

The Geauga County Data Board met on Tuesday, June 19, 2018 at 2:02 pm in the Auditor's Conference Room on the first floor of the Courthouse Annex. Members present: Chuck Walder, County Auditor; Sharon Gingerich, County Recorder; Frank Antenucci representing Joe Cattell, County Engineer; Caroline Mansfield, representing C.P. Hitchcock, County Treasurer; Jim Flaiz, County Prosecutor; Walter (Skip) Claypool, County Commissioner and Tom Huff, Court IT. Also present: Pam McMahan, 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; Tim Lennon, County Commissioner; Kate Jacob, Auditor Compliance Officer; Celesta Mullins, Deputy Recorder and Debbie Urankar, Court IT. Absent: Denise Kaminski, County Clerk of Courts; Scott Hildenbrand, County Sheriff; Deborah Reiter, Board of Elections Director; and Dorothy Stange, Board of Elections Deputy Director.

Approval of Equivant

Motion: by Jim Flaiz, seconded by Chuck Walder to approve Equivant –Courtview Services for Common Pleas.

Voice votes: 6 ayes, 4 absent, 1 abstain. Motion carried.

Approval of SQL Server for ARCGIS for Auditor

Motion: by Sharon Gingerich seconded by Caroline Mansfield to approve SQL server for ARCGIS project upgrade for Auditor.

Voice votes: 6 ayes, 4 absent, 1 abstain. Motion Carried.

Black Box Video conference project

Allen spoke about the video conference project that was started last year involving cameras between the Courts and the Jail and wanted to give an update that the project will be getting scheduled and moving forward soon.

Black Box report recommendations

Chuck stated that Black Box provided a report noting any vulnerabilities of the County IT system. Al went into further detail explaining removal of older equipment was recommended and they are continuing to move forward with the recommendations doing as much of it in-house as possible.

Approval of Equipment list and Accounts Payable list dated 5/22/18 to 6/18/18

Motion: by Jim Flaiz, seconded by Chuck Walder to approve the Equipment and Accounts Payable lists dated 5/22/18 to 6/18/18.

Voice votes: 6 ayes, 4 absent, 1 abstain. Motion Carried.

Transfer of phone bills from Maintenance to ADP

Chuck updated everyone that a meeting was held with Kate Jacob, Al and Allen, Dave Lair, Adrian Gorton, Glen Vernick, Diane Dolsen and himself with the intent to transfer the phone bills from the Maintenance Department to ADP. The ADP Department handles the technical

aspects of the phone system so ADP will have the technical insight as to what the phone lines and services are providing to the County. Chuck said they will continue to work with Glen and do anticipate a savings of money but cannot predict how much until they actually review the bills and possibly consolidate some lines. Skip asked about the FX lines and Chuck stated they feed townships in the County and those are expensive and ADP would hope to get rid of the FX lines and consolidate the bill further by using the current 800 number service in their place. Chuck said Al and Allen are doing research on the phone bills and carriers and there is a MOU being worked out.

JFS-SSG Professional Services project

Al spoke on the JFS project that SSG Professional Services which is a software integration company was contracted so JFS could have the State system and New World work together so there would be no double entry of information. Chuck said this is for their accounting and timekeeping functions. JFS is paying for this service.

JFS-Unified Messaging

Al stated the JFS phone agreement with the County is to provide the ability for employees to send voicemail to their email and they need those voicemails to go to their State email addresses. To help configure this function Black Box will have to come in to help point the voicemail boxes to go out to the State. A quote is being obtained that JFS will then pay for.

JFS-State PC Call Recording Server Access

Al said that when JFS joined the County phone system they also purchased a call recording feature and the server for that is housed in the ADP basement and JFS needs access to it. In order for them to get access Black Box will need to be brought in to run a pipe to the State system so those users can get into our system to get to the recorder.

MRDD-ADP request for assistance

Chuck met with Don Rice and said he expressed a need for his timekeeping system to automatically be uploaded into New World. Secondly, there are also some accounts that he needs reported to the State that New World does not match up with. Don would like a conversion to move back and forth between those. Chuck said ADP is contracting to do the work for Don and there will be an MOU coming.

Health Dept. Web Site MOU

Chuck said the Health Department contracted with a 3rd party to work on their website. They did not like the look and feel of the work that was being performed as it has to conform to certain State requirements. The Health Department has asked ADP to assist and Jeff Maze will do the work in house and there is a MOU in the Prosecutors office that should be approved by the next ADP meeting.

County Music on Hold

The County recording is personalized and Chuck is proposing to make it generic and not refer to people by name but by title. Bill Ward has been contracted for \$850.00 to do the new recording. Jim said that the Board agreed to do this project in the past but it was never done.

ADP pricing schedule for Municipal billing

Chuck stated in the past there was no standard pricing schedule for outsourced work. Chuck asked Al and Allen to come up with a standardized pricing schedule that matches the actual cost of the work. They are working on it and by month end it should be done and Chuck would like the ADP Board to approve it and then it can be issued to the Municipalities so they can know what they are paying for. Chuck said for 6 or 7 years some of the Municipalities were never billed. Kate is working on a standardized MOU for all these Municipalities that will detail the terms and conditions and include the standardized price list.

Courts-ADP Procedures

Chuck said they had a meeting with the Courts and everyone expressed the desire to cooperate with each other. Chuck just wanted to update everyone that there were in-roads being made for a better relationship since in the past there had been some issues with parties that are no longer employed at the Auditor's office.

State IT Auditor's completed field work

Chuck announced the State It Auditor's finished their field work and there is an upcoming meeting to go over their findings.

ADP Organizational Chart

The ADP Organizational chart was presented for review. Jim said under the revised code the Board does not have oversight over the ADP employees. The Auditor has control over ADP subject to the Board approving the compensation and subject to the Board approving certain purchases. Jim said the way the old organizational chart was set up was not correct and the new one being presented by Chuck was a more accurate description following the ORC. Skip said technically the employees are Auditor employees not ADP employees then and the title should reflect that. Jim said that is correct they are not employees of the Board. Chuck said that the new organizational Chart is a more accurate depiction of the flow. Skip wanted to also note that when it was agreed upon that Al and Allen were to function as Co-Directors the reason for that was they had some different responsibilities and shouldn't the chart recognize their other responsibilities as well. Tim Lennon asked if the long term goal was to use two directors. Chuck stated yes for the foreseeable future he did anticipate that need because the ADP entity is evolving.

2017 Annual ADP Report

Chuck submitted the 2017 Annual report to the Board. Chuck stated there was some information left out as it was determined that it did not belong in the Annual report as there was still a criminal investigation ongoing. Jim said he had reviewed it and thought they did a good job.

Executive Session

Motion: by Jim Flaiz to go into Executive session.

Voice votes: 6 ayes, 4 absent, 1 abstain. Motion Carried.

Motion: by Jim Flaiz to come out of Executive session.

Voice votes: 6 ayes, 4 absent, 1 abstain. Motion Carried.

Other Business

None

BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, Caroline Mansfield motioned to adjourn at 3:14 pm.

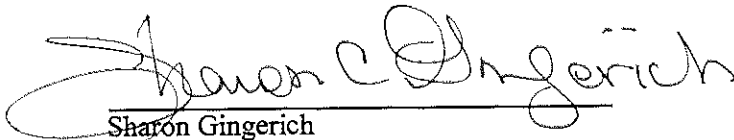
Respectfully submitted,



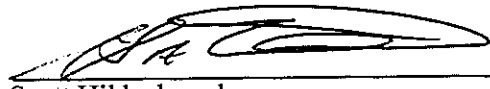
Charles E. Walder, Auditor
Secretary/ADP Board

Deborah Reiter
Board of Elections
Director

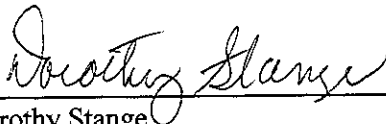
Denise Kaminski
Clerk of Courts



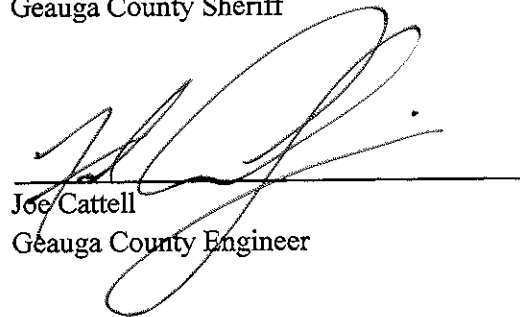
Sharon Gingrich
Geauga County Recorder



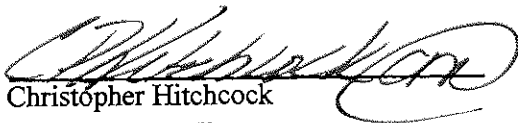
Scott Hildenbrand
Geauga County Sheriff



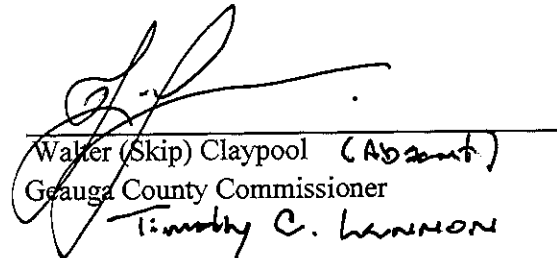
Dorothy Stange
Board of Elections
Deputy Director



Joe Cattell
Geauga County Engineer



Christopher Hitchcock
Geauga County Treasurer



Walter (Skip) Claypool (Absent)
Geauga County Commissioner
Timothy C. Lannon

Jim Flaiz
Geauga County Prosecutor

Tom Huff/
Court of Common Pleas
IT Systems Administrator