

I.T. / EQUALIZATION COMMITTEE

Kimberly L. Murphy
County Administrator

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MEMBERS

Dustin Krasny, Nancy Jenkins-Arno, Ralph Tillotson
301 N. Main St, Adrian, MI 49221

MEETING LOCATION

Chambers

Minutes: Thursday, May 2, 2024

I. Attendance

Present: Commissioners Dustin Krasny, Nancy Jenkins-Arno, Ralph Tillotson, James Van Doren

Also Present: Administrator Kim Murphy, Deputy Administrator Shannon Elliott, Marketing & Communications, Jen Ambrose, Administrative Coordinator Carissa Zubke, IT Director Ben Ricker, Micha Hassenhal, Budget Analyst Tracy Stace

Absent: Equalization Director Shelly Delong

The meeting was called to order by Comm. Krasny at 1:30pm.

II. Approval of Minutes

A. Approval of Minutes: April 4, 2024

Motion by Jenkins Arno, seconded by Tillotson to approve the minutes of April 4, 2024. Motion carried.

III. Information Technology

A. Finance Report

Administrator Murphy reviewed the IT division of the Capital Improvement plan. There is an available balance of \$142,000 in the IT division. No further discussion.

B. IT Report

Director Ricker provided an overview of the IT department. The Cisco phone switch is still ongoing, and the project work will be done in June. Director Ricker further explained the Cisco Refresh involves updates to the communication between the employees' work phones/computers.

Robertson building access control work is complete. They are looking at possible installation of remote door access. Once that is determined, the project will be requested to be closed.

1) REQUEST: Close TECH2403

Motion by Tillotson to close project #TECH 2403, seconded by Jenkins-Arno. Motion carried. No further discussion.

C. Communications

Coordinator Ambrose shared updates on the County's communications. Civic Clerk, the agenda management system, is fully implemented and working on user training, as needed. The committee live-streaming was scheduled to go live May 1 but with technical difficulties, that was unable to happen. Ambrose is hopeful that it will be resolved and implemented in the next week or two.

Ambrose has been working with County department heads to discuss ways residents can easily access forms and do so in a self-service way. In addition, she would like to work with the County Judicial system, to update the website, so residents can easily navigate the system and quickly find the information they are looking for. Included in the packet is a Website Overview provided by Civic Clerk. It highlights the top search terms, paths, and regions. Ambrose clarified that the location data may not be 100% accurate due to user individual location settings.

Social media had some great engagement on posts during the month of April. A lot of communication is going out via email, from various county departments, including several recent press releases.

D. Department Reports / System Concerns

No discussion.

E. Updates / Other Business

No discussion.

IV. Equalization

A. Equalization Report

Director Delong was unavailable to attend today's meeting.

B. Updates / Other Business

No discussion.

V. Other Business

A. 2024 Policies- Kim Murphy

- Code of Ethics
- Conflict of Interest
- Enhanced Public Participation

Administrator Murphy would like the committee members to sign off on each policy as their acknowledgment of receiving it. All county employees would have received this via Localgov.U, for signature.

VI. Public Comment

There was no public comment

VII. Adjournment

Motion by Tillotson, seconded by Jenkins-Arno to adjourn the meeting at Motion carried.