

The Geauga County Data Board met on Thursday, February 18, 2021 at 2:00 pm at 470 Center St Bldg 8 meeting room and via WebEx. Members present: Chuck Walder, County Auditor; Chief Deputy Tom Rowan representing Scott Hildenbrand, County Sheriff; Frank Antenucci representing Joe Cattell, County Engineer; Sheila Bevington, County Clerk of Courts; Jim Dvorak, County Commissioner; Michelle Lane, Board of Elections: Deputy Director; Jim Flaiz, County Prosecutor; Scott Daisher representing Pete Ziegler, Board of Elections and Celesta Mullins, County Recorder. Also present: Pam McMahan, Deputy Auditor; Allison Lesniak, Deputy Auditor; Kate Jacob, Chief Compliance Officer; Al Vontorcik, Co- Director, Department of Information Technology; Allen Keener, Co-Director, Department of Information Technology; Gerry Morgan, County Administrator and Andy Haines, ADP. Absent: C.P. Hitchcock, County Treasurer.

Update on New Building

Gerry Morgan reported that the new building is progressing, the basement walls are going up and steel will rise on the first of March. Chuck showed the current layout of the new building and what still needs to be done. Chuck asked Al if there were any current hold ups. Al stated he has to meet with Soil and Water but they are not available until 2/23/21 to talk about what their needs are. Al also noted he still has to talk to the Title Office to see if they have any special needs as well as a call he placed to the Secretary of State to make sure they will meet all the directives that they require for Board of Elections. In reviewing the plans it was discovered there isn't a whole, complete building generator. BOE will have a plug put in for a portable generator during election time or possibly a whole building backup generator. Al noted an additional hold up is that Water Resources put through a large request changing items they need and he does not feel comfortable adding them. They want at least four network switches which run about \$5,000.00 a piece when their staff is approximately 20 people. Al said the Windstream contract was signed by the Prosecutor's office and prices are going up March 1. Gerry said there will be no problem getting the contract put through to meet the deadline. Jim asked if we could delegate some authority to Al so issues can be responded to in a timely manner so the bid does not get delayed again. Chuck said he would be in favor at some levels of empowering Al to make some decisions and move the process faster but that is up to the Commissioners. Gerry said there was a discussion amongst himself and the Commissioners regarding continuing moving the project forward and what they could do as addendums after the bid is out or as a change order down the road and they are trying to get final answers. Gerry also stated they can work with Al more and if he feels there needs to be adjustments made he would be able to. Jim stated that except for some special exceptions Al should be empowered to tell people no and that this infrastructure is being designed by ADP. Chuck stated it would be nice if Gerry would share with his departments that ADP is designing the IT in the new building and they are the authority they need to get on board with for their requirements as we do not want duplicity of initiatives. Scott asked if Al could make a decision on the generator for the new building or does BOE have to put in a request. Michelle said they would need a generator 4 x a year at least 35 days before each election in case the power went out. Gerry said there are 2 options the Commissioners are reviewing one is a secondary generator to service Board of Elections or a whole building generator that will provide access to everything in the event of a power loss. Michelle asked about the sprinkler system for Board of Elections and asked Al to speak on this topic. Chuck responded that was not a question for Al or the ADP Board and she should speak to Gerry on that issue.

Water Resources ADP approvals and Contract certifications

The ADP Board sent a letter to the Commissioners and copied Gerry inviting them to meet with the Board on a plan to go forward with Water Resources and there nonuse of ADP technology. Chuck suggested meeting with himself, Al, Allen, Gerry and legal counsel. Chuck stated we do not want to have redundant services which are not cost effective to the taxpayers. Gerry will send an email sharing his availability to schedule a meeting.



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

Charles E. Walder, Secretary

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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

Approval of ADP Board Special Meeting minutes from January 11, 2021

Motion: by Jim Flaiz, seconded by Jim Dvorak to approve the meeting minutes from January 11, 2021.

Voice votes: 9 ayes, 1 absent, 0 abstain. Motion carried.

Approval of ADP Regular Meeting minutes from January 11, 2021

Motion: by Frank Antenucci, seconded by Chuck Walder to approve the meeting minutes from January 11, 2021.

Voice votes: 9 ayes, 1 absent, 0 abstain. Motion carried.

Approval of ADP Equipment List from Dec. 1-Dec. 31, 2020

Motion: by Jim Flaiz, seconded by Frank Antenucci to approve the ADP Equipment List from Dec. 1- Dec 31, 2020.

Voice votes: 9 ayes, 1 absent, 0 abstain. Motion carried.

Approval of ADP Equipment List from Jan. 1-Jan. 31, 2021

Motion: by Sheila Bevington, seconded by Chuck Walder to approve the ADP Equipment List from Jan. 1- Jan 31, 2021

Voice votes: 9 ayes, 1 absent, 0 abstain. Motion carried.

Approval of ADP Expense Report from Dec. 1, 2020- Jan. 31 2021

Motion: by Jim Flaiz, seconded by Frank Antenucci to approve the submitted ADP Expense report.

Voice votes: 9 ayes, 1 absent, 0 abstain. Motion carried.

Approval of Auditor Geo-Centric Consulting GIS Management Project

Chuck explained this is a REAF request to upgrade the GIS departments' outdated and unsupported system. This 1- 2-year project utilizing geospatial technologies will provide information through a web based GIS application to support Appraisal, Real Estate, CAUV, Forestry, Zoning and every other department. Frank said the Engineer's Office is very excited about this project and offered to help in any way. Scott asked if this upgrade will allow their voter registration system to work with the GIS system at the Board of Elections. Chuck said with the many layers of technology it could show voting precincts information, polling locations and more. Jim asked if this will be user friendly and it was explained that to the user it will not look much different but will give more information.

Motion: by Jim Dvorak, seconded by Scott Daisher to approve the Auditor Geo-Centric Consulting GIS Management Project

Voice votes: 9 ayes, 1 absent, 0 abstain. Motion carried.

Approval of ADP GIS Data Conversion Services

This is also a REAF project using the same consultant as the prior request and will take the REAL LINK data base GIS set and format it to the new fabric technology. It is all based on square footage and square acreage and it will take approximately 2 months to convert to the new system.

Motion by Jim Flaiz, seconded by Scott Daisher to approve GIS Data Conversion Services.

Voice votes: 9 ayes, 1 absent, 0 abstain. Motion carried.

Approval of Board of Commissioners Multi-Vista Progression Project

The new building construction is required to have documentation of the construction project Multi-Vista will take photos of the buildings progression, storage and attainment. The daily photos will be archived and made available at the end of the project to the Commissioner's to memorialize the construction which is typical for these types of projects and if something goes wrong down the road it is documented.

Motion: by Jim Flaiz, seconded by Jim Dvorak to approve the Commissioners Multi-Vista Progression Project

Voice votes: 9 ayes, 1 absent, 0 abstain. Motion carried.

Approval of Sheriff's Office CenturyLink Communications

Chief Rowan stated this is an E911 Service contract and if anything goes wrong, they will fix it.

Motion: by Chuck Walder, seconded by Jim Flaiz to approve the E911 Service Agreement.

Voice votes: 9 ayes, 1 absent, 0 abstain. Motion carried.

Approval of Sheriff's Office Motorola Solutions

Chuck said this is for a 1 yr. 3rd party GIS managed services. Jim asked if this is for the vehicle tracking, Chuck responded it's for Spillman mapping.

Motion: by Jim Flaiz, seconded by Chuck Walder to approve Motorola Solutions GIS managed services.

Voice votes: 9 ayes, 1 absent, 0 abstain. Motion carried

Approval of Sheriff's Office Stephen Campbell Associates

Sheriff's request is to upgrade Eventide Recording and Integrate Motorola P25 radio system which includes many licenses to allow their radio communications to be recorded. This will not be used till 2022 but expensed this year.

Motion: by Chuck Walder, seconded by Scott Daisher to approve Stephen Campbell Associates to Upgrade Eventide Recording and Integrate Motorola P25 radio.

Voice votes: 9 ayes, 1 absent, 0 abstain. Motion carried.

Approval of Updated Price List

Chuck explained that under ORC. 307.846 ADP is required to hold a contract as well as a standard price list and thanked Allen for cleaning it up and organizing it. The Board periodically needs to approve modifications because ADP grants a 30 day grandfathering of the old price list if there is a price increase. This is Revision 15 of the ADP Price List.

Motion: by Chuck Walder, seconded by Frank Antenucci to approve the Revised ADP Price List (rev. 15).

Voice Votes: 9 ayes, 1 absent, 0 abstain. Motion carried.

Geauga Park District ORC 307.846

Chuck said the Geauga Park District is benefiting from ADP services under ORC.307.846. Chuck explained as Treasurer for the Geauga Park District he had oversight and could see their purchase habits and let ADP know when it was technology and they could review if it and make sure it was compatible with ADP systems. Geauga Park District recently announced they were going to hire an outside treasurer and no longer use the Auditors Office as their Fiscal Agent which means they will no longer use the Auditor's Office for budget commission, purchase orders, payroll services and bill paying, etc. Chuck went on to explain this opens the door for ADP that they will no longer know what the Park District is doing until there is an event and that makes the County vulnerable. The Park District does not want scrutiny on what they are buying or the IT services they are using. Jim suggested the ADP Board should give them notice that if they do go forward with this plan and they are not using the Counties Fiscal Office to track their purchases their ADP contract services will cease to help them make their decision. Sheriff asked what services ADP provides to the Parks and Chuck said he will share that information at the next meeting. Chuck estimated Parks will be paying between \$300,000- \$600,000 to put their own technology infrastructure in place and that is not cost effective for the taxpayers.

Motion : by Jim Flaiz, seconded by Sheila Bevington to approve a motion for ADP to send notice to the Geauga Park District that upon separation from the counties fiscal functions it will also sever ORC.307.846 agreement with ADP.

Voice votes: 8 ayes, 1 absent, 1 abstain. Motion carried.

307.84 Establishing automatic data processing board.

The board of county commissioners of any county may, by resolution, establishes 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.

BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, Frank Antenucci, motioned to adjourn.

Respectfully submitted,

Charles E. Walder

Charles E. Walder, Auditor
Secretary/ADP Board

Pete Ziegler
Board of Elections Director

Celesta Mullins

Celesta Mullins
Geauga County Recorder

Michelle Lane
Board of Elections Deputy Director

CP Hitchcock em

Christopher Hitchcock
Geauga County Treasurer

James R. Flaiz

Jim Flaiz
Geauga County Prosecutor

Sheila Bevington
Clerk of Courts

Scott A Hildenbrand

Scott Hildenbrand
Geauga County Sheriff

Frank Antenucci

Joe Cattell
Geauga County Engineer

Jim Dvorak
Geauga County Commissioner