

The Geauga County Data Board met on Monday, January 11, 2021 at 1:08 pm at 470 Center St. Bldg 8 meeting room and via WebEx. Members present: Chuck Walder, County Auditor; Scott Hildenbrand, County Sheriff; Frank Antenucci representing Joe Cattell, County Engineer; Sheila Bevington, County Clerk of Courts; Jim Dvorak, County Commissioner; Caroline Mansfield representing C.P. Hitchcock, County Treasurer; Jim Flaiz, County Prosecutor and Celesta Mullins, County Recorder. Also present: Pam McMahan, Deputy Auditor; Ron Leyde, Chief Deputy Auditor; Kate Jacob, Chief Compliance Officer; Al Vontorcik, Co- Director, Department of Information Technology; Allen Keener, Co-Director, Department of Information Technology and Zach Huff, ADP. Absent: Pete Zeigler, Board of Elections Director and Michelle Lane, Board of Elections Deputy Director.

Approval of ADP meeting minutes from September 22, 2020

Motion: by Jim Flaiz, seconded by Caroline Mansfield to approve the meeting minutes from September 22, 2020.

Voice votes: 8 ayes, 2 absent, 0 abstain. Motion carried.

Approval of ADP meeting minutes from September 30, 2020

Motion: by Jim Flaiz, seconded by Caroline Mansfield to approve the meeting minutes from September 30, 2020.

Voice votes: 8 ayes, 2 absent, 0 abstain. Motion carried.

Approval of ADP meeting minutes from November 5, 2020

Motion: by Jim Flaiz, seconded by Caroline Mansfield to approve the meeting minutes from November 5, 2020.

Voice votes: 8 ayes, 2 absent, 0 abstain. Motion carried.

Approval of ADP Equipment List from Oct. 1-Nov. 30, 2020

Motion: by Celesta Mullins, seconded by Sheriff Hildenbrand to approve the ADP Equipment List from Oct. 1-Nov 30, 2020.

Voice votes: 8 ayes, 2 absent, 0 abstain. Motion carried.

Approval of ADP Purchases List from Oct. 1-Nov. 30, 2020

Motion: by Celesta Mullins, seconded by Sheriff Hildenbrand to approve the ADP Purchases List from Oct. 1-Nov 30, 2020.

Voice votes: 8 ayes, 2 absent, 0 abstain. Motion carried.

Approval of ADP Tyler Technologies 2021 Support and Licensing

Tyler will be removing the Dog licensing module as ADP has moved that component to an outside agency so the contract will be less.

Motion: by Jim Flaiz, seconded by Frank Antenucci to approve the ADP Tyler Technologies 2021 Support and Licensing renewal.

Voice votes: 8 ayes, 2 absent, 0 abstain. Motion carried.

Approval of ADP Logicalis 2021 Cisco Support Services

Cisco Firewall system that includes hardware, software and the license for the Firewall.

Motion: by Sheriff Hildenbrand, seconded by Jim Dvorak to approve the ADP Logicalis 2021 Cisco Support Services.

Voice votes: 8 ayes, 2 absent, 0 abstain. Motion carried.

Approval of Auditor Manatron 2021 Maintenance & Support

Software primarily used in Real Estate which provides property assets and details for real property taxation.

Motion: by Jim Flaiz, seconded by Caroline Mansfield to approve the Auditor Manatron 2021 Maintenance and Support agreement.

Voice votes: 8 ayes, 2 absent, 0 abstain. Motion carried.

Approval of Health District MNJ Monitors

Monitors being purchased through a grant the Health Department received for remote equipment for employees working from home.

Motion: by Jim Flaiz, seconded by Caroline Mansfield to approve the Health District MNJ monitors.

Voice votes: 8 ayes, 2 absent, 0 abstain. Motion carried.

Approval of Health SCW/SHI laptops & Licenses

This purchase is also from the same grant the monitors are being purchased from.

Motion: by Celesta Mullins, seconded by Sheila Bevington to approve the Health District SCW/SHI laptops and licenses.

Voice votes: 8 ayes, 2 absent, 0 abstain. Motion carried.

Health Department Scheduling Application

The Health Department has an application they are purchasing for COVID vaccination scheduling. Chuck read from notes provided to him by Al from a conversation with Gerry Morgan who said this contract is for a scheduling app to allow a person to schedule a vaccination through the app with the Health Department and will only be used by the Health Department not by outside pharmacies or agencies. Gerry also stated no protected information is gathered by the app, it is more of a consent form and no data is stored locally. The contract is in the Prosecutors Office and under the \$25,000 cap but Chuck wanted to make everyone aware that it is being fast-tracked due to its importance. Jim stated he has some concerns as from what he has read in the contract the Health Department can transmit this information to the State and the residents can use this for their personal vaccination tracking. Chuck said no action needs to be taken at the meeting and that he and Jim will communicate further with Gerry and Tom Quade to find out what their intentions are with the app.

ADP Compliance Issue Update and Conclusion

Chuck wanted to revisit a compliance issue he has been recently made aware of and had mentioned to the ADP Board at a prior meeting. A County department has not been using ADP services and is promoting that they are exempt from ADP oversight. Chuck asked Kate Jacob to look into the matter to see if this department should be under the ADP umbrella under ORC 307.84. Kate in her research found Water Resources does fall under the County umbrella and should operate under ORC 307.84.

307.84 Establishing automatic data processing board.

The board of county commissioners of any county may, by resolution, establish a county automatic data processing board. The board shall consist of the county treasurer or the county treasurer's representative, the county recorder or the county recorder's representative, the clerk of the court of common pleas or the clerk's representative, a member or representative of the board of county commissioners chosen by the board, two members or representatives of the board of elections chosen by the board of elections one of whom shall be a member of the political party receiving the greatest number of votes at the most recent general election for the office of governor and one of whom shall be a member of the political party receiving the second greatest number of votes at such an election, if the board of elections desires to participate, and the county auditor or the county auditor's representative who shall serve as secretary. The members of the county automatic data processing board may by majority vote add to the board any additional members whose officers use the facilities of the board.

After the initial meeting of the county automatic data processing board, no county office shall purchase, lease, operate, or contract for the use of any automatic or electronic data processing or record-keeping equipment, software, or services without prior approval of the board.

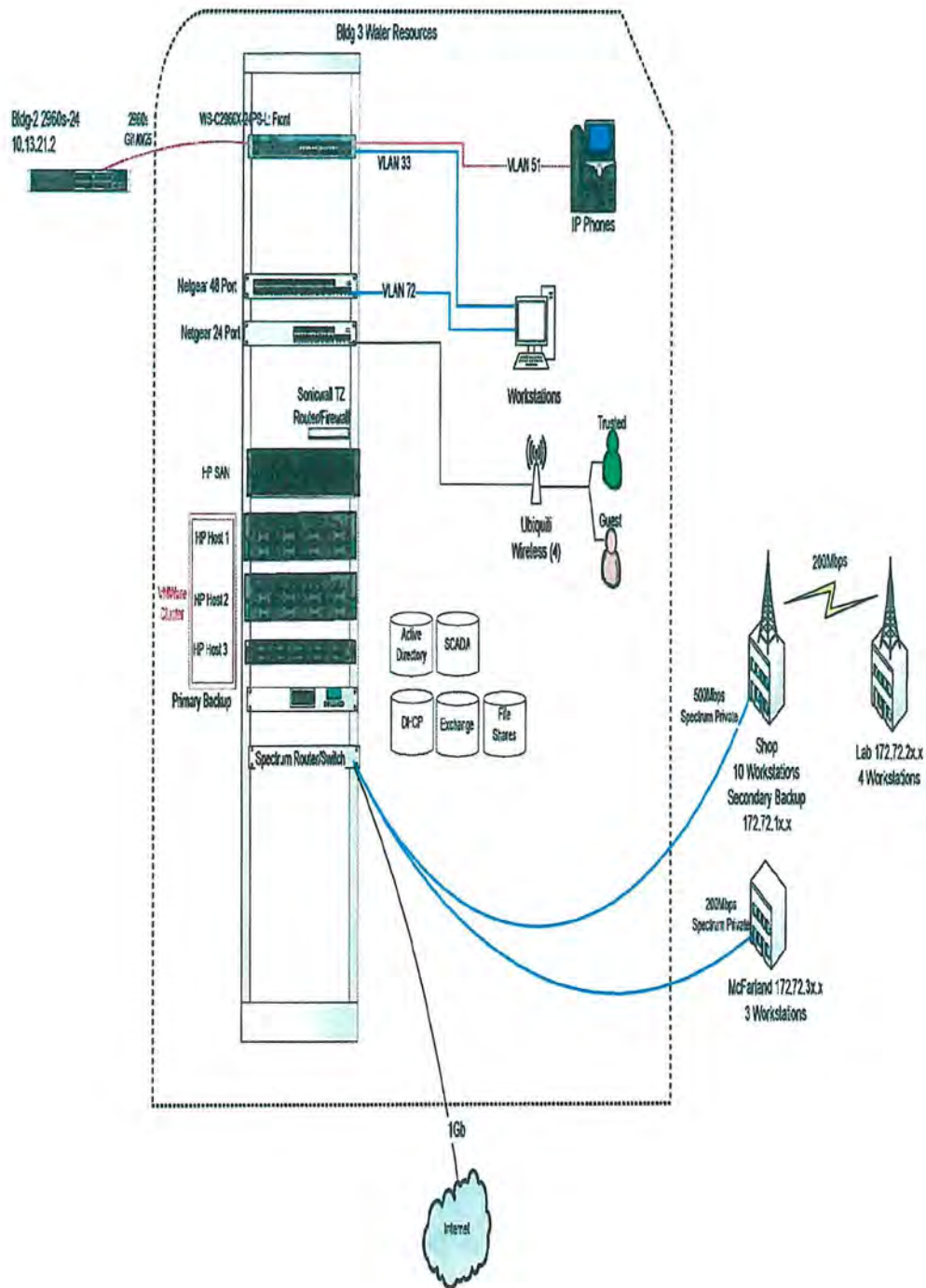
As used in sections 307.84 to 307.846 of the Revised Code, "county office" means any officer, department, board, commission, agency, court, or other office of the county, other than a board of county hospital trustees.

Amended by 129th General Assembly File No.28, HB 153, §101.01, eff. 9/29/2011.

Effective Date: 08-22-1995.

Chuck also shared a map of Water Resources current structure showing what ADP services they are using and the items they are using outside of ADP's authority and permission like Vlans for their workstations, anti-virus, backups, and internet connections as examples. As the ADP department looks at designing the system for the new building it would not be prudent to design a system that allows a County department that is bound by ORC 307.84 to continue operating outside of the rules. Chucks stated his understanding was that ADP was implemented to protect the network of the County and to reduce redundancy in equipment.

Geauga County Network Map



Chuck also provided two year study on some basic items some of which are potentially redundant expenses in the amount of a quarter of a million dollars in that two year span that the taxpayers are paying for. This does not include the salaries of their two IT professionals that are not under the authority of ADP and the ADP Board should be aware of this issue and determine a course of action.

WATER RESOURCES IT PURCHASES (2019 and 2020)

VENDOR	DESCRIPTION	2019 AMOUNT	2020 AMOUNT
American Message Centers	Emergency Telephone Service	\$1,164.36	\$1,552.95
AQSeptence Group Inc.	Chart Recorder Service	\$18,362.08	\$48,055.85
AT&T	Telephone Service	\$254.54	\$258.56
Automation Direct	PLC Programming, Parts, etc.	\$0.00	\$2,520.00
Bergren Associates	Telemetry & Control Systems	\$22,999.89	\$1,113.85
CDW Government	VMWare	\$0.00	\$4,404.35
Chaltron Systems	Ultrasonic Flowmeter w/ Software	\$0.00	\$12,828.00
CSJ Technologies	Computers and Repairs	\$27,054.00	\$41,434.00
Custom Control Technologies	Remote PLC Troubleshooting & Repair	\$0.00	\$1,200.00
DLT Solutions	AutoCad Renewal	\$6,489.06	\$0.00
ESRI, Inc.	ARCGIS Software Support	\$5,300.00	\$5,300.00
First Communications	Telephone	\$69.70	\$75.67
Geauga Co. ADP	New World System Utility Module	\$27,666.48	\$29,150.77
GovConnection	VEEAM Server Software	\$0.00	\$21,594.00
Hannon Electric	PLC Programming and Parts	\$40,463.31	\$41,508.94
Lake Business Products	Copiers and Service	\$11,195.12	\$27,585.75
Mission Communications	Telemetry Monitoring and Service Plan	\$20,097.60	\$17,938.40
Douglas R. Nebeker	PA Server Monitoring Service	\$1,260.00	\$1,260.00
Solarwinds	HelpDesk Licenses	\$0.00	\$1,848.00
Southern Computer Warehouse	Computer Stuff	\$0.00	\$75.91
Time Warner Cable	Telephone and Internet	\$48,515.14	\$46,888.90
Verizon Wireless	Telephones	\$28,056.59	\$23,735.39
TOTALS		\$182,376.14	\$259,705.00
IDENTIFIED AS POTENTIALLY REDUNDANT EXPENSES		\$116,405.09	\$169,160.53

Jim said he reviewed Chuck’s write up and stated he did not know Water Resources was not submitting purchases for ADP approvals as they do seem to sometimes submit for ADP approvals but it appears they are being selective about what they submit. Jim said there is no legal room for them to not use ADP and the primary purpose of ADP was implemented by the state legislature to prevent local governments from wasting money on duplication of services. Jim said this all came to light when reviewing plans for the new building and Water Resources had its own server room on the diagram. Chuck said ADP just recently approved some Water Resources purchases that Al and Allen had caught they did not submit for prior approval and the Auditor’s office had to tell them that their payments would not be made if they did not follow the proper ADP channels. Water Resources has told others that they are exempt because their funding is not through the Commissioner’s Office. Chuck pointed out there is nothing in the ORC that points to funding as a reason not to be part of the ADP profile. Caroline asked how long this had been going on and Chuck said he found documentation from 20 years ago that this came to light but the former Auditor did not act on it. Jim said the bills should really not be getting paid until Water Resources are properly on our network and said he thought a transition time of 6 months for them to get compliant was reasonable or as soon as practical. Caroline stated Water Resources should not be acting independently as is not legal and needs to be fixed. Chuck stated the County Commissioners are in harm’s way as it falls to them as the hiring authority and although the ADP Board needs to make sure Water Resources are following the law the hiring authority are the ones who are violating the law. Sheriff Hildenbrand and Celesta said Water Resources cannot be breaking the law and it should be fixed as soon as possible. Jim Dvorak said the Ohio Revised Code should always be followed.

Motion: by Chuck Walder, seconded by Jim Flaiz for Chuck to prepare a letter to the County Commissioners and send it for review by the Board advising them of the anomaly that has been discovered and that it must be corrected immediately pending all mechanical constraints surrounding it on behalf of the Board.

Voice votes: 8 ayes, 2 absent, 0 abstain. Motion carried.



**Geauga County Automatic Data Processing Board
Department of Information Technology**

Charles E. Walder, Secretary

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Direct Line: (440) 279-1602 FAX: (440) 279-2184

Web site: <http://www.co.geauga.oh.us/departments/adp/index.htm>

Email: cwalder@co.geauga.oh.us

January 28, 2021

James W. Dvorak
Timothy C. Lennon
Ralph Spidalieri

Dear County Commissioners:

Recently a non-compliance issue was raised with the Automatic Data Processing (ADP) Board resulting in extensive research pertaining to a department under the Commissioners' hiring authority non-use of ADP resources, approvals, and authority. It seems that since ADP's inception, this department has not complied with ORC 307.84 which requires that *"... no county office shall purchase, lease, operate, or contract for the use of any automatic or electronic data processing or record-keeping equipment, software, or services without prior approval of the board."* It further seems that much of the department's office networking, infrastructure, computers, email server, domain server, file servers, back up and archiving services, SCADA, telemetry, and internet used has been acquired, maintained, and controlled outside the authority of ADP at great additional expense to taxpayers.

This issue needs to be remedied without undue delay. Procedures and policies related to ADP's oversight of the county's technology needs to be in compliance with ORC 307.84. The ADP Board felt it important that we immediately bring this matter to the Geauga County Commissioners' attention as we believe that continuance under this practice is unlawful.

The ADP Board and its Co-Directors are willing to work with the Commissioner's office in developing and implementing a speedy transition plan to rectify this situation. We would like to schedule a meeting to openly discuss this issue as soon as possible.

Sincerely,

The Geauga County Automatic Data Processing Board

cc: GMorgan, Geauga County Administrator
ADP Co-Directors
ADP Board members

Chuck commented the ADP Board is not being communicated with in terms of the new building. Starting the next ADP meeting Gerry Morgan will give a 5 minute update on the progress of the new building.

BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, Caroline Mansfield, motioned to adjourn

Respectfully submitted,

Charles E. Walder

Charles E. Walder, Auditor
Secretary/ADP Board

Sheila M. Bevington

Sheila Bevington
Clerk of Courts

Thomas J. Kowan

Scott Hildenbrand
Geauga County Sheriff

Frank Antenucci

Joe Cattell
Geauga County Engineer

Jim Dvorak
Geauga County Commissioner

Pete Ziegler
Board of Elections Director

Celesta Mullins

Celesta Mullins
Geauga County Recorder

Michelle Lane
Board of Elections Deputy Director

Christopher Hitchcock
Geauga County Treasurer

James R. Flaiz

Jim Flaiz
Geauga County Prosecutor