

# IT / EQUALIZATION COMMITTEE

**Martin D. Marshall**  
Administrator

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## Members

*Chris Wittenbach, John Lapham, Dawn Bales*

**Minutes:** Thursday, June 3, 2021 – 1:30 p.m.

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

**Also Present:** Matt Richardson, Martin Marshall, Kim Murphy, Rebecca Borton, Shelly DeLong, Erin Van Dyke, and Scott Holtz

### I. Approval of Minutes

*Motion by Bales, supported by Lapham, to approve the minutes of the May 6, 2021 meeting.  
Motion carried.*

### II. Information Technology

**A. Finance Reports:** Administrator Marshall reviewed the finance report; the current fund balance is approximately \$346,000.

**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.

- Fiber Ring: still obtaining quotes
- Computer Replacement & Detective Bureau Interview Room: pending
- Phone system Refresh: ongoing, currently working on fax boxes and phones
- UPS Replacement (Robertson): product is in-house, scheduling setup
- Server replace: working on finishing touches
- Scanner: waiting for parts to come in
- UPS Replacement (Sheriff Office): will schedule with Dispatch
- VIQ (court recording): near completion
- PA system: continues
- Old Courthouse Project: ongoing

### D. Updates/Other IT Business:

**Credit Card Report:** County Treasurer Erin Van Dyke presented a report of credit card activity over the past 4 years (2017-2020). COVID had little effect on the usage of credit cards; although credit card usage varies depending on needs. She added that through the Share Back program the County has retained about \$57,932 for these years.

### **III. Equalization**

Equalization Director Shelly DeLong reported that property studies continue, a part time employee is moving into a full-time position, the tax database has been created and the units are entering their mortgage codes and statements will go out on the 29<sup>th</sup>. The GAMA data standards are being updated; but there were about 1,500 class changes that needed to be made after the tax database was created.

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

### **IV. Adjournment**

*Motion by Lapham, seconded by Bales, to adjourn the meeting at 1:43 p.m. Motion carried.*

MDM/rdb