

The Geauga County Data Board met in a special session on Thursday, November 05, 2020 at 11:00 am at 470 Center St. Bldg. 8 meeting room and via WebEx. Members present: Chuck Walder, County Auditor; Scott Hildenbrand, County Sheriff; Sharon Gingerich, County Recorder, Frank Antenucci representing Joe Cattell County Engineer; Denise Kaminski, County Clerk of Courts; Pete Zeigler, Board of Elections Director; Caroline Mansfield representing C.P. Hitchcock, County Treasurer; Tim Lennon, County Commissioner and Jim Flaiz, County Prosecutor. Also present: Pam McMahan, 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, Debbie Urankar, Court IT; Celesta Mullins, Chief Deputy Recorder ; Gerry Morgan , County Administrator and Zack Hupp, ADP. Absent- Michele Lane, Board of Elections Deputy Director.

Approval of ADP meeting minutes from August 4, 2020

Motion: Motion by Jim Flaiz, seconded by Denise Kaminski to approve the ADP meeting minutes dated August 4, 2020.

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

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

Motion: Motion by Denise Kaminski, seconded by Scott Hildenbrand to approve the ADP purchases from Sept. 1-30, 2020.

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

Approval of ADP Purchases from Sept 1-30, 2020

Motion: Motion by Denise Kaminski, seconded by Scott Hildenbrand to approve ADP purchase list from September 1-30, 2020.

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

Approval of Recorders Fidler Contract

Sharon wanted it noted in the minutes that this contract does not include a \$65,000.00 cap. The vendor does not agree to have a cap contract and this contract is based on a per document fee. If more documents are submitted they will be recorded. Chuck stated the Auditor's Office cannot certify a number that has no end amount. The Recorders Office can put a NTE clause in the contract or they can expand the contract and have it re-certified or open a PO to cover the excess money.

Motion: Motion by Jim Flaiz subject to \$69,500.00 cap, seconded by Denise Kaminski to approve the Fidler Contract.

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

Approval of ADP Spectrum Contracts

Spectrum 1G Fiber Internet network contract was renegotiated and renewed and those changes have reduced the costs approximately 20% per year. This is a 5 Year agreement \$96,550.00 total.

Motion: Motion by Jim Flaiz, seconded by Chuck Walder to approve the ADP Spectrum contract.

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

Approval of Spectrum E Lan circuits.

Spectrum E LAN circuits are for a 60 month contract. Spectrum will transfer service to the new building. Circuit drops for Merritt Rd, 470 Center St and the Square. Total costs are \$142,200.00.

Motion: Motion by Denise Kaminski, seconded by Tim Lennon to approve ADP Spectrum E LAN Circuits contract.

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

Approval of Auditor Company 119 Website Design Agreement (Covid Purchase)

Chuck stated the databases will be opened up to the users (taxpayers) which will initiate dog licensing, automatic form population, email form system, basically a revamp of the Auditor's whole site. The new website will change from DNN which is old technology to WordPress. The site will be modular and other county sites can benefit. Total amount is \$47,458.00

Motion: Motion by Jim Flaiz, seconded by Denise Kaminski to approve the Auditor Company 119 Website Design agreement.

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

Approval of ADP Desktop Central (Covid)

Manage Engine software allows ADP to remotely troubleshoot and diagnose computers for those working from home. Total amount is \$46,152.00. This includes a 5 year maintenance and support agreement.

Motion: Motion by Denise Kaminski, seconded by Scott Hildenbrand to approve the ADP Desktop Central.

Voice Votes: 8 aye, 1 absent, 0 abstain Motion carried

Approval of ADP Building 8 Meeting Room Set Up (Covid)

ADP request to contract with CCI to update the Building 8 meeting room. This makes a more conducive way for video conferencing. All equipment can move to the new building. This includes Switches, Server rack cabinets, cameras, ceiling mic, wireless mic/ speakers, monitors, device controller, and all labor, cables and parts. (\$41169.77) To move this to the new building it should just require manpower.

Motion: Motion by Denise Kaminski, seconded by Jim Flaiz to approve the Building 8 meeting Set Up.

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

Approval of Court Security IP Camera Grant Project

This was a grant provided to Common Pleas Court by the Federal Court. This is for all new cameras, licensing, switches and more and will enhance the security at the Courthouse. This will also benefit the Sheriff's Office.

Motion: Motion by Jim Flaiz, seconded by Scott Hildenbrand for Court Security IP Camera Grant project.

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

Request by Nick Bregar Geauga County Board of DD

ADP received a formal request for Geauga County Board of DD to have representation on the ADP Board. Chuck suggested prior to considering adding board members to the ADP Board they should be under a contract with us. Jim is going to research this he doesn't believe they can be added to the Board. ADP will reach out to MRDD with a contract and see if they wish to get under contract for the services they receive.

Compliance Issue

Within the last few days ADP has been made aware of a security breach issue. For the last 20 years this unnamed entity hasn't been a part of the ADP umbrella. Kate Jacobs will have a compliance report for the next meeting to discuss this issue.

New Building

Jim asked about staffing for new building. Chuck said at minimum someone needs to pick up some of the work that AI does and the plan is to do an internal promotion and add an entry level person.

Electronic Signature Sheet

Pam will be sending out documents to be signed via DocuSign, follow the directions and send back.

Election Board

Chuck says this election cycle has been unbelievable on many avenues. ADP, Maintenance and Board of Elections have been working around the clock for days. Chuck sends out a Thank You to the Board of Elections as well as to ADP and Maintenance for a job well done.

BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, Caroline Mansfield, motioned to adjourn at 11:41 am.

Respectfully submitted,

Charles E. Walder

Charles E. Walder, Auditor
Secretary/ADP Board

Pete Zeigler
Board of Elections Director

Celesta Mullins
Sharon Gingerich
Geauga County Recorder

Michele Lane
Board of Elections Deputy Director

CP Hitchcock, cm
Christopher Hitchcock
Geauga County Treasurer

James R. Flaiz
Jim Flaiz
Geauga County Prosecutor

Sheila Bevington

Denise Kaminski
Clerk of Courts

Scott A Hildenbrand
Scott Hildenbrand
Geauga County Sheriff

Frank Antenucci
Joe Cattell
Geauga County Engineer

Tim Lennon
Geauga County Commissioner