

**APPROVED  
OTTAWA COUNTY  
BOARD OF COMMISSIONERS  
TECHNOLOGY COMMITTEE**

**Tuesday, May 4, 2004 9:00 AM  
Fillmore Administration Building - Conference Room A  
12220 Fillmore Street, West Olive**

**DATE:** May 4, 2004

**TIME:** 9:00 a.m.

**PLACE:** Fillmore Street Complex

**PRESENT:** Gordon Schrotenboer, Joyce Kortman, Jon Overway, Tim Secen, Christopher Kuncaitis, Jim Mankoski, Daniel Krueger

**STAFF & GUESTS:** Alan Vanderberg, Administrator; Larry Hall, MIS; Greg Westra, MIS; Rosemary Zink, Finance Director; Mark Scheerhorn, Administrative Services Director; Gary Scholten, Register of Deeds; Sherri Sayles, Deputy Clerk; Media

**SUBJECT: CONSENT ITEMS**

Approve by consent the Minutes of the April 13, 2004, meeting as presented and approve the agenda of today as presented.

**SUBJECT: DISCUSSION ITEMS**

1. MIS Evaluation RFP - Alan Vanderberg and Mark Scheerhorn explained the Management Information Systems Organizational Review (RFP) to the Committee. They are hoping to have it out later this week or early next week. Regular updates will be made to the Technology Committee by the project team. It was suggested adding MIS staff training and certificates as well as what training's MIS provides. Mark is working on a list of vendors to send the RFP and asked the Committee for any input they may have.

TC 04-005 Motion: To approve the Management Information Systems Organizational Review RFP as noted.  
Moved by: Kortman Supported by: Overway  
**UNANIMOUS**

2. MIS Project Update - Jim Mankoski reported the month of April has been closed out. There were 67 new project requests, 56 were completed, and 2 canceled putting the net increase of nine projects on the backlog list. MIS installed 25 - 30 PCs in the past month. The Register of Deeds project was closed out last month and they are waiting to here from the ACS vendor.

Larry Hall has been working on the Clerk's imaging scanner. There is no service agreement with Commercial Equipment Company. Larry reported he will be meeting with the vendor tomorrow. Alan Vanderberg asked for a timeline of when the system would be up and working. Larry reported there is some sort of driver issue. He has been working with IBM and CEO. Daniel Krueger reported the scanner had worked fine with the old PC but not the new one. If the system isn't up and working by Friday, the old scanner will have to be hooked back up. Probate Court also has a 50-60 scanner and it isn't working either.

Alan Vanderberg would like this issue resolved as quickly as possible. Will follow-up at next month's Technology Meeting.

3. E-filing Implementation - Gary Scholten distributed a handout of an e-recorded document. Ottawa County is the third County in the State accepting e-recordings. He is hoping up to 10% of deeds will be filed this way. The Register of Deeds Office is sending flyers to all companies they work with informing them of e-recording. They

would like to be able to send the monthly reports electronically to the local assessors. They are still waiting on the hardware to be hooked up into the County's e-mail system. MIS reported instructions were e-mailed to Register of Deeds last week. Larry Hall will check into this.

**SUBJECT: COMMENTS ON TODAY'S MEETING**

1. Chris Kuncaitis questioned if there was an electronic fax on the networks? Jim Mankoski reported this project was abandoned years ago because the County bought fax machines and the comfort level wasn't there.

2. Daniel Krueger updated the Committee on e-filings. The May 3rd live date was postponed until May 24th. Kevin Bowling is finishing up the work on the Court Rules.

3. Joyce Kortman questioned the cost factor with fax lines. Alan Vanderberg will have stats available at the next meeting.

4. Tim Secen questioned the AccessKent presentation. The Administrator reported they will be talking with them about cost and will go from there.

**SUBJECT: ADJOURNMENT**

The meeting adjourned at 10:07 a.m.

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**Agenda**

**Consent Items:**

1. Approval of the Minutes from the April 13, 2004 Meeting
2. Approval of Agenda

**Discussion Items:**

1. MIS Evaluation RFP (Al Vanderberg)
2. MIS Project Update (Jim Mankoski)
3. E-filing Implementation (Gary Scholten)