

# IT / EQUALIZATION COMMITTEE

**Martin D. Marshall**  
Administrator

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## Members

*Chris Wittenbach, John Lapham, Dawn Bales*

**Minutes:** Thursday, March 4, 2021 – 1:30 p.m.

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**Present:** Commissioners Wittenbach, Lapham, Bales, and Stimpson

**Also Present:** Matt Richardson, Kim Murphy, Rebecca Borton, Shelly DeLong, Shannon Elliott, Roxann Holloway, Kristi Drake, Erin VanDyke, Scott Holtz, and Phyllis Escott

### I. Approval of Minutes

*Motion by Lapham, supported by Bales, to approve the minutes of the February 4, 2021 meeting.  
Motion carried.*

### II. Information Technology

- A. Finance Reports:** Deputy Administrator Murphy reviewed the finance report; the first quarterly appropriation has been transferred, the projects have been updated, and the current fund balance is approximately \$272,087.
- B. Department Reports:** There were no departmental reports or concerns.
- C. IT Report:** Matt Richardson reviewed work performed by the IT Department and the status of Capital Improvement Projects.
- D. Electronic File Transfer Solution:** Matt reported that internal testing has been completed and the IT Department is reaching out to departments to set up pilot programs. Cerberus is HIPAA and CJIS approved to use like a drop box application. This will provide for secure document sharing, it will automatically delete files after 30 days, and there is minimal cost to the county.

There was discussion regarding process concerns, minimizing foot traffic, opening communications, streamlining workflow.

There was discussion on if and when the State's e-filing program became available if this system would be compatible. Shannon Elliott reminded the committee that counties were provided an "opt-in" option for the statewide e-filing system.

- E. Updates/Other IT Business:** There were no other IT updates.

### III. Equalization

Equalization Director DeLong reported that State mandates have recently changed to allow board of review meetings to be held in-person. These meetings are being offered to residents either via ZOOM or in-person. The number of reviews is down this year and most are requesting in-person meetings.

She added that her office is working on settlement cases for Treasurer's Office as well.

**A. Designated Assessor Timeline:** A timeline was provided regarding the designated assessor process. This matter will be discussed at the April meeting.

**B. Updates/ Other Business:** There was no other business.

#### **IV. Adjournment**

*Motion by Bales, seconded by Lapham, to adjourn the meeting at 1:57 p.m. Motion carried.*

KLM/rdb