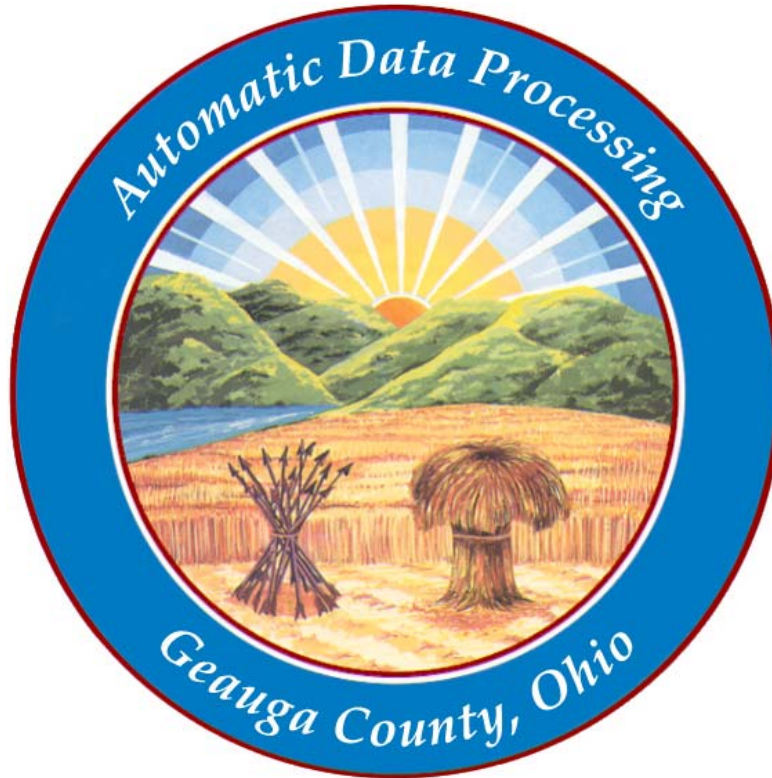


Geauga County

Automatic Data Processing Board

Annual Report 2003



Board Members

Tracy A. Jemison, Auditor & Chief Administrator
Christopher Hitchcock, Treasurer
Denise Kaminski, Clerk of Courts
Arch Kimbrew, Board of Elections
Suzanne Hassett, Board of Elections
Mary Margaret McBride, Recorder
Robert L. Phillips, Engineer
Catherine Whitright, Board of Elections
William S. Young, Commissioner

Mission Statement

To provide the highest level of technology in the most effective and efficient manner in the most realistic timeframe for the most reasonable cost. Advising agencies of new technologies, deploying equipment in a timely fashion, coordinating procurement, system implementation, and maintenance. Finally playing a key role in your business process attempting to improve competitiveness, efficiency, and communications.

Ohio Revised Code

This report is produced in compliance with Ohio Revised Code Section 307.845 and submitted to the Board of County Commissioners by Tracy A. Jemison, Auditor and Chief Administrator of the Automatic Data Processing (ADP) Board.



Tracy A. Jemison, AAS

Geauga County Auditor

TO: Citizens of Geauga County
Geauga County ADP Board
Geauga County Board of Commissioners

FROM: Tracy A. Jemison, AAS, Auditor and Chief Administrator

RE: 2003 Annual Report per ORC 307.845

DATE: March 2004

I am pleased to present you with the 2003 Annual Report for the Geauga County Automatic Data Processing Board.

Due to a 5% budget reduction in 2003 and a 10% budget reduction in 2002 it was necessary to eliminate the position of MIS Director in May of 2003. The Geauga County Board of Commissioners, in May of 2003, passed a resolution disbanding the ADP Board effective September 30, 2003. The rationale was to decentralize the County's Data Processing to individual departments. In August 2003 the Board of County Commissioners extended the ADP Board to June 30, 2004. The purpose of the extension was so that departments could have more time to decentralize. At the same time the Board of Commissioners appointed a committee to plan and oversee the transition to a decentralized system. After several meetings it was the recommendation of this committee that the ADP Board should remain intact. The ADP Board will be disbanded on June 30, 2004 unless the Board of Geauga County Commissioners reconsider their decision or provide an extension.

Despite the distraction of losing their jobs the employees of the ADP Board continued to perform as professionals and accomplished many projects during 2003. These projects include the upgrade of all servers to Windows 2000 (Active directory) platforms. Disaster recovery systems were also upgraded and tested. The programming staff was trained in Visual Studio, an Internet program language that will allow for our department to create Internet applications for all county departments. A detailed list of projects follows in this report.

While the future of the ADP Board remains uncertain the tasks for 2004 and beyond are plentiful. In 2004 the ADP Board will continue to promote funding for a wide area network (Broadband) connection to the county offices located at 470 Center Street and to the offices located at the Ravenwood/Merritt Road area. The ADP Board will also pursue funding for an IT and telephony strategic plan that will explore the concept of one centralized network for IT Servers and telephone services for the county offices. This will enable all county departments to communicate via voice or electronically over a common network. The programming staff will start programming intranet applications this year. Among the projects is a payroll entry/sick and vacation system that will allow county departments to enter payroll once and electronically transfer a file to the Auditor's Office at the same time maintaining current sick and vacation records. The staff will also create an intranet dog application system along with a new fixed asset system.

During the past year the ADP Board Staff has remained professional and dedicated to serving our users competently. I commend them for their efforts.

2003 ADP Financial Report

Revenues:	2003	2002
Report Sales	\$ 6	\$ 7
Insurance Claim	\$ 6,178	\$ -
Services to Non-Gen Fund County Agencies		
Courts	\$ 22,674	\$ 46,924
Water Resources	\$ 9,000	\$ 9,000
Chardon Municipal Court	\$ 18,000	\$ 15,925
Health District	\$ -	\$ 5,500
Total Revenues:	\$ 55,858	\$ 77,356
Expenses:		
Personnel Services:		
Salaries	\$ 348,711	\$ 387,366
Hospitalization	\$ 54,855	\$ 58,135
Medicare	\$ 4,070	\$ 5,474
PERS	\$ 58,957	\$ 51,955
Worker Compensation	\$ 1,756	\$ 1,422
Total Personnel Services:	\$ 468,349	\$ 504,352
Materials and Supplies	\$ 11,308	\$ 14,765
Equipment	\$ 30,214	\$ 74,297
Contract Services	\$ 69,129	\$ 69,330
Other	\$ 17,492	\$ 9,128
Subtotal:	\$ 128,143	\$ 167,520
Total Expenses:	\$ 596,492	\$ 671,872
Average Cost for Support (PC/Printer/Terminal)	\$ 2,169.06	\$ 2,443.17

Staff Introductions

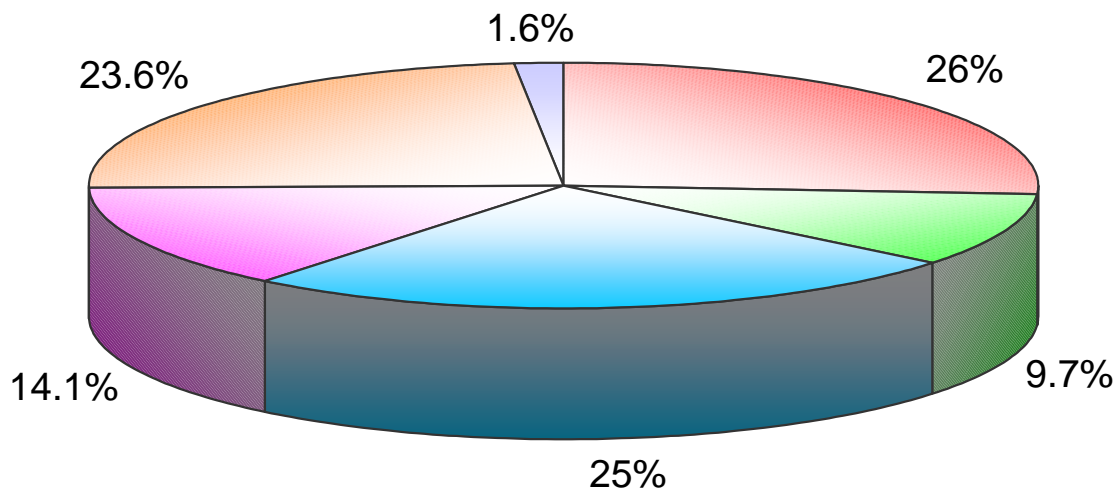
Software Development Team (211 Main Street, Opera House)

The software development team is responsible for maintaining all in-house software applications such as Accounting, the Commissioner's Index, Fixed Assets, Hospitalization, Payroll, Permit Tracking, Real Estate, Veteran Services, Water Resources, County Web Pages, and Applications. At the present time this represents 21 sub-systems consisting of over 3,500 individual programs. The software team consists of **David Slaby, Software Development Manager** as technical leader, **George Sneller, System Analyst**, **Theresa Foltz, Programmer Analyst**, **Diana Schadenfroh, Programmer**, and **Jerry Heil, Programmer**.

System Support Team (231 Main Street, Courthouse Annex)

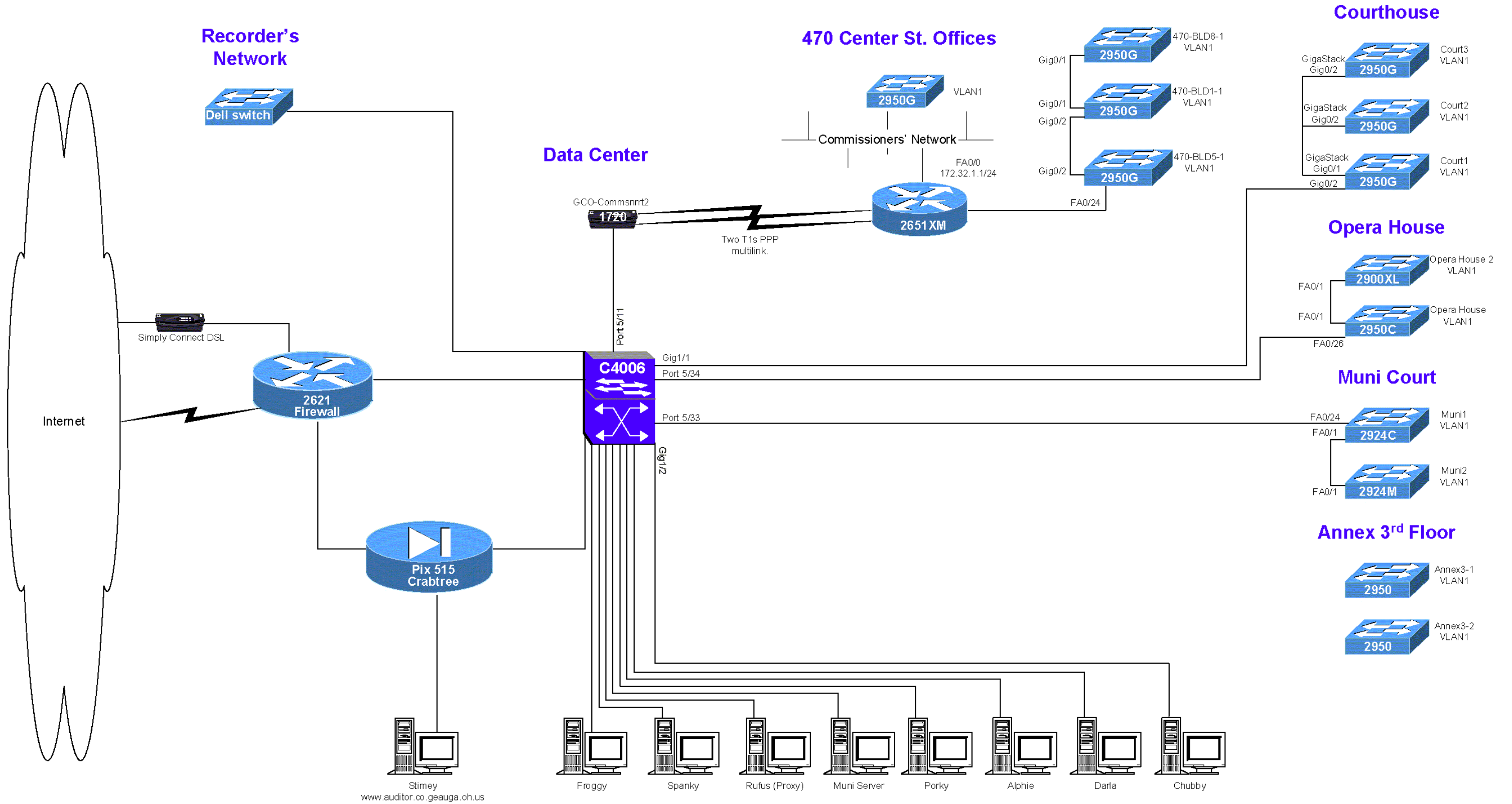
The system support team handles the day-to-day operations in the Data Center. This team consists of **Reese Elko, System Manager**, and the system support team of **Tracie Downen, Operator**, **Tom Huff, Lead Operator**, and **Blythe Wenzel, Help Desk**. This team is responsible for system maintenance, back-ups, batch processing, hardware installation, LAN administration, and help desk support in the mainframe and PC environments for approximately forty different county agencies.

ADP 2003 Workload Distribution



- | | | |
|--------------------------|-----------------------|--------------------------|
| Administration | PC / Internet Support | Software Development |
| Help Desk / User Support | General Operations | Professional Development |

Geauga County Network Plan



2003 Programming Highlights

- Attended VB.NET training
- Maintained databases for Dog System and Clerk of Courts
- Created and maintained several County Web Pages
- Responded to over 450 help desk calls
- Made enhancements to over 400 programs on Alphie and designed several reports using Crystal Reports

The larger of these projects are listed below:

Accounting

- Implemented New Hire Extract and Report Program which allows direct reporting via the internet verses paper reporting
- Gathered data from as early as 1996 and created reports showing requested data for public request
- Added employer share PERS to Payroll Update and Void Payroll procedures and reports
- Added year display to all programs to help to distinguish between three years of data
- Yearly 1099 changes
- Modified Poll worker Pay Programs to accept new format, additional valid amounts

Board of Elections

- Completed programming to create Web Pages from Election Results
- Assist in processing and distributing election results via internet, email and printed reports

Commissioners

- Create and post meeting minutes and job opportunities on web page

Courts

- Created several new user defined reports
- Assisted with year end processing and reports
- Captured statistics for numerous requests

Disaster Recovery

- Tested all systems as part of Disaster Recovery requirements

Dog System

- Created Dog Application Form to be printed on laser printer

Hospitalization

- Created new reports to support changes in vendor billing
- Assist with new user training
- Coordinate changes needed for new vendor plans

Jury

- Used Board of Election file to populate jury system
- Coordinate processing needed for the jury draws held during the year
- Handle annual processing requirements

Manufactured Home System

- Modified Homestead Mailers

Municipal Court

- Created several reports per user requests using Crystal Reports

2003 Programming Highlights - Continued

Payroll

- Modified bank program to allow transferring of a group of employees to a new bank. (Used when bank changes names)
- Miscellaneous Income W2s
- Yearly W2 changes
- Modified Municipal tax calculations to be Gross Pay less Hospitalization Deduction

Permit Tracking

- Modify permit issuance on and maintenance of property records
- Update property records for changes in Real Estate
- Coordinate system changes between Building Department, Engineer's Office and Department of Water Resources
- Created monthly reports to ensure file balancing

Planning Commission

- Created several land use plans, regulations and farmland preservation for Website

Real Estate

- Modified Mobile Home Mailers

Sheriff

- Update Sheriff Land Sale List web page on a regular basis

Sick & Vacation

- Completed Part Time Vacation programming
- Provided support for year end processing for 12 departments

Treasurer

- Created new Real Estate bill – now includes OCR line for scanner processing
- Created extract file for off-site tax bill printing
- Made modifications to Mobile Home Bills

Water Resources

- Updated programs to reflect changes made in PTS Phase II
- Modified Cycle Billing to update and print exception list and print Amount by Zip
- Modified Tax Certification Report to users specifications

Future Projects

- Online Payroll Worksheet – Department entry of payroll through PC/Internet
- Sick & Vacation Web Application – replacing Alphie application
- Positive Pay Reporting – Sends a file to the bank stating vendor name and amount for each check that is issued. Used to help prevent fraud.
- Create Dog Application using VB.net for internal intranet and external internet usage
- Redesign and update the Geauga County General Plan on Planning Commission Website
- Assist in expansion of Municipal Court Website

2003 Operations Highlights

- Upgrading to Windows 2000 Active Directory on all Servers
 - Spanky (Active Directory & Backup server)
 - Darla (Exchange server)
 - Froggy (GIS SQL server)
 - Chubby (MVP Cama server)
 - Stimey (Auditors web server)
 - Muncourt (CourtView server)
 - Rufus (proxy server)
- Upgrade of 9 PC's within GIS group
- Upgrade programmers 5 PC's & install Visual Studio.Net
- Convert old Spanky box (Alpha 4000/300) from NT to OpenVMS v7.1 Alpha Operating system for Disaster Recovery box for all of Alpie Applications
- 9 PC's configured & deployed for Judge Henry/Dave Lubecky's Area
- Install additional Cisco 2950 Switch in Court House for Growth of PC Deployment
- Configure/Deploy Chubby Server running 2000 for Appraisal MVP CAMA software
- Configure/Deploy 5 PC's for Appraisal MVP CAMA application
- Configure/Deploy Stimey Server running 2003 for Auditor's Website
- Implemented Cisco PIX firewall & DMZ for bringing Auditor's Web Server in-house
- Upgrade of DCPS v2.2 on Alpie
- Upgrade InterScan VirusWall software on Rufus (Proxy Server)
- Software Answer's Training for both Tom & Tracie – Course 2152 – Implementing Microsoft Windows 2000 Professional & Server
- Crystal Report Training for Tracie @ MuniCourt from CCIMaximus
- Symantec Upgrade to Version 8.0 on Darla Server
- Piggy back on Commissioner T1 circuit for 470 Network, after August 14th, 2003 power outage & loss of Wireless network for Compaq Terminal Servers @ 470 for connection to Alpie & network
- Configuration of 2nd T1 @ 470 to merge both T1 circuits in preparation for Planning move to 470
- Assist Planning department move to 470 w/ equipment: Computers, printers, scanners; etc....
- Assist ADP move to Annex Building; then back to Opera House building
- Auditor/Accounting replacement/upgrades of 6 Monitors
- Responded to over 1800 Helpdesk calls

2003 Equipment Approvals

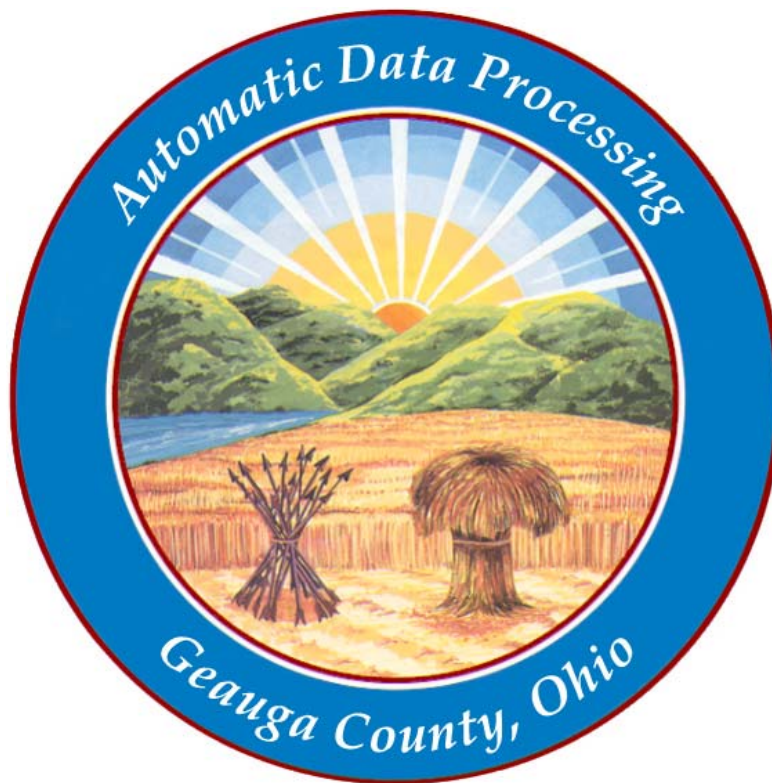
Department	1.1-2.17.03	2.18-4.24.03	4.25-6.03.03	6.04-8.19.03	8.20-9.24.03	9.25-12.31.03	1.01-12.31.03	Total
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
ADP	\$ 1,037.47	\$ 50.00	\$ -	\$ 2,511.50	\$ 47.75	\$ 7,418.49	\$ 11,065.21	
Archives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 383.00	\$ 383.00	
Auditor/GIS	\$ 4,376.00	\$ 3,721.00	\$ -	\$ 6,820.34	\$ 10,237.94	\$ 2,677.00	\$ 27,832.28	
Board of Elections	\$ -	\$ -	\$ -	\$ 9,998.00	\$ -	\$ 4,924.00	\$ 14,922.00	
Board of MR & DD	\$ -	\$ 97,313.72	\$ -	\$ 115,051.68	\$ -	\$ 389.97	\$ 212,755.37	
Building Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Clerk of Courts	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ 300.00	
Commissioners	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Community Development	\$ -	\$ 2,279.00	\$ -	\$ -	\$ -	\$ -	\$ 2,279.00	
Courts Common Pleas	\$ -	\$ -	\$ 919.00	\$ 3,951.51	\$ -	\$ 4,429.36	\$ 9,299.87	
Courts (Juvenile/Probate)	\$ -	\$ -	\$ -	\$ 6,322.08	\$ -	\$ -	\$ 6,322.08	
Coroner	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
County Engineer	\$ 1,269.00	\$ 600.00	\$ -	\$ -	\$ -	\$ 698.99	\$ 2,567.99	
County Home	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Dept on Aging	\$ 300.00	\$ 8,500.00	\$ -	\$ -	\$ 350.00	\$ 2,027.00	\$ 11,177.00	
Dept of Emergency Services	\$ -	\$ -	\$ 748.96	\$ -	\$ 1,858.95	\$ 12,986.98	\$ 15,594.89	
Dept of Water Resources	\$ -	\$ 27,995.00	\$ -	\$ 2,533.85	\$ -	\$ -	\$ 30,528.85	
Dept of Human Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Dog Warden	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,378.06	\$ 3,378.06	
Job & Family Services	\$ -	\$ -	\$ -	\$ 3,191.00	\$ 101.32	\$ 365.00	\$ 3,657.32	
Maintenance Department	\$ -	\$ -	\$ -	\$ 21.93	\$ -	\$ 9,275.00	\$ 9,296.93	
Municipal Court	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 635.00	\$ 635.00	
Park District	\$ 969.85	\$ 1,686.00	\$ 495.00	\$ -	\$ 2,245.95	\$ 2,488.00	\$ 8,084.80	
Planning Commission	\$ -	\$ -	\$ -	\$ 5,859.00	\$ -	\$ -	\$ 5,859.00	
Prosecutor's Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Public Defender	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,392.28	\$ 2,392.28	
Recorder	\$ -	\$ -	\$ -	\$ -	\$ 34,772.00	\$ -	\$ 34,772.00	
Sheriff's Department	\$ 345.00	\$ 2,050.00	\$ 2,934.23	\$ 7,471.65	\$ 675.82	\$ 9,452.47	\$ 22,928.17	
Transit Department	\$ -	\$ 2,900.00	\$ -	\$ -	\$ -	\$ -	\$ 2,900.00	
Treasurer's Office	\$ 2,493.00	\$ -	\$ -	\$ -	\$ -	\$ 8,981.99	\$ 11,474.99	
Veterans Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,697.00	\$ 2,697.00	
Victim Witness Asst. Prog	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Equipment Expense	\$ 10,790.32	\$ 147,394.72	\$ 5,097.19	\$ 163,732.54	\$ 50,488.73	\$ 75,599.59	\$ 453,103.09	

Automatic Data Processing

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