

The Geauga County Data Board met in a special session on Tuesday, August 4, 2020 at 2:00 pm at 470 Center St. Bldg. 8 meeting room and via WebEx. Members present: Chuck Walder, County Auditor; Joe Cattell, County Engineer; Chief Rowan representing Scott Hildenbrand, County Sheriff; Celesta Mullins representing Sharon Gingerich, County Recorder; Denise Kaminski, County Clerk of Courts; Caroline Mansfield representing C.P. Hitchcock, County Treasurer; Pete Zeigler, Board of Elections Director; Michele Lane, Board of Elections Deputy Director and Jim Flaiz, County Prosecutor. Also present: Pam McMahan, Deputy Auditor; Ron Leyde, Chief Deputy Auditor; Al Vontorcik, Co-Director, Department of Information Technology and Allen Keener, Co-Director, Department of Information Technology; Kate Jacob, Chief Compliance Officer, Sheila Bevington, Court of Common Pleas and Zack Hupp, ADP. Absent: Tim Lennon, County Commissioner.

Approval of April 14, 2020 Meeting Minutes

Motion: Motion by Denise Kaminski, seconded by Joe Cattell to approve the meeting minutes of April 14, 2020.

Voice votes: 8 ayes, 1 absent, 0 abstain. Motion carried.

Approval of May 12, 2020 Meeting Minutes

Motion: Motion by Denise Kaminski, seconded by Chuck Walder to approve the meeting minutes of May 12, 2020.

Voice votes: 8 ayes, 1 absent, 0 abstain. Motion carried.

Approval of ADP Equipment List dated March 1-May 31, 2020

Motion: Motion by Pete Zeigler, seconded by Denise Kaminski to approve the ADP equipment list dated March 1-May 31, 2020.

Voice votes: 8 ayes, 1 absent, 0 abstain. Motion carried.

Approval of ADP Equipment List dated June 1-June 30, 2020

Motion: Motion by Caroline Mansfield, seconded by Jim Flaiz to approve the ADP equipment list of June 1-June 30, 2020.

Voice votes: 8 ayes, 1 absent, 0 abstain. Motion carried.

Approval of ADP Purchases dated March 1-May 31, 2020

Motion: Motion by Caroline Mansfield, seconded by Denise Kaminski to approve the ADP purchases of March 1-May 31, 2020.

Voice votes: 8 ayes, 1 absent, 0 abstain. Motion carried.

Approval of ADP Purchases dated June 1-June 30, 2020

Motion: Motion by Jim Flaiz, seconded by Caroline Mansfield to approve the ADP purchases of June 1-June 30, 2020.

Voice votes: 8 ayes, 1 absent, 0 abstain. Motion carried.

Approval of Courts Equivant Courtview Support Services

Motion: Motion by Chuck Walder, seconded by Caroline Mansfield to approve Courts Equivant Courtview Support Services.

Voice votes: 8 ayes, 1 absent, 0 abstain. Motion carried.

Approval of Dept. of Aging Covid-SCW/SHI Equipment

Motion: Motion by Jim Flaiz, seconded by Denise Kaminski to approve the Dept. on Aging Covid –SCW/SHI Equipment purchase.

Voice votes: 8 ayes, 1 absent, 0 abstain. Motion carried.

Approval of ADP Board Services Product Price List

Allen stated there are new services being offered on the list as well as updated pricing.

Motion: Motion by Denise Kaminski, seconded by Caroline Mansfield to approve the updated ADP Board Services Product Price List.

Voice votes: 8 ayes, 1 absent, 0 abstain. Motion carried.

Approval of ADP Board Pre-Approved List

Allen said the changes are primarily to the desktops and laptops from brand and model related to specifications to make ordering more fluid.

Motion: Motion by Denise Kaminski, seconded by Caroline Mansfield to approve the updated ADP Board Pre-Approved List.

Voice votes: 8 ayes, 1 absent, 0 abstain. Motion carried.

Temporary waiver of ADP pre-approval for Covid IT equipment

Chuck made a request of the ADP Board to put a temporary suspension of the requirement of pre-approval by the ADP Board for IT equipment purchases between the \$25,000-\$50,000 bid requirements which would streamline ordering and then after the fact ADP Board will approve.

**BACKGROUND:** The Federal Cares Act Relief and requirements surrounding Ohio House Bill 481 have created a time sensitive anomaly with regard to the expenditure of COVID-19 relief funds received by Geauga County. Lead times on computers and IT equipment is beginning to extend and it is important that we place orders promptly and early to ensure obtaining the equipment by December 28, 2020.

To that end, ADP is requesting that the Board approve a temporary suspension of pre-approval of IT equipment (from \$25,000 - \$50,000) that is specifically purchased for COVID-19 using COVID funds or COVID reimbursements. Approvals will be presented at the next immediate ADP Board meeting for after-the-fact approval. We are requesting this modification to our standard procedure ONLY until December 28, 2020 and ONLY for COVID purchases.

We will implement an internal dual signature process to provide additional checks and balances during this requested period.

**MOTION:** To authorize COVID-19 IT equipment purchase approvals purchased under the CARES Act if approved by both ADP Co-Directors or one ADP Co-Director and the ADP Administrator or the Auditor's Chief Compliance Officer and Administrator.

Motion: Motion by Denise Kaminski, seconded by Jim Flaiz to put a temporary waiver in place for ADP pre-approval for Covid IT equipment purchases.

Roll call votes: 8 ayes, 1 absent, 0 abstain. Motion carried.

Other Business

None.

BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, Caroline Mansfield, motioned to adjourn at 2:19 pm.

Respectfully submitted,

*Charles E. Walder*

Charles E. Walder, Auditor  
Secretary/ADP Board

*P B Zeigler*

Pete Zeigler  
Board of Elections Director

*Denise M. Kaminski*

Denise Kaminski  
Clerk of Courts

*Celesta Mullins*

Sharon Gingerich  
Geauga County Recorder

*Thomas J Rowan*

Scott Hildenbrand  
Geauga County Sheriff

*Michele Lane*

Michele Lane  
Board of Elections Deputy Director

*Joseph A. Cattell*

Joe Cattell  
Geauga County Engineer

*CP Hitchcock, CM*

Christopher Hitchcock  
Geauga County Treasurer

Tim Lennon

Geauga County Commissioner

*James Flaiz*

Jim Flaiz  
Geauga County Prosecutor