

The Geauga County Data Board met on Tuesday, May 22, 2018 at 1:30pm in the Auditor's Conference Room on the first floor of the Courthouse Annex. Members present: Chuck Walder, County Auditor; Sharon Gingerich, County Recorder; Denise Kaminski, County Clerk of Courts; Joe Cattell, County Engineer; Scott Hildenbrand, County Sheriff; Deborah Reiter, Board of Elections Director; Caroline Mansfield, representing C.P. Hitchcock, County Treasurer; Jim Flaiz, County Prosecutor; Walter (Skip) Claypool, County Commissioner and Dorothy Stange, Board of Elections Deputy Director. Also present: Mary Kolcum, Deputy Auditor; Ron Leyde, Chief Deputy Auditor; Al Vontorcik, Co-Director, Department of Information Technology; Allen Keener, Co-Director, Department of Information Technology; Dave Lair, County Administrator; Gerry Morgan, Assistant County Administrator; Kate Jacob, Auditor Compliance Officer; Diane and Tom Jones; Jim Dvorak; Deputy Powers, Sheriff's Office; Celesta Mullins, Deputy Recorder and Tim Lennon, County Commissioner. Absent: Tom Huff, Court IT.

#### Approval of Sheriff's collaboration request

Sheriff Hildenbrand spoke about a request to replace all of the cameras that record in the cars as they are getting old. They are trying to get a grant so they can buy as many as they can with that money. Sheriff said in applying for the grant part of the process is making sure everyone is on board. Chuck said one of the requests was a letter from ADP indicating collaboration with the Sheriff's Dept. to fulfil the terms of the grant. Al and Allen have prepared a sample letter showing the ADP Board will collaborate with the Sheriff's Office as set forth in the grant. Skip asked who the grant was from and Sheriff replied OCGS. Skip then asked if the cameras were on the network or on a public network. Deputy Powers responded they are on the County network. Sheriff said when they come back to the office they automatically download wirelessly to the server. Chuck added periodic meetings are required as a condition of this grant and the ADP Board will help fulfil those requirements if necessary.

Motion: by Jim Flaiz seconded by Denise Kaminski to approve the collaboration between the Sheriff's Office and ADP.

Voice votes: 10 ayes, 1 absent, 0 abstain. Motion carried.

#### Jeff Maze working on Cart Viper (Dog licenses and Web Site work)

Chuck shared with everyone that Jeff Maze is working on Cart Viper which is an Ecommerce site that allows people to buy their dog licenses online with a credit card on a manual basis. Over the course of several years many residents have voiced some concerns and complaints about the failure of the site to have a memory so they can't go in and type their ID and get all their data back without typing it all again which then sometimes creates another new record. This new system is not very expensive only \$750.00 to update and will add the memory of a person or their dog.

Motion: by Sharon Gingerich seconded by Caroline Mansfield to approve the update for the online dog licensing with Cart Viper.

Voice votes: 10 ayes, 1 absent, 0 abstain. Motion Carried.

#### Approval of Equipment list

Chuck spoke on the special prosecutor and the forensic accountant's recommendation that on a regular basis we review and agree to accept all purchases through the ADP Board. The one copy that was distributed was the ADP General Ledger Report which is generated from the system through the actual purchases done by ADP. The second document shows those purchases that ADP did on behalf of other entities. Chuck stated these can be approved all at once and wanted to provide some data so that everyone would know they are tabulating who we are buying from and how much is being bought and presenting it on a periodic basis. Skip asked if there was anything that showed if the items were put through the bid process and if it required one. Chuck said that the documents do not fulfil any bid obligations and nor do they fulfil any vendor variances. Skip asked how the ADP Board members were to know if everything has gone through its formal process. Chuck said you can't tell from these two lists but there are other steps that are going to be put in place and these are just the first steps to keep the Board informed. Jim went on to explain in the case of Sharon's request you can see it has been reviewed and signed off of by the Prosecutor's office. Skip asked what does this accomplish and Chuck responded it fulfils the ORC requirement to properly accept all purchase orders that ADP is responsible for. Jim said if you see something on the list you can now say that you don't remember discussing it and get a discussion going on the item.

Motion: by Denise Kaminski seconded by Jim Flaiz to approve the Accounting records from ADP and their purchases as well as all purchases through ADP from April 3-May 21, 2018.

Voice votes: 10 ayes, 1 absent, 0 abstain. Motion carried.

#### Recorder AVID Contract

Sharon explained that all her contracts since 2008 have been per document with a price of \$2.97. With the new vendor they are at \$2.95 which was a price drop. Sharon added all the hardware is leased so nothing touches the County and Sharon also has her own Internet provider. Sharon noted that Fidler the new vendor put in the contract if they sell the company anytime within the year they will refund the whole year's contract. The first three months are free and there will be free property fraud alerts, training, no charge for any charge documents, they also have a Veterans ID program and they are making film at no cost and e-recording is free. Jim said they are doing a per document fee to cover all they are providing so when trying to decide whether to put it out for bid the discussion was what is the Recorder's Office spending a year and it never hit \$50,000 but since there was some uneasiness about it so that was why a cap was asked for which was kind of unusual. Jim said this is an important function as there is a lot of fraud prevention investigation down there and Sharon has to keep all our deeds safe and all the add-on's that are coming with this contract are huge.

Motion: by Chuck Walder seconded by Jim Flaiz to approve the Recorders contract for a computer system and license software sales agreement with Fidler.

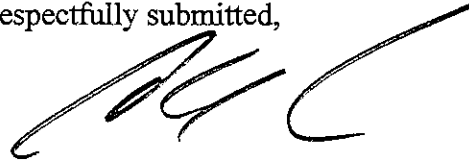
Voice votes: 10 ayes, 1 absent, 0 abstain. Motion carried.

Other Business

None

BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, Jim Flaiz motioned to adjourn at 1:56 pm.

Respectfully submitted,



Charles E. Walder, Auditor  
Secretary/ADP Board



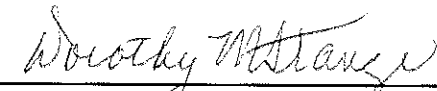
Deborah Reiter  
Board of Elections  
Director



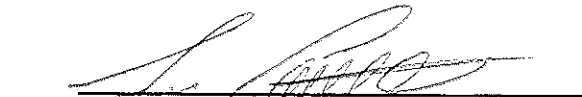
Denise Kaminski  
Clerk of Courts



Scott Hildenbrand  
Geauga County Sheriff

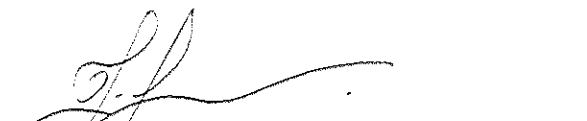


Dorothy Stange  
Board of Elections  
Deputy Director



Joe Cattell  
Geauga County Engineer

Christopher Hitchcock  
Geauga County Treasurer



Walter (Skip) Claypool  
Geauga County Commissioner

*Timothy C. Bennett*

Jim Flaiz  
Geauga County Prosecutor

Tom Huff/  
Court of Common Pleas  
IT Systems Administrator