

The Geauga County Data Board met on Tuesday, June 22, 2021 at 2:00 pm in the Appraisal Conference room at 231 Main St, Suite 1A and via WebEx. Members present: Chuck Walder, County Auditor; Joe Cattell, County Engineer; Jim Dvorak, County Commissioner; Jim Flaiz, County Prosecutor; Celesta Mullins, County Recorder; Sheila Bevington, County Clerk Of Courts; Michelle Lane, Board of Elections Director; Nora McGinnis Board of Elections Deputy Director; Also present: Pam McMahan, Deputy Auditor; Allison Lesniak, Deputy Auditor; Ron Leyde Chief Deputy Auditor; Gerry Morgan, Board of Commissioners; Kate Jacob, Chief Compliance Officer; Allen Keener, Director, Department of Information Technology; Frank Antenucci, Geauga County Engineers Administrator; Andy Haines, ADP; Dave Partington; Nina Lolic and Shelly Lewis, Geauga League of Woman Voters . Absent: Sheriff Scott Hildenbrand, County Sheriff and C.P. Hitchcock, County Treasurer

Approval of ADP Regular Meeting Minutes from April 6, 2021

Motion: by Jim Flaiz, seconded by Joe Cattell to approve the meeting minutes from April 6, 2021.

Voice votes: 6 ayes, 2 absent, 2 abstain. Motion carried.

New Building Update

The project is 3 weeks ahead of schedule. All of the concrete on the floors is poured and the shell is complete. A temporary roof is going to be put in place as the roofing insulation was delayed and when it is received the permanent roof can be put on. Tentative move in dates April through June, 2022. Board of Elections does not want to move into new building till January 2023 after the election. Chuck stated it poses a technology issue because now ADP has to leave the complete 470 complex up and running which duplicates the services and manpower. ADP has had their Budget cut in capital equipment for the last two Budget cycles because the Commissioners told ADP that all new purchases were to be for only those that were going to be moved to the new building and not to improve other equipment at 470 that would not be moved as 470 was to go dark. Chuck said some equipment must remain at 470 to keep BOE up and running during this time and ADP needs a hard move in for them to transition to the new building. Jim said the Commissioners should come up with a deadline for Board of Elections to move as we don't want to waste the taxpayer's money. Jim said BOE should not be supported after 12/31/22 at 470 by ADP and Chuck agreed.

Approval of ADP Regular Meeting minutes from May 4th, 2021

Motion: by Jim Flaiz, seconded by Jim Dvorak to approve the meeting minutes from May 4th, 2021.

Voice votes: 6ayes, 2 absent, 2 abstain. Motion carried.

Approval of ADP Equipment List for April 2021

Motion: by Joe Cattell, seconded by Jim Flaiz to approve the ADP Equipment List for April, 2021.

Voice votes: 8 ayes, 2 absent, 0 abstain. Motion carried.

Approval of ADP Purchase List for April 2021

Motion: by Jim Flaiz, seconded by Joe Cattell to approve the ADP Equipment List for April, 2021.

Voice votes: 8 ayes, 2 absent, 0 abstain. Motion carried.

Approval of Sophos

Sophos will be replacing the Kaspersky security tool. Kaspersky is Russian based and it has been recommended that we migrate away from this company. Total amount of this 2-year contract is \$31,747.25 NTE. Sophos is a domestic company and they have added benefits vs Kaspersky.

Motion: by Joe Cattell, seconded by Jim Flaiz to approve Sophos Security.

Voice votes: 8 ayes, 2 absent, 0 abstain. Motion carried.

Approval of Court View Renewal

Jim explained the Courtview program allows for electronically filing of court documents and during COVID this program helped to keep up with day to day functions of the offices that most Counties could not and puts us so much ahead of other counties.

Motion: by Celesta Mullins, seconded by Chuck Walder to approve Courtview Renewal.

Voice votes: 8 ayes, 2 absent, 0 abstain. Motion carried.

Approval of Griffin Technology Renewal

Department of Mental Health does not use ADP for their workstations, servers, maintenance and support. They contract with Griffin who supports them all the way down to the operating system. It is a fairly complex contract and somewhat pricey at \$30,480.00 NTE. Jim suggested that when the new building is up and running that ADP talks to them about providing these services.

Motion: by Jim Flaiz, seconded by Jim Dvorak to approve Griffin Technology.

Voice votes: 8 ayes, 2 absent, 0 abstain. Motion carried

Approval of 10 MDT's for Sheriffs

This equipment has been used in the Sheriff's Office for years. They are little computers with a keyboard. This purchase is partially covered by a grant.

Motion: by Jim Dvorak, seconded by Joe Cattell to approve 10 MDT's for Sheriff.

Voice votes: 8 ayes, 2 absent, 0 abstain. Motion carried

Approval of Water Resources Advanced Instruments

The Advanced Instruments contract is a 3-year agreement for a total of \$30,000 NTE. This is Lab equipment hardware, software and training for users for in line testing.

Motion: by Jim Flaiz, seconded by Celesta Mullins to approve Water Resources Advanced Instruments.

Voice votes: 8 ayes, 2 absent, 0 abstain. Motion carried.

#### Approval of Upgrade and Improvement of GIS ESRI

Chuck stated this is a fairly aggressive and sophisticated improvement of the county's GIS system. This supports Realink. This will also support different departments by expanding the licensure that includes Water Resources, Engineers, Building, Planning, Sheriff, Recorder and the Auditors Office. This is a 3-year step increase contract for \$135, 000. 00NTE. Chuck also mentioned GIS is forming an ADP like board to help navigate this initiative with input from all departments that use this tool.

Motion: by Joe Cattell, seconded by Jim Dvorak to approve Auditor's ESRI.

Voice votes: 8 ayes, 2 absent, 0 abstain. Motion carried

#### Approval of ADP Price List

Revised ADP price list to reflect adding Sophos to the price list.

Motion: by Jim Flaiz, seconded by Joe Cattell to approve the ADP Price List.

Voice votes: 8 ayes, 2 absent, 0 abstain. Motion carried.

#### Parks –Transition of Services

Chuck stated that he was informed in early 2021 that the Parks intended to separate and would not be using Auditor or Treasurer services as of July 1, 2021. The Auditor and Treasurer do not charge for their services but under the Ohio Revised Code the Parks are permitted to appoint their own Treasurer and when the new Treasurer is appointed all the Auditor's and Treasurers duties are moved to the Park. Chuck has been communicating with Executive Director John Oros since early February advising him of what services would transition because of that action. The ADP Board took a vote to sever the ADP component of providing services coincident with their severing the Auditor and Treasurer responsibilities. Mr. Oros communicated back that they intended to sever July 1, 2021. Chuck also explained he has not seen them preparing for this transition with internet, phones and email etc. being migrated over plus Payroll and Fiscal transactional tests and became concerned. Chuck then sent additional correspondence to Mr. Oros that he was concerned about the lack of preparation he was seeing. Then in early June, he was notified by the Parks newly appointed Fiscal Officer, who was to become their Treasurer, that they were moving up the date to June 11<sup>th</sup> in a letter that was received on June 9<sup>th</sup> two days before the switch. Chuck was then made aware there was to be a Parks Board meeting, that he was unable to attend, but sent a letter questioning if Parks were really ready to make the transition with the motion to appoint their Treasurer. That motion was tabled by the Park Board at that meeting. John Oros asked to be at today's ADP meeting and was put on the agenda and then he cancelled before the meeting. Chuck explained further that once they have appointed a Treasurer it's the law that the Auditor can no longer act in any fiduciary capacity for the Park. Chuck stated in his experience these transitions normally take months. Jim expressed he was concerned for their employees that they might not get paid. Chuck stated Adrian contacted him about the Health care issue that the Parks were trying to negotiate with the Commissioner's Office to continue healthcare under the County. Chuck stated he is precluded by law to certify another entities contract unless he has legal authority meaning he cannot certify once the Parks make the switch so he can't certify the Parks money so he cannot pay healthcare bills. To simplify he is precluded by law from paying their bills since they are not a County entity anymore. Adrian found similar law for the Commissioners under the payment of wages for it to be legal. Chuck said at one week before the switch Healthcare is just being discussed. There are currently 74 employees employed by the Parks and Chuck does not want to be responsible for them not having healthcare but he cannot legally pay the bills.

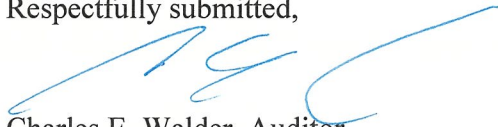
Other Business

Joe Cattell announced that Frank Antenucci is moving on and will appoint a new alternative for ADP board.

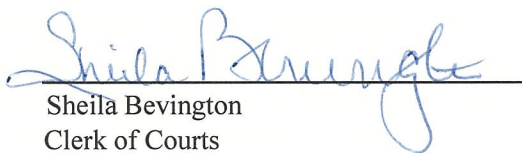
Chuck attended some Cybersecurity classes and wants ADP to address the recommendations they made. The #1 breach is email and #2 is websites. ADP has already out sourced another company to do their new websites. ADP will do the same for the old websites to get them off our server. ADP is also going to initiate 2 factor authentications. Over the next several months this will start taking place. ESuite has doubled its users with the paperless direct deposit notifications and this helps for security and cuts down on someone handing out paychecks as well


BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, Jim Dvorak motioned to adjourn.


Respectfully submitted,

  
Charles E. Walder, Auditor  
Secretary/ADP Board

  
Michelle Lane  
Board of Elections Director

  
Sheila Bevington  
Clerk of Courts

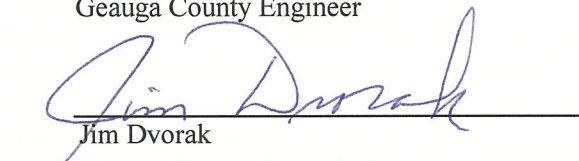
  
Celesta Mullins Geauga County Recorder

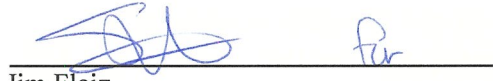
 FAR  
Scott Hildenbrand  
Geauga County Sheriff

  
Nora McGinnis Board  
of Elections Deputy Director

  
Joe Cattell  
Geauga County Engineer

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Christopher Hitchcock  
Geauga County Treasurer

  
Jim Dvorak  
Geauga County Commissioner

 FAR  
Jim Flaiz  
Geauga County Prosecutor