

The Geauga County Data Board met on Tuesday, April 06, 2021 at 2:00 pm at 470 Center St Bldg 8 meeting room and via WebEx. Members present: Chuck Walder, County Auditor; Scott Hildenbrand, County Sheriff; Frank Antenucci representing Joe Cattell, County Engineer; Jim Dvorak, County Commissioner; Jim Flaiz, County Prosecutor; Caroline Mansfield representing C.P. Hitchcock County Treasurer and Celesta Mullins, County Recorder. Also present: Pam McMahan, Deputy Auditor; Allison Lesniak, Deputy Auditor; Kate Jacob, Chief Compliance Officer; Ron Leyde, Chief Deputy Auditor; Al Vontorcik, Co- Director, Department of Information Technology; Allen Keener, Co-Director, Department of Information Technology; Gerry Morgan, County Administrator and Zach Hupp, ADP. Absent: Michelle Lane, Board of Elections: Deputy Director; Scott Daisher, representing Board of Elections and Sheila Bevington, County Clerk of Courts.

Update on New Building

Chuck shared the Live Construction Feed at gcoblive.co.geauga.oh.us. This is a temporary site that can be viewed until the new one is up and running. Gerry Morgan reported that the new building is progressing well, the steel is up all the way to the roof, and stairwells are in place. The first 2 floors are JFS and the 3rd floor is Commissioners, Planning, Water Resources, Building and Economic Development. Work is progressing well with ADP and NV5. Gerry stated they are going to utilize Donnelly Construction as their construction manager to do bidding. Chuck stated that in addition to Al Vontorcik working on the new building project that ADP has assigned Andy Haines to that project as well. Zach Huff will take over Andy's municipal work along with phones.

Water Resources ADP approvals

Allen has accepted the position of managing Water Resources issues and helping them become compliant. There are seven items ADP is currently reviewing. The intent of bringing this to the board is so there are no surprises. Chuck stated he thought it was important for the Board to be aware of the issues. All of the approval requests are under the \$25,000.00 limit and the ADP Co-directors can sign them.

-ESRI License-Arc GIS Desktop is what Water Resources they are currently using. This will be allowed to expire and they will be moved over to the County wide program ARC GIS PRO.

-T10 Vehicle Power Supply 11-16V DC and BPACK LI-ION INDUD, 3SP1P,11.4V, 5400 MAHR- These are both used for the Trimble T10 tablets. The tablet gathers customer water meter readings wirelessly.

- (7) 1 TB SSD- This request is to replace the 1 TB SATA 7200 drives that came with the HP ZBook G6 they bought with COVID money(due to limited availability) with the 1 TB SSD.

-Davis Instruments Weather Station Service Contracts @ \$12,000.00. This was a renewal for this contract. Unfortunately, Water Resources nor the vendor could not come up with a copy of the current contract. So they are going to let the current one expire and write up a new one going forward.

-2 licenses for GoToMeeting- Our county standard is what we are currently meeting on CISCO-WebEx. That's what we will be used going forward.

-Spectrum Services for 470, Chagrin Falls and Merritt Road location contracts are being reviewed by Legal.

Approval of ADP Regular Meeting minutes from February 18, 2021

Motion: by Frank Antenucci, seconded by Celesta Mullins to approve the meeting minutes from February 18, 2021.

Voice votes: 7 ayes, 3 absent, 0 abstain. Motion carried.

Approval of ADP Equipment List from February, 2021

Motion: by Sheriff Hildenbrand, seconded by Jim Dvorak to approve the ADP Equipment List for February, 2021.

Voice votes: 7 ayes, 3 absent, 0 abstain. Motion carried.

Approval of ADP Purchase List for February, 2021

Motion: by Frank Antenucci, seconded by Chuck Walder to approve the ADP Purchase List for February, 2021.

Voice votes: 7 ayes, 3 absent, 0 abstain. Motion carried.

Approval of ADP Windstream Services for new GCOB

Windstream would not start work on the new building project without an open purchase order so this is certified and captured with 2021 money but will not occur until the building is live in first quarter 2022.

This yearly contract will not exceed \$38,052.00

Motion: by Frank Antenucci, seconded by Sheriff Hildenbrand to approve Windstream services for new GCOB.

Voice votes: 7 ayes, 3 absent, 0 abstain. Motion carried.

Approval of ADP Company 119 Hosting

ADP was using DotNetNuke for website hosting and their process is now outdated. The cost was about \$17,000 per year for support. Company 119 will now be the host and will save ADP money in approximately three years. This is not to exceed \$29,000.00.

Motion by Scott Hildenbrand, seconded by Jim Flaiz to approve Company 119 Server Configuration Hosting.

Voice votes: 7 ayes, 3 absent, 0 abstain. Motion carried.

Approval of ADP Spectrum Annual Renewal of Fiber and Elan

AI stated at the end of last year ADP signed a State of Ohio contract to replace internet access of 3 Elan spokes which include the Annex, 470 location and the Safety Center. In between the State and Spectrum contract approval and Spectrum time frame to begin the service it has been slow going so the current contracts needed to remain in place until the changeover. Three of the four services have been switched since the beginning of April. Since the contracts are being terminated the whole \$60,000.00 will not be needed and refund checks are already being received. Sheriff Hildenbrand asked why Steve Decatur's name was still on the contract and AI explained that it will be until the changeover to the State of Ohio Contract.

Motion: by Sheriff Hildenbrand, seconded by Jim Flaiz to approve Spectrum Annual Renewal of Fiber and Elan.

Voice votes: 7 ayes, 3 absent, 0 abstain. Motion carried.

Approval of Auditor Company 119 Resident Comment Card Ticket System

Auditor Board of Revisions request which will not exceed \$45,450.00 which used COVID funding for the purchase that was made last year and a request to approve after the fact. The public will have access to BOR and through this system the residents can apply for and make appeals for their property values without coming in, emailing, calling or mailing them. The residents can go online and the Comment Card will give them a documented receipt and a document number for them to reference to. This should be rolling out towards the end of the year.

Motion: by Frank Antenucci, seconded by Celesta Mullins to approve the Company 119 Resident Comment Card Ticket System.

Voice votes: 7 ayes, 3 absent, 0 abstain. Motion carried.

Approval of Auditor Company 119 Appraisal Administration Management Portal

Auditor Appraisal request that is the other half of the Resident Comment Card System though not tied together. This will allow the Real Estate side of the business to go completely digital and allow processing of BOR cases/ records/ MVP records and a little bit of New World records to be digital. Right now, copies of all the records are being made and then they are sending them by mail, emails or sharing drives. This is using COVID money to digitize and automate the back end of the Real Estate side of the Auditors business and allow BOR employees to work the backend and BOR members access to interrogate the data for hearings. The portal cost will not exceed \$35,100.00.

Motion: by Scott Hildenbrand, seconded by Jim Flaiz to approve Company 119 Appraisal Administration Management Portal.

Voice votes: 7 ayes, 3 absent, 0 abstain. Motion carried.

Approval of Board of Elections ES&S Equipment, Licensing, Maintenance & Support

BOE launched a large initiative last year to upgrade equipment and licensing when Pete was Director. Pete then decided to hold off until after the election and the money was put back into the General fund. This request is now back on the table as a carryover from 2020 for ES&S to provide BOE with equipment, licensing, maintenance and support and is not to exceed \$3,160,305.90.

Motion: by Jim Flaiz, seconded by Frank Antenucci to approve Board of Elections Equipment, Licensing, Maintenance and Support,

Voice votes: 7 ayes, 3 absent, 0 abstain. Motion carried.

Approval of Replacement Sheriff 911 SALI system

Sheriff Hildenbrand asked for this to be pulled temporarily.

Approval for ADP Price List

Allen said this revision of costs was necessary as almost all the phone costs came down and one went up one penny. New World costs came down significantly because there are more municipalities using it.

Motion: by Sheriff Hildenbrand, seconded by Frank Antenucci to approve the ADP Price List.

Voice votes: 7 ayes, 3 absent, 0 abstain. Motion carried.

Approval of 2020 ADP Annual Report

Chuck stated we are 3 months ahead producing the document and copies will be available to the public. Good job to Al and Allen. Sheriff asked why Chardon PD only had 39 calls. Al responded that only a few of their lines get reported as the emergency lines and non-emergency lines are still on copper lines with Windstream. The lines showing on the report are administrative and on the County phone system. He responded he will look into it further to see if Chardon City and Chardon PD are getting mixed up.

Motion: by Jim Flaiz, seconded by Scott Hildenbrand to approve the 2020 ADP Annual Report.

Voice votes: 7 ayes, 3 absent, 0 abstain. Motion carried.

Other Business:*Geauga Park District Update*

There was a question asked by Sheriff at the last meeting what ADP services were being provided to the Park District and that information was not available at that time. Chuck said he sent a letter outlining ADP and Auditor services to John Oros, Geauga Park District Executive Director of 16 significant items, which Arc GIS should have been included, that are being provided to them. These services were being offered to them for \$24,000.00 a year including Auditor services of which to convert could cost up to \$2 million. There has not been a reply to date.

Employees of the County Excel Classes Available

Beginning Friday, April 16th there will be a 6-week Excel class that Lou Marion will be teaching in the DES big room for live participation and also available WebEx and recorded for future sharing. Contact Lou for more information at LKMarion@CO.GEAUGA.OH.US.

Chester Township Security Issues

Chester Township had an audit from OTARMA, their insurance agent, and had several issues reported none due to ADP. ADP has reached out 11 times since 11/2020 to get these items addressed and as of now there has been no movement to fix the issues. ADP has been primarily working with one trustee with not much success and Chuck stated he might have to get involved and will every attempt to get it resolved. Sheriff Hildenbrand recommended reaching out to all three trustees.

Commissioners Approval for Salary Increase

Commissioners approved salary increases factoring in a 2% increase for cost of living adjustment and a 1% for merit based on performance. Chuck would like to give all ADP employees the 2% cost of living increase and the 1% merit increase will be determined by the ADP directors based on individual performance,

Jim wants to modify and make the increases retroactive to the first pay period of 2021.

Motion: by Celesta Mullins, seconded by Jim Flaiz to approve Commissioners approval for Salary Increases.

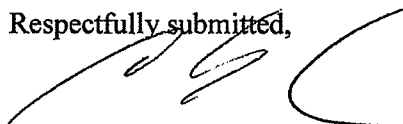
Voice votes: 7 ayes, 3 absent, 0 abstain. Motion carried.

ADP Co-Director Al Vontorcik's resignation

On Monday, April 5th. Al gave his notice of resignation and will be leaving in 3 weeks. Chuck stated Al has always demonstrated his "can do attitude" and helped reconfigure and bring ADP to a better place. He will be missed and we are wishing him the best.

BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, Caroline Mansfield, motioned to adjourn.

Respectfully submitted,



Charles E. Walder, Auditor
Secretary/ADP Board

Board of Elections Director

Celesta Mullins

Celesta Mullins

Geauga County Recorder

Michelle Lane

Board of Elections Deputy Director

Christopher Hitchcock

Geauga County Treasurer

Jim Flaiz

Geauga County Prosecutor

Sheila Bevington

Sheila Bevington

Clerk of Courts

Scott Hildenbrand

Geauga County Sheriff

Joe Cattell

Geauga County Engineer

Jim Dvorak

Geauga County Commissioner