

IT / EQUALIZATION COMMITTEE

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Administrator

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Members

Chris Wittenbach, Dawn Bales, Dustin Krasny

MEETING LOCATION

Chambers
301 N. Main Street
Adrian, MI 49221

Minutes: Thursday, December 1, 2022 – 1:30 p.m.

Present: Commissioners Bales, Krasny, and Stimpson

Absent: Commissioner Wittenbach

Also Present: Commissioner Tillotson, Kim Murphy, Shannon Elliott, Rebecca Borton, Matt Richardson, Ben Ricker, and Micah Hassenzahl

I. Approval of Minutes

Motion by Stimpson, supported by Krasny, to approve the minutes of the November 3, 2022 meeting. Motion carried.

II. Information Technology

A. Finance Reports: The finance report was reviewed. The current balance in the IT Division of the Capital Improvement fund is approximately \$309,000.

B. IT Report: Micah and Ben reviewed the status of current projects.

Matt Richardson announced that he has accepted a position with another county. Ben Ricker has been appointed Deputy Director and Matt assured the committee that the department is being left in good hands.

The Committee members expressed their gratitude for the work Matt has done for Lenawee County over the years and wished him well on his future endeavors.

C. Department Reports: There were no departmental reports or concerns.

D. Other IT Business: Shannon Elliott introduced some FOIA software that is available through CivicPlus (our website provider); NextRequest. The County will be able to accept, coordinate, and fulfill record requests all in one place. Their public records management software works cross-departmentally to streamline requests so that no request goes unanswered and ensures that requests are seen through from start to finish.

The cost of the basic software is approximately \$5,600, there is an additional \$3,000 for the risk mitigation element, and one or two additional servers may be required. She will continue to research the software.

The County has been inundated with complex FOIA requests. There was general discussion on the how FOIA's are processed within the time-frame allowed, and how

various departments are affected. FOIA requests have come to the point of disrupting several office's work performance and costing the County a substantial amount of money.

III. Equalization

- A. Updates/Other Business:** Tax bills are going out, studies have been uploaded and assessors are reviewing them, and the board of reviews will begin in early 2023.

IV. Public Comment

There was no public comment.

V. Adjournment

Motion by Krasny, seconded by Stimpson, to adjourn the meeting at 2:06 p.m. Motion carried.