



Administrator's Office

301 North Main Street, Adrian, MI 49221
(517) 264-4508 Voice (517) 264-4512 Fax
www.lenawee.mi.us

***** MEMO *****

TO: Information Tech/Equalization Committee
FROM: John Tuckerman, Chair
DATE: 12-27-07
SUBJECT: **CANCELLATION OF JANUARY 3, 2008 MEETING**

The Thursday, January 3, 2008 meeting of the Information Technology/Equalization Committee has been **CANCELLED.**

The next regular committee meeting is scheduled for:

THURSDAY, FEBRUARY 7, 2008 AT 1:30 P.M.
Commissioners Committee Room
2nd Floor, Old County Courthouse

MINUTES

INFORMATION TECHNOLOGY/EQUALIZATION COMMITTEE THURSDAY, FEBRUARY 7, 2008 – 1:30 P.M. COMMISSIONERS' COMMITTEE ROOM

Present: Commissioners Tuckerman, Hall, MacKay, and Van Doren

Other Commissioners Present: Commissioner Branch

Also Present: Marty Marshall, Matt Richardson, Roxann Holloway, Vicki Daniels, Steve May, Jenny Escott, Marilyn Woods, Cheryl Whipple, and Bev Kampmueller

I Approval of Minutes

*Motion by McKay, supported by Hall, to approve the minutes of the December 6, 2007 meeting.
Motion carried.*

II INFORMATION TECHNOLOGY

1. Department Reports

- a. Register of Deeds – Vicki Daniels reported that computer operations are fine in Register of Deeds. Due to the need to allow for redactions, the Register of Deeds must update their current software and she is reviewing software from three different vendors. Vicki has spoken to other agencies and they have reported that their conversion processes have been smooth.
- b. Clerk's Office – Roxann Holloway reported that everything is operating smoothly in the Clerk's Office. She stated that there were scanning issues with CherryLan but they have been resolved.
- c. Drain Commission – Steve May reported that things are fine within the Drain Commission.
- d. Treasurer's Office – Marilyn Woods stated that things are functioning smoothly in the Treasurer's Office.

2. System Concerns

Matt Richardson reviewed the current work report. He stated that they have one more hotline to install at the Sheriff's Department. The County Airport has requested a quote for wireless connection. The complete work report is on file.

Commissioner Tuckerman requested input on future projects. There was general discussion regarding the status and interest in moving forward with the projection system for the Chambers.

Matt Richardson stated that the Sheriff's Department is considering an E-ticket (electronic) processing to be paid for with grant funding.

The courts are in the process of converting to a new recording system for their audio system.

3. Update on Public Wireless Access in Commissioners Chambers

Public wireless access is available in the Commission Chambers, but there will be no public assistance or laptops provided by the county.

Matt Richardson reported that the public can access the website www.lenaweepublic.com to see all Committee agendas, minutes, and corresponding support documents.

4. Discuss new software for the Drain Commission to connect with the new Equalizer software in the Equalization Department and Treasurer's Office

Marty Marshall reported that at the time the new equalizer software was purchased, the Drain Commission also reviewed new software that offered a Drain Assessment and Drain Ledger attachment that would be integrated. At that time, a quote was received at approximately \$10,000 each for this additional software. The IT contingency 2008 budget had included \$20,000 for this software.

Steve May reported that they currently use a Lotus spreadsheet and another data base. This new Drain Assessment and Drain Ledger software would be efficient and user friendly. It will allow integration between the equalizer software used by the Equalization Department and Treasurer's Office, and will also integrate into the new GIS system when it is up and running. He further stated that in the next two to three years if we don't convert, it will be a problem. Also all data on current programs can be imported into the new software.

Motion by Hall, supported by McKay, to approve purchasing the Drain Assessment and Drain Ledger software at a cost of approximately \$20,000 to be paid for from the IT contingency fund. Motion carried.

5. Discuss service arrangements with quasi-county agencies

Marty Marshall reported that he has been talking to the Health Department about providing contractual IT service. It was also noted that there are other departments that are being assessed for contractual IT services. Currently the Health Department contracts with a private source for their IT services. It was also noted that it would be necessary for the IT Department to increase staff to handle the additional workload that would be created with providing contractual services. It was noted that it would be more efficient and cost effective for the County IT staff to provide this service since they are more familiar with the counties computers systems than an outside

firm. Marty stated that he would like to look at everything and analyze the situation, look at any fund savings and how that would help fund IT.

6. Other Business

No other business.

III **EQUALIZATION BUSINESS**

1. Discuss intergovernmental cooperation on assessment appeals and audits

Marty Marshall reported that the City of Tecumseh has approached him about the potential for providing assistance to them on the personal property audit process. Marty stated that there are two options. One is strictly for Tecumseh Products and the second is an audit of all the personal property accounts within the City of Tecumseh valued above \$50,000. He stated that the smaller amounts are not cost effective to hire an outside firm. If the County were to participate in the Tecumseh Products audit, the County's portion of expenses would be approximately \$5,000. The community has to be engaged with what Tax Management Association is doing. The net experience in other communities has been an increase of approximately 10%.

Motion by McKay, supported by Hall, to recommend to the Personnel/Ways & Means Committee approval of participation in an audit of personal property owned by Tecumseh Products, as part of defense of the City of Tecumseh assessment of said personal property, in an amount not to exceed \$5,000. Motion carried.

2. Other Business

No other business at this time.

IV Adjournment

Motion by Hall, supported by McKay, to adjourn the meeting at 2:50 P.M. Motion carried.

CLW/bkk

MINUTES

INFORMATION TECHNOLOGY/EQUALIZATION COMMITTEE THURSDAY, MARCH 6, 2008 – 1:30 P.M. COMMISSIONERS' COMMITTEE ROOM

Present: Commissioners Tuckerman, Hall, MacKay, and Van Doren

Other Commissioners Present: Commissioner Bolton

Also Present: Marty Marshall, Matt Richardson, Roxann Holloway, Vicki Daniels, Jenny Escott, Eric Matthews, Jody Denske, Marilyn Woods, Lt. Randy Kelley, Jonathan Poer, Cheryl Whipple, and Bev Kampmueller

I Approval of Minutes

Motion by MacKay, supported by Van Doren, to approve the minutes of the February 7, 2007 meeting. Motion carried.

II INFORMATION TECHNOLOGY

1. Department Reports

- a. Drain Commission – Jenny Escott reported that things are running well. There were a few concerns she has discussed with Matt, but is confident they will be resolved.
- b. Register of Deeds – Vicki Daniels requested the status of the new printers for the Register of Deeds office. Matt stated that the printers are scheduled for this week.
- c. Clerk's Office – Roxann Holloway stated that the public terminal in the lobby of the Clerk's Office is still not functioning. This terminal is to be used by the public for genealogy research. She has contacted the IT Department about the terminal. Matt stated that he will have the IT Department explore this problem.
- d. Prosecutor's Office – Jonathan Poer stated that there are no concerns at this time within the Prosecutor's Office.
- e. Building & Grounds – Jody Denske reported that the computers are working fine. She further stated that she will be requesting a new workstation for her office. Jody also inquired on the operational status of the pay phones within County buildings. Matt stated that they have just received the keys to the pay phones and will be implementing into the phone system soon.

Jody voiced concern regarding the phones within the elevators. Marty stated that the issue is accurately programming them to call the correct number and identify

the correct elevator location. Jody requested to have Schindler investigate further into the elevator phones.

- f. Sheriff's Department – Lt. Randy Kelley reported that the alarm system has been installed at the Robertson Building. He also stated that issues remain with the old phones in the dispatch center, and he will be working with the IT Department to have them resolved.

Lt. Kelley explained that it was discovered today that there is a problem with the taping system in the Dispatch Center. The system must be installed on a stand alone computer and is an XP based system. The technology person will be coming in today. This issue needs to be resolved ASAP.

Lt. Kelley also reported that there are serious problems with spam and drop downs in Dispatch. Cleaning up each computer will take approximately two days. Making this a priority, the IT Department has begun cleaning one computer at a time. Matt Richardson stated that until further notice, there will be no internet access in the Dispatch Center.

2. System Concerns

Matt Richardson reviewed the current work report. He stated that he continues to work with Sprint on the County's single plan. Matt further stated that there is currently a wireless policy in the non-union personnel and policy handbook that will need to be revised to coordinate with Sprint. Work report on file.

Commissioner MacKay inquired into the use of Thinclient technology to provide greater security. Discussion reviewed the pros and cons of Thinclient technology.

Motion by MacKay, supported by Tuckerman, for the IT Department to obtain more information on the Thinclient technology for potential future use. Motion carried.

3. Update on Projection System in Chambers

Marty received a quote for approximately \$20,000 for two projectors, two screens, including installation, with the exception of electrical. The cost to proceed, following the addition of estimated electrical costs, is approximately \$25,000. Marty stated that the budget for this project is \$20,000. There was no action taken following discussion.

4. Discuss Web hosting of tax data

Marty Marshall explained that with the current web host ZenaComp, the public can access property, assessing and tax record information at no charge, but some of the information is somewhat limited. Information supplied to ZenaComp must be exported in a format that they can read.

Marty continued to explain that BS&A has a web hosting service available with options of participation available. BS&A supplies information in real time with full functionality. BS&A would host the site for three months at no charge. After the three month period the County would have to either pay a \$19,000 a year fee for free public access or BS&A would charge an individual a \$2.00 fee for every parcel accessed, with no additional cost to the County.

Marty further stated that about 40% of potential users are unwilling to pay the \$2.00 access fee resulting in less benefit from the "free" option. The same information can be accessed within his office at no cost to the public.

Motion by Hall, supported by Tuckerman, to approve the three month trial at no charge with BS&A and to make a decision to continue the service at a cost of \$19,000 made at a later date. Motion carried.

5. Other Business

Jody Denske requested a new laptop or workstation for the front reception desk. This will replace an old computer currently used. She also requested three computer upgrades for Office Professional XP at a cost of approximately \$3,000. This money was included in the IT Committee allocation.

Motion by Hall, supported by MacKay, to purchase a new laptop or workstation and three upgrades for Office Professional XP at costs not to exceed \$3,000. Motion carried.

III **EQUALIZATION BUSINESS**

1. Discuss intergovernmental cooperation on assessment appeals and audits

Nothing to report this time.

2. Other Business

No other business at this time.

IV Adjournment

Meeting adjourned at 3:04 P.M.



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***** MEMO *****

TO: Information Tech/Equalization Committee
FROM: John Tuckerman, Chair
DATE: 03-20-08
SUBJECT: **APRIL 3, 2008 MEETING DATE CHANGE**

The Thursday, April 3, 2008 meeting of the Information Technology/ Equalization Committee has been **rescheduled.**

The committee meeting has been set for:

Information Technology/ Equalization Committee
THURSDAY, APRIL 10, 2008 AT 1:30 P.M.
Commissioners Committee Room
2nd Floor, Old County Courthouse

MINUTES

INFORMATION TECHNOLOGY/EQUALIZATION COMMITTEE THURSDAY, APRIL 10, 2008 – 1:30 P.M. COMMISSIONERS' COMMITTEE ROOM

Present: Commissioners Tuckerman, Hall, and Van Doren

Also Present: Marty Marshall, Matt Richardson, Roxann Holloway, Vicki Daniels, Jenny Escott, Jody Denske, Marilyn Woods, Jonathan Poer, Cheryl Whipple, and Bev Kampmueller

I Approval of Minutes

Motion by Tuckerman, supported by Hall, to approve the minutes of the March 6, 2008 meeting. Motion carried.

II INFORMATION TECHNOLOGY

1. Department Reports

- a. Clerk's Office – Roxann Holloway reported that things are fine in her office. She also reported that the problem with a laser printer in her office has been repaired. She noted that the public terminal in the lobby of the Clerk's Office is now functioning properly.
- b. Drain Commission – Jenny Escott reported that there no problems in their office.
- c. Register of Deeds – Vicki Daniels reported that everything is going well within her department. She also stated that there are four printers being installed in her department today and tomorrow. The four old printers are in good working order and will be used in other departments. Vicki also informed the committee of an ongoing lawsuit from Lapeer County in regards to contracts of digital images.
- d. Treasurer's Office – Marilyn Woods stated that things are going well but she is having a problem with her computer today.
- e. Administrator's Office - Cheryl Whipple inquired about the status of the Administrator's Office ability to update lenaweepublic.com, so that current versions of agendas and minutes can be accessed at meetings.
- f. Building & Grounds – Jody Denske reported that the computers in the Building and Grounds Department are working fine. She also stated that she is meeting with City Automation to look at the Chambers for recommendations of video systems.

2. System Concerns

Matt Richardson reviewed the current work report.

Motion by Hall, supported by Van Doren, to have Jonathan Poer review the Official Payments proposal for credit card payments using a convenience fee. Motion carried. It is requested that Jonathan Poer report back to this committee in May.

3. Update on Sprint project

Matt Richardson reported on the Sprint project. He reported that there would be approximately 170 users under the combined County Wireless Cell and Data plan with plan cost estimated at \$28 per month per phone. Matt reviewed the features that would be available to users of both Sprint and Nextel, and stated that he should have all detail by next Friday.

Matt stated that departments must sign a letter of authorization to release account information to the IT department. He further stated that since all current contracts are on a department by department basis, initially departments may be added as their contracts expire to avoid any cancellation charges.

Motion by Van Doren, supported by Hall, to recommend the county enter into the County Wireless Cell and Data plan for all county departments that want to participate and pass to the April 24, 2008 Board of Commissioners night meeting for approval. Motion carried.

4. Discuss Web hosting of tax data

Marty Marshall stated that the information reported at last months meeting regarding the \$19,000 that BS&A would charge annually has been changed. When calling BS&A to request the three month trial, it was revealed that the annual price was now \$40,000. This change in annual cost is due to the fact that all of the local units' data is housed on our system. If we were a normal county where all of the data was housed within each township or city, each entity would share in the cost. Because we host all of the detail data as a single entity, the hosting fee is not split. Marty will be exploring other options at this time and reporting back to the committee in May or June with a recommendation of the direction we would like to take.

5. Other Business

A request was submitted for the purchase of Publisher software for Commissioner Bolton's lap top computer. The software, at a cost of \$120.29, is to assist in the publication of the Wellness Newsletter. There was discussion about the proper

procedure that should be followed for requests. Marty explained that employees are not permitted to load software without permission. Marty also stated that the IT department will review and update the current software and hardware purchasing policy.

Motion by Hall, support by Van Doren, for the IT department to develop a policy regarding purchases of software and other computer related items by Commissioners. Motion carried.

Commissioner Hall inquired about the ability to voice record meetings. Matt stated that all of the feeds from the microphones in the Chambers are set up and it could be done relatively inexpensively.

III **EQUALIZATION BUSINESS**

1. Other Business

Marty Marshall reported that they are compiling numbers and anticipating equalizing on April 24, 2008.

IV Adjournment

Motion by Hall, supported by Van Doren, to adjourn the meeting at 2:46 P.M. Motion carried.

CLW/bkk

MINUTES

INFORMATION TECHNOLOGY/EQUALIZATION COMMITTEE THURSDAY, MAY 1, 2008 – 1:30 P.M. COMMISSIONERS' COMMITTEE ROOM

Present: Commissioners Tuckerman, Hall, MacKay, and Van Doren

Also Present: Marty Marshall, Matt Richardson, Roxann Holloway, Joanne Claflin, Vicki Daniels, Kim Cramer, Kara Choate, Marilyn Woods, Jonathan Poer, Cheryl Whipple, and Bev Kampmueller

I Approval of Minutes

Motion by Hall, supported by MacKay, to approve the minutes of the April 10, 2008 meeting. Motion carried.

II INFORMATION TECHNOLOGY

1. Department Reports

- a. Prosecutor's Office – Jonathan Poer reported that there are currently no computer issues in the Prosecuting Attorney's Office.
- b. Maurice Spear Campus – Joanne Claflin had some concerns about the response time received from the IT Department, she is aware of their growing workload and is looking for suggestions on how to resolve these issues. Marty Marshall acknowledged the fact that there is more work than the current IT staff can handle right now and they are working on a partial solution. Marty suggested that when a request is made to copy him or Matt so that they are aware of the request and can review how long it has been pending to respond to issues.

Commissioner MacKay inquired if the IT Department would indeed need an additional full time, or part time, person. Marty stated that they have added an additional day to the contracted IT person's schedule, but the another full time employee would be ideal. There was discussion regarding ThinClient and possible solutions.

- c. Drain Commission – Kara Choate reported that everything is fine in the Drain Commission.
- d. Clerk's Office – Roxann Holloway reported that all is well in the County Clerk's Office.
- e. Register of Deeds – Vicki Daniels stated that she supported Joanne Claflin's concerns regarding the IT Department's response time.

- f. Treasurer's Office – Marilyn Woods reported that things are fine in the Treasurer's Office.
 - g. Printing Department – Kim Cramer reported that there are copy machines in departments that would like to have them networked. She also stated that her scanner is no longer operational and it is important that the color copier be connected to the network.
2. System Concerns

Matt Richardson reviewed the current work report. The full report is on file. There was discussion regarding departments ordering computer equipment/software at the end of the year and the back log it creates for the IT staff. There are some concerns regarding the limited return policies related to items received. It was explained that the volume of orders increases towards the end of the year when departments know how much of their budget is left. Commissioner MacKay suggested departments postpone the ordering of computer equipment/software items until it is confirmed when the IT Department would be available for installation.

3. Update on Sprint project

Matt Richardson reported on the Sprint project. He stated that he will be meeting with the Sprint representative to review moving forward.

4. Web hosting of tax data

Marty Marshall stated that there is no additional information at this time. He reported that a meeting was held on Tuesday with township, village and city personnel to review a number of issues. There was a committee formed of seven to eight members to meet and discuss both the web hosting issue and other equalization issues.

5. Electronic Transaction Processing Agreement

Jonathan Poer reviewed the Electronic Transaction Processing Agreement. He stated that Official Payment Corporation is registered with the State of Michigan.

Commissioner Van Doren suggested inviting a representative from Official Payment Corporation to attend the next IT meeting.

Due to scheduling conflicts with Marty Marshall and Marilyn Woods, the June IT meeting will be held on **Tuesday, June 3, 2008 at 1:30 P.M.** and will be a **Committee of the Whole.**

It was suggested that departments involved with this product be notified of the

meeting and to come prepared with questions for the representative. Marty agreed to notify the departments.

Motion by Hall, supported by MacKay, to request a representative from Official Payment Corporation be present to review product and services at the June 3, 2008 Information Technology/Equalization Committee meeting as a Committee of the Whole. Motion carried.

6. Other Business

No other business at this time.

III **EQUALIZATION BUSINESS**

1. Other Business

Marty Marshall reported that the recently submitted equalization report needs to be amended for the first time in twenty-one reports. Transfers between property classes were off, due to the recent change to new software.

Marty reviewed a request from Jacob Thurston regarding tuition reimbursement. Marty explained that Jacob has an interest in furthering his education in a degree not necessarily related to his current position. He is pursuing a bachelor's degree in Public Administration.

Commissioner Van Doren stated that the tuition reimbursement policy notes that the succession plan must identify which position requires the degree. Marty stated that there is not a position in the Equalization Department that requires a Public Administration degree, but with the addition of the GIS Department someone with this degree would benefit the department. Commissioner Van Doren stated that an outline of what position(s) he could be promoted to requiring that degree is needed. Marty will have an outline prepared for the Personnel/Ways and Means Committee regarding positions that require this type of degree.

Motion by MacKay, supported by Hall, to forward the tuition reimbursement request to the Personnel/Ways and Means Committee with the recommended outline to be presented. Motion carried.

IV Adjournment

Motion by MacKay, supported by Hall, to adjourn the meeting at 2:50 P.M. Motion carried.

LENAWEE COUNTY ADMINISTRATOR'S OFFICE

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Telephone: (517) 264-4508

Fax: (517) 264-4512



CANCELLATION NOTICE

INFORMATION TECHNOLOGY/EQUALIZATION COMMITTEE

TUESDAY, JUNE 3, 2008

COMMITTEE OF THE WHOLE

The representative from Official Payment Corporation will not be able to attend the June IT meeting to review the products and services they offer for Electronic Transaction Processing.

Due to scheduling conflicts, the IT/Equalization meeting scheduled for **Tuesday, June 3, 2008 at 1:30 P.M.** is **CANCELED.**

The representative from Official Payment Corporation is expected to be in attendance at the July IT/Equalization Committee meeting scheduled for:

INFORMATION TECHNOLOGY/EQUALIZATION COMMITTEE

TUESDAY, JULY 3, 2008 – 1:30 P.M.

COMMISSIONERS' COMMITTEE ROOM

AND WILL BE

COMMITTEE OF THE WHOLE

MINUTES

INFORMATION TECHNOLOGY/EQUALIZATION COMMITTEE COMMITTEE of the WHOLE THURSDAY, JULY 3, 2008 – 1:30 P.M. COMMISSION CHAMBERS

Present: Commissioners Tuckerman, Hall, Van Doren, Bolton, Tillotson, and Stimpson

Also Present: Marty Marshall, Matt Richardson, Roxann Holloway, Vicki Daniels, Kim Cramer, Jenny Escott, Marilyn Woods, Kim Cramer, Jeff Pardee, Patty Melton, Irv Shaw, Dennis Pelham, Cheryl Whipple, and Bev Kampmueller

I Approval of Minutes

*Motion by Hall, supported by Van Doren, to approve the minutes of the May 1, 2008 meeting.
Motion carried.*

II INFORMATION TECHNOLOGY

1. Official Payment Corporation presentation

Patty Melton from Official Payment Corporation reviewed the services provided for accepting payments by various county departments. Ms. Melton stated that Official Payment Corporation has over 200 customers in the State of Michigan.

Official Payments Corporation provides reliable, secure electronic payment options to government and other entities. Official Payments is a wholly owned subsidiary of Tier Technologies, Inc., which is a publicly traded company. Official Payments' proven, trusted Internet and telephone systems enable citizens to pay everything from tax bills to parking citations, using their credit or debit cards.

Payments can be made over the internet, phone or counter. There is no cost to the county for this service. Processing fees with the various credit card companies are handled by Official Payment Corporation.

2. Department Reports

- a. Administrator's Office – Cheryl Whipple reported that there are no computer issues in the Administrator's Office.
- b. Clerk's Office – Roxann Holloway inquired about the status of the wiring in the Chambers, which would allow her to use the audio hook up during elections training.

- c. Printing Department – Kim Cramer reported that due to her office reorganization, she has been keeping IT busy with updating and adding software. The only outstanding issue is connecting the color copier to the network.
 - d. Register of Deeds – Vicki Daniels reported that she met with the final vendor this week, and will now begin doing site visits for the new land records software. She stated she is expecting to make a decision on new software within the next month.
 - e. Treasurer's Office – Marilyn Woods reported that things are running smoothly in the Treasurer's Office.
 - f. Drain Commission – Jenny Escott reported that things are coming along with the BS&A project. She further stated that drain assessments are about a month behind.
3. System Concerns

There were no system concerns to report at this time.

4. Update on Sprint project

Marty Marshall stated that following a recent meeting with Sprint, they need to develop a list of all numbers that will be transferred over. It appears that there is no difference in costs to the County to include Community Mental Health in the plan. The base level for monthly service will remain at approximately \$28 per phone. It was noted that if departments have additional features, or add features such as GPS, texting, e-mail, etc... there will be additional costs. Departments will be set up one at a time on the new schedule.

There was discussion on pooled minute usage and the significant monthly cost savings the county will realize.

Motion by Van Doren, support by Hall, to recommend to the Personnel/Ways & Means Committee to move the Sprint cellular phone program forward, with departmental budget adjustments to later be determined. Following discussion, motion carried.

5. Web hosting of tax data

Marty Marshall stated there was nothing to report at this time.

6. Health Department Service

Marty Marshall reported that the Health Department agreed to the memo of understanding. Marty further reported that he has advertised for an IT Tech I position

and will be starting contractual service to the Health Department the first week of August.

7. Ag & Land Use Tour

Commissioner Tuckerman reported that the schedule conflict with the Land Use Tour has been reported to the Ag Committee, but he has not received a response from them.

Commissioner Van Doren requested that it be conveyed to the Ag Committee that this scheduling conflict has been repetitive, and that the commissioners would like to work with them to resolve it.

8. Other Business

Computer de-fragmenting – Commissioner Tuckerman reported that he received a request for information on de-fragmenting laptops.

Matt explained that defragging was at one time a common practice, but is not necessary with the drives that are built with high specification.

It was noted that Commissioner Van Doren does have Administrative rights.

Lenawee Economic Development Corporation - Comm. Van Doren requested that a link to the Lenawee Economic Development Corporation be added to our website.

Email auditing – Kapnick Insurance has inquired about regular email auditing, for media coverage. Comm. Van Doren requested that the IT Department meet with Kapnick Insurance to review the issue.

III **EQUALIZATION BUSINESS**

1. Other Business

Marty Marshall reported that the International Association of Assessing Officers (IAAO) has sited that their 2013 Conference is to be held in Grand Rapids, Michigan. They are expecting 1100 – 1300 participants.

IV Adjournment

Meeting adjourned at 3:25P.M.

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***** MEMO *****

TO: Information Tech/Equalization Committee
FROM: John Tuckerman, Chair
DATE: August 1, 2008
SUBJECT: **CANCELLATION OF AUGUST 7, 2008 MEETING**

The **Thursday, August 7, 2008** meeting of the Information Technology/ Equalization Committee has been **CANCELLED**.

The next regular committee meeting is scheduled for:
THURSDAY, SEPTEMBER 4, 2008 AT 1:30 P.M.
Commissioners Committee Room - 2nd Floor, Old County Courthouse

MINUTES

INFORMATION TECHNOLOGY/EQUALIZATION COMMITTEE THURSDAY, SEPTEMBER 4, 2008 – 1:30 P.M. COMMISSIONERS' COMMITTEE ROOM

Present: Commissioners Tuckerman, Hall, MacKay, and Van Doren

Also Present: Marty Marshall, Matt Richardson, Roxann Holloway, Vicki Daniels, Kara Choate, Marilyn Woods, Heather Hall, Jonathan Poer, Cheryl Whipple, and Bev Kampmueller

I Approval of Minutes

*Motion by MacKay, supported by Hall, to approve the minutes of the July 3, 2008 meeting.
Motion carried.*

II INFORMATION TECHNOLOGY

1. Department Reports

- a. Treasurer's Office – Marilyn Woods reported that things are going well.
- b. Drain Commission – Kara Choate reported that everything is fine in the Drain Commission.
- c. Register of Deeds – Vicki Daniels reported that RecordFusion has been selected as the vendor for the new land records software. The cost for this software is under \$100,000 and will be paid for from the Automation Fund, as well as maintenance fees.
- d. Prosecutor's Office – Jonathan Poer stated that there is nothing to report from his office.
- e. Clerk's Office – Roxann Holloway stated that there is nothing to report from her office.

2. System Concerns

Matt Richardson provided a list of current large projects and projects slated for 2009.

Commissioner MacKay expressed concern with the length of time it takes commissioners to access the wireless connection at meetings. Matt Richardson stated that the connection would be quicker if everyone had an ethernet connection but that

it would be cumbersome. Matt further explained that there is a lot going on behind the scenes when logging in prior to a meeting. A suite of enterprise applications is automatically accessed over the connection, which is part of the problem. Possible solutions will be investigated.

3. Updates

- Official Payments Corporation – Matt Richardson stated that contact information between legal departments of Official Payments, Corp. and the County is pending. He expects the process to be moving forward now that their legal department is in contact with the Prosecutor's Office.
- Sprint project - Marty Marshall stated that about 55% of the county phones have been transferred over. They are now dealing with smaller, individual issues. The Administrator's Office will notify commissioners to contact Matt if they are interested in obtaining a County cell phone.
- Web hosting of tax data – Marty Marshall stated that the tax data is available on the website for a nominal fee of \$2 per hit. He has had some feedback and the most common complaint has been from people paying the \$2 fee and not getting the information they want. Marty stated that we cannot guarantee the information that is being maintained by any given assessor, and he is looking into a disclaimer. He further stated that homeowners can search their personal information at no cost.
- Health Department Service – Marty Marshall reported that as of this week, the County IT Department is providing IT services for the Health Department. Marty stated that he has hired a new employee, and all is coming together well and on schedule as anticipated.
- Internal 911 calls – Marty Marshall reported that there is a service available from Verizon that would assist dispatchers in identifying which internal phone was used to call 911. The cost is approximately \$7,500 and is a much more cost effective option than others that were previously quoted. He further stated that details and funding options continue to be researched, and he will report back to the Committee at a later date.
- Courthouse pay phones – Marty Marshall reported that the intent is to make the pay phones in the Judicial Building operational in the same way as those at the Human Services Building.

4. Other Business

Matt Richardson reported that the mobile data terminal server, which is used by deputies to conduct LIEN searches, went down last week; possible solutions are being investigated.

Commissioner MacKay inquired if any further information is available to report on the Thin Clients option. Matt Richardson stated that although additional information has been collected, he would like to investigate it further prior to making a recommendation.

Commissioner Van Doren inquired about insurance coverage in regards to an electronic breach. It was recommended that Matt discuss it further with Kapnick Insurance.

III **EQUALIZATION BUSINESS**

1. Other Business

Marty Marshall stated that his office is compiling millage information so that an apportionment report can be adopted in October.

IV Adjournment

Motion by Hall, support by MacKay, to adjourn the meeting at 2:30P.M. Motion carried.

CLW/bkk

MINUTES

INFORMATION TECHNOLOGY/EQUALIZATION COMMITTEE THURSDAY, OCTOBER 2, 2008 – 1:33 P.M. COMMISSIONERS' COMMITTEE ROOM

Present: Commissioners Tuckerman, Hall, MacKay, and Van Doren

Also Present: Marty Marshall, Matt Richardson, Roxann Holloway, Vicki Daniels, Kara Choate, Marilyn Woods, Jonathan Poer, Don Welch, Cheryl Whipple, and Rebecca Borton

I Approval of Minutes

Motion by MacKay, supported by Hall, to approve the minutes of the September 4, 2008 meeting. Motion carried.

II INFORMATION TECHNOLOGY

1. Department Reports

- a. Drain Commission – Kara Choate reported that everything is fine in the Drain Commission.
- b. Treasurer's Office – Marilyn Woods reported that the computer systems are working fine.
- c. Register of Deeds – Vicki Daniels reported that new printers are expected to be installed soon and the new software contracts will be reviewed later today.
- d. Prosecutor's Office – Jonathan Poer stated that there are no concerns at this time within the Prosecutor's Office.
- e. Clerk's Office – Roxann Holloway reported that there are no problems from her office and added that the IT department has been helpful with the tabulator cards. She also stated that due to the anticipated volume of information to be processed election night, election result updates on the website may not be available until 10:30 p.m.

2. System Concerns

Matt Richardson provided the list of current projects. He commented that efficiency options for the wireless connection continue to be examined.

3. Updates

- a. Projector system for the Chambers – A projector system for the Commissioners' Chambers is expected to be incorporated as a requested item in the 2009 Budget.

- b. Electronic Breach Insurance Info – Matt Richardson has been in contact with Kapnick Insurance regarding electronic breach insurance and is expecting to hear back from them.
- c. Official Payment Corporation – The Prosecuting Attorney’s Office continues review of the proposed contract and will contact Official Payment Corporation with recommended changes.
- d. Sprint project – All departments have now been converted; updates and offered features are available for review.

Discussion was on held on county owned cell phones, available features, and the payment process. Any charges for a cell phone on the County plan will be paid for from Departmental budgets.

Cell phone coverage costs will be included in the 2009 Commissioners Budget for further review by the full board during budget hearings.

- e. Web hosting of tax data – There is nothing new to report at this time, but Marty did note that 90% of the complaint calls regarding the \$2 fee have been from realtors.
- f. Health Department Service – The IT service at the Health Department has been initiated.
- g. Internal 911 calls – Matt Richardson reviewed the problem with premature termination of internal calls to 911. Central Dispatch is unable to immediately pinpoint the specific location of the caller.

A Verizon solution includes software database at a one time cost of \$2,500, with the purchase on one block of 100 numbers at an additional cost of approximately \$50/month, Analysts International \$4,800 for design and implementation plan, and \$15,000 for implementation of that plan. A project management fee of \$2,500 will be absorbed in house.

Marty Marshall recommended that this be a consideration for inclusion as a budget request in the 2009 IT Committee Allocation budget.

- h. Courthouse payphones – There is no new information to report at this time, but Matt will continue to explore options as time permits.

4. Other Business

- a. EOC telephone lines – A referral from the Criminal Justice Committee to review alternative methods of providing telephone service to the EOC in the event of interrupted service to the fiber optic system was reviewed.

Matt explained that two telephone lines were retained in every building for backup purposes. Possible scenarios were reviewed and discussed.

- b. 4th Quarter Equipment purchases – An abundance of departmental orders for computer equipment in the final quarter of the year has, in the past, presented a backlog of work orders. To avoid future issues, Marty proposed a departmental policy be implemented which would allow the IT Department to stop taking non-emergency requests when deliveries cannot be made within 45 days.

Motion by Hall, supported by MacKay, to authorize Marty Marshall to implement the 4th quarter departmental equipment purchases policy. Motion carried.

- c. Novell Maintenance proposal – Marty Marshall explained that Novell has extended an offer for a three year maintenance agreement. The proposal would extend the current maintenance contract through September 2011 for \$40,470, compared to the cost of \$19,000 for a one year extension expiring in September of 2009.

Marty requested a loan to cover costs over the funds currently budgeted for a one year period.

Motion by MacKay, supported by Tuckerman, to recommend the approval of a loan up to \$40,470 from the Delinquent Tax Fund for the purchase of a three year maintenance contract with Novell to be paid back within three years. Motion carried.

III EQUALIZATION BUSINESS

1. Other Business

Marty Marshall reported that a decrease in assessed value is anticipated this year, which is the first time this has occurred since the mid 1980's. He also reviewed a bill passed in the House which would have an adverse effect on County revenue.

IV Adjournment

Motion by MacKay, support by Hall, to adjourn the meeting at 2:49P.M. Motion carried.

MINUTES

INFORMATION TECHNOLOGY/EQUALIZATION COMMITTEE THURSDAY, NOVEMBER 6, 2008 – 1:30 P.M. COMMISSIONERS' COMMITTEE ROOM

Present: Commissioners Tuckerman, Hall, MacKay, and Van Doren

Other Commissioners Present: Bolton

Also Present: Marty Marshall, Matt Richardson, Roxann Holloway, Kim Cramer, Vicki Daniels, Marilyn Woods, Jonathan Poer, Don Welch, Cheryl Whipple, and Bev Kampmueller

I Approval of Minutes

*Motion by MacKay, supported by Hall, to approve the minutes of the October 2, 2008 meeting.
Motion carried.*

II INFORMATION TECHNOLOGY

1. Department Reports

- a. Prosecutor's Office – Jonathan Poer had nothing to report from his office.
- b. Register of Deeds – Vicki Daniels reported that everything is going well in her department. She also reported that she recently received the revised master agreement with Record Fusion. Vicki stated that they will begin conversion to the new software at the end of this month and are scheduled to go live in February, 2009.
- c. Printing & Purchasing – Kim Cramer stated that things are going fine, and that the color copier with scanning feature works well.
- d. Treasurer's Office – Marilyn Woods stated that things are fine in her department. She also reported that they are getting ready to send out dog license reminders.
- e. Clerk's Office – Roxann Holloway reported that there are no problems from her office and that election night went well. She also wanted to commend Eric Matthews for all his help; he has been a great asset to her during this time. Roxann answered questions regarding timing issues on election night.

2. System Concerns

Matt Richardson provided the list of current projects, full report is on file.

3. Updates

There were no other updates to report.

4. Other Business

Marty Marshall reviewed the IT Committee Allocation budget requests for 2009 with the committee. He has been allotted an hour with the budget hearing committee.

Jonathan Poer stated that he has reviewed the Official Payments contract, made changes where necessary, and returned it to the IT Department. He believes they should be ready to move forward.

III **EQUALIZATION BUSINESS**

1. Other Business

Marty Marshall reviewed the 2008 Apportionment Report (full text on file). This report will be presented at the Board of Commissioners meeting on November 12, 2008.

Motion by Hall, supported by MacKay, to recommend the 2008 Apportionment Report to the Board of Commission on November 12, 2008. Motion carried.

IV Adjournment

Meeting adjourned at 2:20P.M.

CLW/bkk

MINUTES

INFORMATION TECHNOLOGY/EQUALIZATION COMMITTEE THURSDAY, DECEMBER 4, 2008 – 1:30 P.M. COMMISSIONERS' COMMITTEE ROOM

Present: Commissioners Tuckerman, Hall, MacKay, and Van Doren

Also Present: Marty Marshall, Matt Richardson, Roxann Holloway, Kara Choate, Vicki Daniels, Marilyn Woods, Jonathan Poer, Cheryl Whipple, and Bev Kampmueller

I Approval of Minutes

Motion by Hall, supported by MacKay, to approve the minutes of the November 6, 2008 meeting. Motion carried.

II INFORMATION TECHNOLOGY

1. Department Reports

- a. Register of Deeds – Vicki Daniels reported that everything is going well in her department. Vicki stated that she has a new printer in her office that is not hooked up yet. She has been notified by Record Fusion and they will be here on December 18th.
- b. Prosecutor's Office – Jonathan Poer stated that things are fine within his department.
- c. Treasurer's Office – Marilyn Woods reported that things are good within her department.
- d. Clerk's Office – Roxann Holloway reported that there are no problems in her office.
- e. Drain Commission – Kara Choate reported that the computers within the Drain Commission are running very slow.

2. System Concerns

Matt Richardson reviewed the November, 2008 work report. Matt reported on the items to be completed for 2009 and gave an overview of statistics from 1998 to 2008. Full report is on file.

3. Updates

Marty Marshall reviewed information regarding the Sprint transition and activity. He reported that the Sprint billing does break down information by department and phone number. There was discussion on the best method to distribute to the departments.

Marty presented a summarized breakdown of phone usage by month. Usage will be monitored over the next year. This will be used to help identify high or low activity by departments.

4. Other Business

No other business.

III EQUALIZATION BUSINESS

1. Other Business

Marty Marshall reported that the deadline for filing the L-4018 report that is the Equalization Study is December 31st. He stated that he expects the department to meet that filing requirement.

IV Adjournment

Motion by MacKay, supported by Hall, to adjourn at 2:19 P.M.

CLW/bkk