

The Geauga County Automatic Data Processing Board met on Tuesday, April 12, 2022, at 2:02 pm at 231 Main Street in the Auditor's Appraisal Conference room and via WebEx for a special meeting. Members present: Chuck Walder, County Auditor; Scott Hildenbrand, County Sheriff; Joe Cattell, County Engineer; Jim Flaiz, County Prosecutor; Nora McGinnis, Board of Elections Deputy Director; Caroline Mansfield, representing Chris Hitchcock, County Treasurer; Michelle Lane, Board of Elections Director; Tammy McClintock, representing Sheila Bevington, County Clerk of Courts, and Gerry Morgan, representing Jim Dvorak, County Commissioner. Also present: Kathleen Miller, Fiscal and Personnel Specialist of Water Resources; Ron Leyde, Chief Deputy Auditor; Pam McMahan, Deputy Auditor; Frank Antenucci, Chief Deputy Administrator; Allen Keener, Chief Technology Officer; Lou Marion, Deputy Auditor and Nina Lalich, League of Woman Voters of Geauga.

Absent: Celesta Mullins, County Recorder.

Approval for Sheriff's Office Century Link Communications LLC

Sheriff Hildenbrand explained the renewal is for the maintenance contract for the 9-1-1 service for one year.

Motion: by Jim Flaiz, seconded by Chuck Walder to approve the contract renewal for Century Link Communications LLC.

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

Approval of Auditor Bruce Harris & Associates

Lou explained the contact with Bruce Harris is to move in-house servers to a cloud-based environment. With upgrades to operating systems and servers. Chuck said the plan is to push as much up to the Cloud and external users can hit the Cloud and not go through our infrastructure. This is a onetime contract. Frank added Geauga County previously had good use of technology, which fell by the wayside under past Auditor's administrations and that Chuck is restoring such technological efforts and taking it to the next level. Jim asked what the situation with the photos will be. Chuck stated ADP/GIS will be looking at getting quotes for a new contract for the flyovers. Joe inquired about the use of LIDAR technology. Frank said they are considering LIDAR with it.

Motion: by Sheriff Hildenbrand, seconded by Chuck Walder to approve the Bruce Harris & Associates contract.

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

Approval of Auditor's Office ADP Inc.

Chuck explained that they have been looking into outsourcing our payroll service which will be a long process. Payroll will also be stored in a cloud based environment. Three (3) major service providers were researched for the job: PayCor, ADP and Pay Checks. It was apparent that ADP Inc. was the best service, serving 80% of the nation, with resources even in Ohio. This service will at first solely provide help with payroll, but eventually move to more HR components such as time accrual. This will be a phased approach rolling this out to the rest of the County Offices. This plan will optimally begin towards the end of the year and there will be training classes. Jim asks if the payroll function of New World will likely become obsolete given the new plan to outsource payroll. Chuck commented that New World's payroll feature will not likely be used.

Motion: by Joe Cattell, seconded by Sheriff Hildenbrand to approve ADP Inc.

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

Approvals of Water Resources Spectrum Contract

Frank stated that there was some confusion in the dollar amount of the contract, which is thought to range from seventeen thousand dollars (\$17,000.00) to sixty-four thousand dollars (\$64,000.00), Frank questioned why this contract was not included with the original contract in December. Kathleen explained that the original contract only included internet and ethernet but found out it did not include phone services. Chuck questioned the meaning of ethernet, and Kathleen explained the ethernet as the physical phone lines and wires. Ron commented that upon reviewing the contract he found that there was no verbiage about the phones and that the contract contained a "not to exceed" for the ethernet/internet and that the phones were never part of this contract. Kathleen further commented that the contract is seventeen thousand dollars (\$17,000.00) for the phones on a month-by-month basis.

Motion: by Chuck Walder, seconded by Caroline Mansfield to approve the Spectrum contract for Water Resources.

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

Update on Backups

Allen described the process of backing up technology from current tape technology to a cloud service. Tapes are the old way of storing information, backups in tape form take many manhours to maintain and log. Allen explained that in the event of a disaster, the information can be stored safely in hours, rather than days. Chuck said that tapes will continue to be used, but ADP wants to go to a disaster recovery system that is cloud based. Chuck commented certain critical offices will be put on a specific server and they will be backed up through air gap technology.

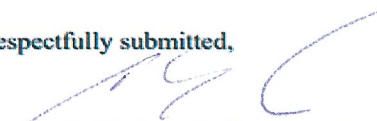
New ADP Member

Chuck announced a new ADP member, Sundeep Solanki. He has been an intern since January and has a Bachelor of Science and Mechanical Engineering from the University of Michigan, a Master's in Engineering and an MBA degree. He has been exceptional in displaying data in helpful ways that best express the county's business model in laymen's terms. Frank explained that upon hiring, Sandeep was purchased a high-level business analytic license and has been shadowing others gathering data from New World and the Helpdesk. Chuck discussed the ability to analyze information to use it in the best possible way to see trends, weaknesses, and needs.

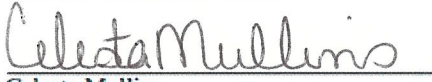
Other Business

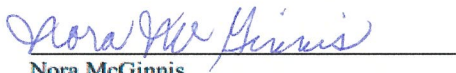
BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, Caroline Mansfield, motioned to adjourn.

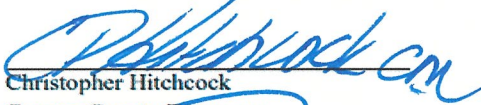
Respectfully submitted,

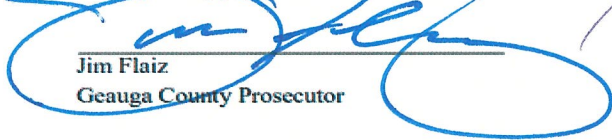

Charles E. Walder, Auditor
Secretary/ADP Board


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