



MINUTES
Committee on Ways and Means
Monday, April 11, 2022 @ 4:00 p.m.
City Council Conference Room

CALL TO ORDER

Council Member Spadafore called the meeting was called to order at 4:00 p.m.

PRESENT

Council Member Peter Spadafore, Chair
Council Member Jeremy Garza, Vice Chair
Council Member Carol Wood, Member

OTHERS PRESENT

Sherrie Boak, Council Office Manager
Eric Brewer, Internal Auditor
Lisa Hagen, OCA
Jim Smiertka, OCA
Anethia Brewer, District Court
Marketa Taylor, District Court

Minutes

MOTION BY COUNCIL MEMBER GARZA TO APPROVE THE MINUTES FROM MARCH 28, 2022 AS PRESENTED. MOTION CARRIED 3-0.

Public Comment

No public comment at this time; no public present.

Discussion/Action:

RESOLUTION – Grant Acceptance; 2022 Coronavirus Emergency Supplemental Funding State Grant Revenue for court staff kiosks

Ms. Brewer and Ms. Taylor spoke on the grant, which was requested by the State for emergency funding through MSP. The original request for the grant was for \$55,000 which would have included laptops, but they were only approved for the kiosks funding. The kiosks will allow the public to work with Court staff without physical contact, and the kiosks will allow case lookup, make a payment, and keep things contactless. Ms. Brewer noted this is a reimbursement grant, and they have until December 2022 to purchase. Examples of the kiosk options were handed out.

Council Member Wood referenced a news article on cleaning of kiosks, and asked how it will be kept clean to make sure the proper cleaners and cleaning times were established. Ms. Brewer

stated she would follow up with maintenance. Council Member Wood asked about future upgrades and who is responsible. Ms. Brewer stated she would ask, but the software is web – based and it is currently being used in the courts in the State of Michigan and they have 24/7 maintenance for upgrades. Council Member Wood asked about IT analysis for security, and Ms. Brewer stated IT was aware of this application and assisted them on the quotes for the applications.

Council Member Spadafore asked if there are services that can be done off-site for court interaction. Ms. Brewer stated the software only requires a tablet, and can respond off site, and also movable to another location if the courts were ever to leave this location.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE GRANT FOR STATE FUNDING FOR COURT STAFF KIOSKS. MOTION CARRIED 3-0.

PLACE ON FILE – Tri-County Regional Planning Commission Single Audit Compliance of 2021 and Financial Statements

Council Member Spadafore, as a member of the Commission, stated there were no material findings, weaknesses or deficiencies.

Mr. Brewer confirmed it was a clean audit.

MOTION BY COUNCIL MEMBER WOOD TO PLACE ON FILE. MOTION CARRIED 3-0.

ADJOURN

Adjourned at 4:12 p.m.

Submitted by,

Sherrie Boak, Council Office Manager

Lansing City Council

Approved by the Committee May 4, 2022