow reported that a cash receipt recently went through without a batch number. Data Processing is checking on this problem. The SRI tax system is in the process of being implemented with legal notices scheduled to go out tomorrow.

f) Clerk's Office - Lou Ann Bluntschly reported that programs were functioning smoothly in the Clerk's office. She inquired about the use of a web page for elections.

g) Data Processing - Matt Richardson explained that they are currently working on installing twelve new and reconditioned PCs in various departments.

III System Concerns

Marty Marshall reported that the credit card for Data Processing had recently been received. The group from the County attending the HTE conference will be using the card for conference expenses. Cheryl Whipple will be authorized to be responsible for use of the credit card.

Matt Richardson reported that he had been working on procedures to implement a County web page which could be updated and maintained on a regular basis. He will be meeting with department heads to go over information they would like to have on the web page.

Marty Marshall reviewed the need to retain some part time assistance in the Data Processing Department at an hourly rate of approximately \$7.00 to \$8.00. The total annual amount would be less than \$10,000.

Motion by Tillotson, supported by Fenby to recommend to the Personnel/Ways and Means Committee that Data Processing be authorized to transfer from non-personnel budget accounts to a part-time personnel line item covering expenditures for temporary help in an amount not to exceed \$10,000. Motion carried.

Marty Marshall distributed the monthly Data Processing report.

Mr. Marshall explained that Data Processing is interested in using some of the space vacated by the Printing Department once they are relocated to the Physical Resources Building. Further discussion of space utilization was referred to the Physical Resources Committee.

IV EQUALIZATION BUSINESS

Marty Marshall distributed two invoices related to the mapping project. One invoice in the amount of \$1,275.00 was for scanning aerial photos. The second invoice in the amount \$2,614.50, is for digital mapping of the village of Blissfield.

Motion by Tillotson, supported by Fenby to authorize payment of two invoices (\$1,275.00 for aerial photos and \$2,614.50 for digital mapping of the village of Blissfield) to be paid out of the existing building and site mapping account. Motion carried.

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V Other Business

The Committee tentatively scheduled a presentation by the firm that provides monitoring software for system hardware at next month's meeting.

VI Adjournment

Motion by Tillotson, supported by Fenby to adjourn the meeting at 2:20 P.M. Motion carried.

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DATA PROCESSING / EQUALIZATION COMMITTEE THURSDAY, JULY 6, 2000 – 1:30 P.M. COMMISSIONER'S COMMITTEE ROOM

Present: Commissioners Hall, Fenby, Tillotson and Eisenmann

Also Present: Matt Richardson, Marty Marshall, Commissioner Williams, Vicki Daniels, Bill Green, May Crow, Jenny Escott, Mary McNally, Brenda Conley, Mark Brincat and Bill Bacon

I Approval of Minutes

Motion by Fenby, supported by Tillotson to approve the minutes of the June 1, 2000 meeting.
Motion carried.

II Department Reports

a) Treasurer's Office - May Crow reported that programs are functioning smoothly in the Treasurer's Office.

b) Drain Commission - Jenny Escott reported that Drain Commission programs were functioning properly.

c) Sheriff's Department - Mary McNally reported programs were operating properly at this time. An update to the New World program needs to be loaded on the system. They are also working on loading a victim's rights program on the system through the state of Michigan.

d) Printing Department - Brenda Conley reported that a personal computer was recently installed in the printing press room.

e) Register of Deeds - Vicki Daniels reported that programs were operating smoothly in the Register of Deeds office. The dual sided scanner has been received and needs to be installed shortly.

f) Data Processing - Matt Richardson reported that he is currently preparing a test of the revamped County web page. He explained that he is using the "front page" software to develop the various web sections. He plans on meeting with County departments within

the next month to review content. A sample of the web page can be accessed at www.justaskmatt.com.

III System Concerns

Marty Marshall distributed the work report for the Data Processing Department covering June 2000. He explained that they are in the process of hiring a temporary employee to work this summer on various projects. The employee's schedule may be extended into the fall on a part time basis. He also reported that they are in the process of updating the AS400 client program. The update will require only ten percent of the space currently used on the system for this application. Loading of the updated client program should be completed by the end of July.

The committee reviewed a demonstration of a computer hardware tracking system provided by CMS Technologies. Account Manager Mark Brincat reviewed various features of the system explaining that it operates as an "internal firewall" for computer networks and systems. The cost to acquire such a system is approximately \$20,000.

EQUALIZATION BUSINESS

Marty Marshall reported that various appeals have been filed with the tax tribunal for rural electric multipliers. He also reviewed recent discussions with the Michigan Speedway on taxable value of their property and how it is affected by their recent corporate merger and reorganization.

IV Adjournment

Motion by Tillotson, supported by Fenby to adjourn the meeting at 2:35 P.M.

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DATA PROCESSING / EQUALIZATION COMMITTEE THURSDAY, AUGUST 3, 2000 – 1:30 P.M. COMMISSIONER'S COMMITTEE ROOM

Present: Commissioners Hall, Fenby, Tillotson and Eisenmann

Also Present: Commissioner Williams, Matt Richardson, May Crow, Mary McNally, Vicki Daniels, Mary Ellen Loar, Bill Green, Kim Cramer, Lou Ann Bluntschly, and Bill Bacon

I Approval of Minutes

Motion by Tillotson, supported by Hall to approve the minutes of the July 6, 2000 meeting.
Motion carried.

II Department reports

a) Treasurer's Office - May Crow reported that difficulties have been encountered with one of the banks encoding information on bank statements. She explained she is currently working with Matt and bank officials to enable statements to be downloaded through e-mail which should greatly reduce the amount of time needed to reconcile bank accounts.

b) Sheriff's Department - Mary McNally reported that a black box was recently installed on a Sergeant's computer which will allow the consolidation of three computers into one unit. She also explained that a New World System update was recently loaded. A few bugs were encountered with the update which are currently being investigated. Ms. McNally also reported on the victim informational network enforcement (VINE) system which is currently being implemented through the Sheriff's Department.

c) Printing Department - Kim Cramer reported that operations were functioning smoothly in the Printing Department. She expressed her appreciation for the prompt response received from the Data Processing Department to computer problems in her office.

d) Register of Deeds - Vicki Daniels reported that computer operations were functioning correctly in her office. She reviewed the implementation of images on the system back to 1991. She has been working with Cherry LAN to implement this new system. The

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double sided scanner has been received and with the exception of a few minor problems is functioning correctly.

e) Clerk's Office - Lou Ann Bluntschly reported that computer operations were running smoothly at this time. She reported on work being conducted through the State of Michigan on further automation for vital records which would allow certified copies to be issued on line. She also reviewed the desirability of implementing an optical imaging system for court records. Ms. Bluntschly also explained that efforts are underway to develop a program that would automate the trust and agency restitution accounts.

III System Concerns

Matt Richardson inquired about the status of approval for the CMS security system which was demonstrated at the last month's Committee meeting. The cost is approximately \$20,000 and, at this time, he reported that Marty Marshall did not believe there were sufficient funds in the Data Processing budget to accommodate it. Further review of the possible purchase of this unit will be conducted as part of the development of the 2001 County budget.

Mr. Richardson explained that hiring a temporary employee to work in the Data Processing Department has been placed on hold until next year. They will be working through Vo Tech to attempt to secure the services of a summer temporary employee earlier in the year.

Mr. Richardson reviewed recent efforts on developing a County Web page. The page should be posted tomorrow. He also reported that a new server is being put on line for the County's internet access to allow the input of additional addresses.

IV EQUALIZATION BUSINESS

Mary Ellen Loar reported that a request is anticipated in the near future from the City of Morenci for the Equalization Department to serve as assessor for their governmental unit. She explained that the Equalization Department is currently in the process of conducting a physical reappraisal of Ogden Township. Ms. Loar also explained that all of the appeals through the Board of Review have been filed with the state.

V Adjournment

Motion by Tillotson, supported by Fenby to adjourn the meeting at 2:10 P.M. Motion carried.

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DATA PROCESSING / EQUALIZATION COMMITTEE THURSDAY, SEPTEMBER 7, 2000 – 1:30 P.M. COMMISSIONER'S COMMITTEE ROOM

Present: Commissioners Hall, Fenby, Eisenmann and Tillotson

Also Present: Matt Richardson, Marty Marshall, Mary McNally, Jenny Escott, Kim Cramer, May Crow, Lou Ann Bluntschly, Commissioner Gould and Bill Bacon

I Approval of Minutes

Motion by Fenby, supported by Eisenmann to approve the minutes of the August 3, 2000 meeting. Motion carried.

II Department Reports

a) Clerk's Office - Lou Ann Bluntschly reported that she had obtained the "Election Magic" spreadsheet program to report election returns in November. This program can be tied to the internet to allow access by the public to the County's website for election results. She also reported that requests are increasing for access to an index through the internet for death and marriage records and DBA's. She briefly reviewed a budget request to purchase an optical imaging system for court records. She reported that the costs for these programs has come down substantially in the last few years.

b) Treasurer's Office - May Crow explained that her office was currently collecting summer taxes. She reported that the Data General system has been quite slow in processing tax receipts. She stated they are currently exploring the possibility of upgrading memory capability for the PCs.

c) Printing Department - Kim Cramer reported that her PC continues to experience locking up problems. Data Processing has determined that a new, more powerful PC is needed to handle the volume of work.

Motion by Fenby, supported by Eisenmann to authorize Printing Director Cramer to acquire a new PC from currently authorized budgeted funds within the Printing Department. Motion carried.

d) Drain Commission - Jenny Escott reported that the Drain Commission is working on preparing the Drain assessment roll which is going smoothly.

e) Sheriff's Department - Mary McNally reported on work that is being performed at the Sheriff's Department to upgrade the 400 Client. Upgrading the Client will allow for greater capability in processing information.

III System Concerns

Marty Marshall reported that he felt that approximately one-half of the cost for the proposed new security system for the County's computer network could be allocated from current budgeted funds in Data Processing. The approximate cost of the security system is \$20,000.

Motion by Tillotson, supported by Fenby to refer consideration of the purchase of a computer security system to the Personnel/Ways and Means Committee for funding consideration. Motion carried.

Marty Marshall distributed a reclassification request for Matt Richardson from the A44 - pay grade (\$38,650-\$44,339) to the A50 pay grade (\$44,339-\$50,914). He recommended that Matt be given the title of Data Processing Supervisor responsible for scheduling employees, supervision and certain purchasing decisions. As Supervisor he would not be eligible for overtime.

Motion by Fenby, supported by Tillotson to recommend to the Ways and Means Budget Committee that the reclassification request for Matt Richardson be included in the 2001 budget. Motion carried.

EQUALIZATION BUSINESS

Marty Marshall reported that the reappraisal of Ogden Township is being conducted as an equalization function and not as part of an assessing contract.

Mr. Marshall reported that the Equalization Department had reached tentative agreement with the city of Morenci to provide services as city assessor. The agreement would be for a period of four years at a starting fee of \$10,000 per year which would be adjusted on an annual basis.

Motion by Tillotson, supported by Fenby to recommend to the Personnel/Ways and Means Committee that the contract with the city of Morenci for assessing services be approved. Motion carried.

Mr. Marshall distributed a reclassification request for Peg Smith from the A11 pay grade (\$17,958 - \$20,663) to the A20 pay grade (\$22,153 - \$ 25,511). He explained that the

entire cost for this position is paid out of the assessing/appraisal fund. He recommended that Peg Smith be assigned additional tasks for sales review and statement requests relieving field staff to do appraisal work.

Motion by Tillotson, supported by Fenby to recommend to the Ways and Means Budget Committee that the reclassification request for Peg Smith be included in the 2001 budget. Motion carried.

Mr. Marshall distributed a request for an additional \$20,000 appropriation for the mapping account. He explained that the additional appropriation was needed to handle contractual services to complete the remaining work in updating tax maps.

Motion by Tillotson, supported by Fenby to refer the request for an additional \$20,000 appropriation for the mapping project to the Ways and Means Budget Committee for 2001 without a recommendation. Motion carried.

IV Adjournment

Motion by Tillotson, supported by Fenby to adjourn the meeting at 2:35 P.M. Motion carried.

MINUTES

DATA PROCESSING / EQUALIZATION COMMITTEE THURSDAY, OCTOBER 5, 2000 – 1:30 P.M. COMMISSIONER'S COMMITTEE ROOM

Present: Commissioner Hall, Tillotson, Fenby and Eisenmann

Also Present: Roxanne Holloway, Commissioner Gould, Commissioner Williams, Vicki Daniels, May Crow, Marty Marshall, Matt Richardson, Mary McNally and Bill Bacon

I Approval of Minutes

Motion by Tillotson, supported by Fenby to approve the minutes of the September 7, 2000 meeting. Motion carried.

II Department Reports

a) Data Processing - Matt Richardson explained that he recently attended the Governmental Computer Users conference. It was reported that functions were operating smoothly in the Data Processing Department.

b) Sheriff's Department - Mary McNally reported on efforts to update various computers and programs at the Sheriff's Department. Overall programs are functioning properly at this time.

c) Treasurer's Office - May Crow reported that the Treasurer's Office is in the process of setting up a new work station and computer system for a new employee who was recently hired.

d) Register of Deeds - Vicki Daniels explained that computer programs were functioning properly at the Register of Deeds Office. A new computer was recently ordered for the new position that has been approved for her office. She reported on the "image max" conversion process from microfilm to imaging. Some difficulties have been encountered in the conversion process which are being worked on by the firm performing this work.

e) Clerk's Office - Roxanne Holloway reported that they are currently working on a new program for the jury board.

III System Concerns

Marty Marshall reported that the CMS computer security system was recently delivered and is in the process of being installed. He distributed copies of the monthly work report for September.

It was reported that Paula Boehm is currently working on a program that will assist in automating the check reconciliation process using bank records. May Crow stated that once the program is up and running substantial amounts of time will be saved in reconciling checking accounts.

EQUALIZATION BUSINESS

Marty Marshall reported they are currently finishing up field work. The reappraisal of Ogden Township is near completion. The Equalization Department is currently sending out sales studies to the townships for review.

Mr. Marshall reported that due to a recent appeal, he is recommending that the County reserve \$50,000 in the tax tribunal account for a refund to Michigan International Speedway. He explained that the assessment dispute is whether a transfer of ownership occurred recently for the Speedway operations.

IV Adjournment

Motion by Tillotson, supported by Fenby to adjourn the meeting at 2:10 P.M. Motion carried.

MINUTES

DATA PROCESSING / EQUALIZATION COMMITTEE THURSDAY, NOVEMBER 2, 2000 – 1:30 P.M. COMMISSIONER'S COMMITTEE ROOM

Present: Commissioners Hall, Fenby, Tillotson, and Eisenmann

Also Present: Commissioner Williams, Vicki Daniels, Mary McNally, Marilyn Woods, Kim Cramer, Matt Richardson, Bill Green and Bill Bacon

I Approval of Minutes

Motion by Tillotson, supported by Fenby to approve the minutes of the October 5, 2000 meeting. Motion carried.

II Department reports

a) Register of Deeds - Vicki Daniels reported that programs were functioning correctly in the Register of Deeds office at this time.

b) Sheriff's Department - Mary McNally reported that programs were operating smoothly at the Sheriff's Department.

c) Treasurer's Office - Marilyn Woods reported that the Treasurer's Office was waiting for additional memory to be installed on their computer.

d) Printing Department - Kim Cramer reported that programs were functioning smoothly in the Printing Department. She is waiting for the installation of her new personal computer.

e) Data Processing - Matt Richardson reported that they have been working extensively on setting up the new program for the reporting of election results next week.

III System Concerns

Marty Marshall reviewed the recent work conducted by the Data Processing Department in setting up the new election returns program. The election results can be accessed through the regular County web site on election night.

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IV EQUALIZATION BUSINESS

Marty Marshall reported that amendments would be made to the apportionment report following results of the election. Any new millages that are approved will be added to the apportionment report for 2000.

V Adjournment

Motion by Fenby, supported by Tillotson to adjourn the meeting at 1:40 P.M. Motion carried.

WRB/jp

MINUTES

DATA PROCESSING / EQUALIZATION COMMITTEE THURSDAY, DECEMBER 7, 2000 – 1:30 P.M. COMMISSIONER'S COMMITTEE ROOM

Present: Commissioners Hall, Fenby, Tillotson, and Eisenmann

Also Present: Commissioner Williams, Marilyn Woods, Matt Richardson, Eric Matthews, Marty Marshall, Mary McNally, Lou Ann Bluntschly, Commissioner Gould, Vicki Daniels and Bill Bacon

I Approval of Minutes

Motion by Tillotson, supported by Eisenmann to approve the minutes of the November 2, 2000 meeting. Motion carried.

II Department reports

- a) Sheriff's Department - Mary McNally reported that computer operations were functioning smoothly at the Sheriff's Department.
- b) Treasurer's Office - Marilyn Woods reported that computer operations were going well in the Treasurer's Office.
- c) Data Processing - The monthly activity report for the Data Processing Department was distributed and reviewed. Matt Richardson reported on recent additions to the County's web site including employment applications. Also discussed were possible changes in the County's programs for word processing and spread sheets using Microsoft based programs.

Eric Matthews reported on a recent conference he attended in Lansing for computer users. New technologies are becoming available to interface with the 400. He also explained that he had met with representatives from Novell which provides software for the County's networks.
- d) Register of Deeds - Vicki Daniels reported that they recently experienced a problem with the equipment producing receipts. This problem has been corrected.

III System Concerns

Marty Marshall reported that the Data Processing Department was assisting the Printing

Department in its move to the Physical Resources Building. He also relayed problems that have been encountered with the installation of personal screen savers on employee's computers. This has created additional work for Data Processing personnel in dealing with complications. A memo is to be sent to departments to warn them of problems that develop with the installation of screen savers and other software installed by employees.

IV Equalization business

Marty Marshall reported that the winter tax bills have been printed and sent out. The hearings on the change in the utility personal property tax multipliers recently began in Lansing.

V Other Business

Marty Marshall reviewed the request to reclassify Matt Richardson in the Data Processing Department.

Motion by Fenby, supported by Hall to recommend to the Personnel/Ways and Means Committee that the reclassification of Matt Richardson in the Data Processing Department be included in the 2001 Budget. Motion carried. Commissioner Tillotson voting no.

VI Adjournment

Motion by Tillotson, supported by Fenby to adjourn the meeting at 2:45 P.M. Motion carried.