

The Geauga County ADP Board met on Tuesday, March 15, 2022, at 2:00pm, at 231 Main Street in the Auditor's Appraisal Conference room and via WebEx for a regular board meeting. Members present: Chuck Walder, County Auditor; Scott Hildenbrand, County Sheriff; Joe Cattell, County Engineer; Tammy McClintock representing Sheila Bevington, County Clerk of Courts; Jim Dvorak, County Commissioner; Jim Flaiz, County Prosecutor; Celesta Mullins, County Recorder; Caroline Mansfield, representing Chris Hitchcock, County Treasurer; Nora McGinnis, Board of Elections Deputy Director; Michelle Lane, Board of Elections Director. Also present: Pam McMahan, Deputy Auditor; Gerry Morgan, County Administrator; Scott Daisher, Board of Elections Ballot Programming Supervisor; Allen Keener, Department of Information Technology CTO; Frank Antenucci, Chief Deputy Administrator Geauga County ADP; Ron Leyde, Chief Deputy Auditor; Joan Windnagel, Board of Elections Board Member; Nina Lalich, League of Woman Voters of Geauga; Steve Oluic, Water Resources Director and Barb Partington, Protect Geauga Parks.

Approval of August 12, 2021, Meeting Minutes

Motion: by Walder, seconded by Joe Cattell to approve the minutes from August 12, 2021.

Voice votes: 9 ayes, 1 absent, 0 abstain. Motion carried.

Approval of September 14, 2021, Meeting Minutes

Motion: by Joe Cattell, seconded by Chuck Walder to approve the minutes from September 14, 2021.

Voice votes: 9 ayes, 1 absent, 0 abstain. Motion carried.

Approval of September 22, 2021, Meeting Minutes

Motion: by Jim Dvorak, seconded by Celesta Mullins to approve the minutes from September 22, 2021.

Voice votes: 9 ayes, 1 absent, 0 abstain. Motion carried.

Approval of October 20, 2021, Meeting Minutes

Motion: by Chuck Walder, seconded by Joe Cattell to approve the minutes from October 20, 2021.

Voice votes: 9 ayes, 1 absent, 0 abstain. Motion carried.

Approval of November 9, 2021, Meeting Minutes

Motion: by Jim Dvorak, seconded by Caroline Mansfield to approve the minutes from November 9, 2021.

Voice votes: 9 ayes, 1 absent, 0 abstain. Motion carried.

Approval of December 13, 2021, Meeting Minutes

Motion: by Jim Dvorak, seconded by Joe Cattell to approve the minutes from December 13, 2021.

Voice votes: 9 ayes, 1 absent, 0 abstain. Motion carried.

Approval of ADP Equipment List from July 1, 2021, to December 31, 2021

Motion: by Jim Flaiz, seconded by Jim Dvorak to approve the ADP equipment list from July 1, 2021, to December 31, 2021.

Voice votes: 10 ayes, 0 absent, 0 abstain. Motion carried.

Approval of ADP Purchase List from July 1, 2021, to December 31, 2021

Motion: by Chuck Walder, seconded by Jim Flaiz to approve the ADP purchase list from July 1, 2021, to December 31, 2021.

Voice votes: 10 ayes, 0 absent, 0 abstain. Motion carried.

Approval of Company 119 Web Hosting Renewal

Frank explained the recent transition from DNN web hosting to an off premise hosted server run by Company 119 and future websites will be placed on that server.

Motion: by Jim Flaiz, seconded by Sheriff Hildenbrand to approve the renewal of Company 119 Web Hosting.

Voice votes: 10 ayes, 0 absent, 0 abstain. Motion carried.

Approval of Video Production Services by Company 119

Chuck stated services that the video production, which were previously completed in-house, would be more cost effective if outsourced to a vendor. Several vendors were contacted, two standing out among the rest: Company 119 and Great Lakes Video. Company 119 will begin by creating short, informational videos instructing residents where to find various county resources. Jim Flaiz asked if these services will be offered to other county departments and where these videos will be found. Chuck said some videos will be available on YouTube but can primarily be found on each department's website.

Motion: by Jim Flaiz, seconded by Sheriff Hildenbrand to approve video production services by Company 119.

Voice votes: 10 ayes, 0 absent, 0 abstain. Motion carried.

Approval of CDW-G Barracuda Email Protection

Frank summarized that while a spam filter exists for emails, an archive service is necessary to store past emails to satisfy the public records requests of residents. Allen went on to explain that the archive will store a copy of each email. Sheriff Hildenbrand asks how long emails will be stored. Allen says they are permanently available. Celesta asked about records retention with this system. Chuck mentioned that if an email is deleted after its prescribed period, the email is also deleted in the backup. Cloud storage will be a better method of storage than what ADP currently does.

Motion by: Chuck Walder, seconded by Joe Cattell to approve CDW-G Barracuda email protection services.

Voice votes: 10 ayes, 0 absent, 0 abstain. Motion carried.

Common Pleas Milestone Camera Support for Five (5) Years

Allen said this is for a security camera support system that monitors the conditions of current cameras.

Motion: by Chuck Walder, seconded by Celesta Mullins to approve the Milestone Camera Support system for five (5) years.

Voice votes: 10 ayes, 0 absent, 0 abstain. Motion carried.

Approval of Sheriff's Solacom 911 Datamaster Implementation

Sheriff Hildenbrand stated that home phone landlines are maintained on a database, which must be replaced.

Motion: by Chuck Walder, seconded by Jim Flaiz to approve the Solacom 911 Datamaster implementation.

Voice votes: 10 ayes, 0 absent, 0 abstain. Motion carried.

Approval Of Sheriff's Automation Displays Inc Jail Control Panel

Sheriff Hildenbrand said that corrections officers use a control panel to control lights, doors, televisions, etc. This panel needs replacement.

Motion: by Jim Flaiz, seconded by Jim Dvorak to approve the Automation Displays Inc replacement of jail control panel.

Voice votes: 10 ayes, 0 absent, 0 abstain. Motion carried.

Approval of Board of Elections Cellular Phone Enhancement

Frank recounted a phone call from the Ohio Secretary of State regarding the Cellular Phone Enhancement Boosters. The Secretary voiced concerns with the Board of Elections ability to go through the Multi Factor Authentication (MFA) in the basement of the new building. Frank stated that once WIFI is established, this will not be an issue, yet the Secretary has concerns about cellular MFA. Scott says they are required to have their own secure WIFI, and that cellular phone use is limited for security purposes. Frank said Derek form NV5 said the price estimate was variable and Frank decided it would be best practice to bring it before the board for approval. Joan mentioned that poll workers and the Secretary of State use cell phones for contact. Chuck to clarify the issue explained that county WIFI does not meet security standards held by the State, which is justification for an independent connection. Mr. Walder discusses approving the Enhancement at a capped price of \$50,000.00 but a revisit if the price exceeds that amount.

Motion: by Jim Flaiz, seconded by Chuck Walder to approve the Cellular Phone Enhancement at a maximum price of forty-nine thousand nine hundred and ninety-nine dollars (\$49,999.00).

Voice votes: 10 ayes, 0 absent, 0 abstain. Motion carried.

Status on New Technology: Keycards, Battery Backups, Cameras

Chuck stated Jim Flaiz asked ADP for sources to enable keycard access. He went on to say that the Auditor's office had issues with metal keys and locks in the past and discussed who controls and provides the keycards at the new building. Chuck also mentioned the specialized printers used to create the keycards are on a six (6) month backorder. Jim Flaiz mentioned his future efforts to have an independent system in his office for increased security since Maintenance has mismanaged his Offices card access. Scott asked if this technology will be for the new building or the current building and raised the question of who will be in control of the systems ADP or Maintenance. Scott said he believes that Board of Elections would like ADP's help to get their key card access off the ground and then they will retain it themselves. Joan stated that because the IT department falls under the Auditor, that maintaining these systems ought to be the responsibility of the Auditor and that Glenn has enough to manage as is. Chuck also mentioned that there is no system for the cameras in the new building, that they were approved in a vacuum. Frank says that he believes Milestone provides the cameras and that there are definitely 108 IP cameras. Chuck mentioned a request notice to MV5 for the upgrade of 60 cameras, nobody knows who sent the request and that is why it is apparent that ADP needs to have authority over the system. Gerry stated he thought that was all under ADP's control.

Water Resources Discussion

Gerry Morgan opened the discussion on the need for Water Resources to have servers and the server room outside their offices in the new building and now he has heard they are not being located there. Frank mentioned that it was decided to move the servers to the data center on the second floor of the new building and Mike from WR will not have access to the area where all the servers are located. Questions are raised about the security of the information racks, which are only accessible to maintenance through ADP, and they will have key card access for tracking. Frank states there are a lack of IP cameras in the information closets, which will be installed in cooperation with MV5. Allen said WR SCHEMA was partially completed in a review over the phone and ADP is trying to put a more thorough one together and thinks they can do 80% themselves. Gerry mentions that Water Resources did not have enough funds for a full document which it sought consulting for. Allen encourages WR to hire a consulting firm to do a true SCADA/SCHEMA. Chuck explained that WR has internet connections that pose security threats, and ADP needs to know about how wiring is done and a knowledge of connections to find vulnerabilities to make them more secure. Frank discussed the initial quote was for an expected cost of around thirty thousand dollars (\$30,000.00), but this quote was not acted upon. It agreed that an outside vendor should be hired for the evaluation of wiring, IP, cybersecurity, and servers. Frank says that the thirty thousand-dollar (\$30,000.00) plan is still the goal. Jim Flaiz said that he thought that at a meeting last fall that a company was, in fact, contracted for the job. Frank said that did not happen Water Resources did an incomplete version instead. Steve said he thought there was a report with the deficiencies Frank said it only was a discussion there is not a written report. Gerry requested if ADP needs to contact Water Resources employees, he and Steve should be made aware and included on the emails. Allen mentioned a WR employee reached out directly to an ADP employee and did not use the Help Desk. Chuck makes a point to mention anyone with technical difficulties should go through HelpDesk, not to individuals, so that their issue can be documented. Gerry stated that according to the ORC that the Board can approve to allow them to be independent, but he was not putting it before the Board only bringing it up. Jim Flaiz said the point is to save the taxpayers money and instead he sees resistance. Allen discussed that there was a plan in place to transition, but the plan went awry, and the newly agreed date to transition is by June 1, 2022.

Executive Session

Executive session under R.C. 121.22 (G) (6) to discuss details relative to security arrangements and emergency response protocols for a public body or a public office if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office.

Motion: by Jim Flaiz, seconded by Chuck Walder to go into executive session.

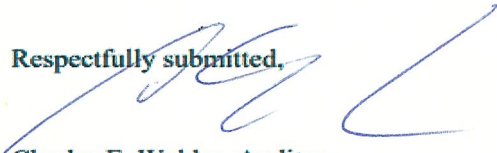
Voice votes: 10 ayes, 0 absent, 0 abstain. Motion carried.

Other Business


None

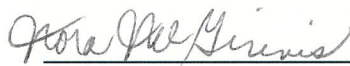
BEING NO FURTHER MOTION TO COME BEFORE THE BOARD, Jim Flaiz, motioned to adjourn.


Respectfully submitted,


Charles E. Walder, Auditor
Secretary/ADP Board



Michele Lane
Board of Elections Director


Celesta Mullins
Geauga County Recorder

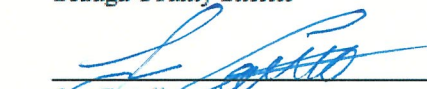

Nora McGinnis
Board of Elections Deputy Director


Christopher Hitchcock
Geauga County Treasurer

Jim Flaiz
Geauga County Prosecutor


Sheila Bevington
Clerk of Courts


Scott Hildenbrand
Geauga County Sheriff


Joe Cattell
Geauga County Engineer


Jim Dvorak
Geauga County Commissioner