

The Geauga County Automatic Data Processing Board met on Tuesday, December 12, 2023, at 2:00 pm at 231 Main Street in the Auditor's Appraisal Conference room and via Microsoft Teams for a Special meeting. Members present: Chuck Walder, County Auditor; Scott Hildenbrand, County Sheriff; Katie Taylor, representing Joe Cattell, County Engineer; Jim Flaiz, County Prosecutor (arrived after the meeting started); Nora McGinnis, Board of Elections Deputy Director; Celesta Mullins, County Recorder and Jim Dvorak, County Commissioner. Also present: Pam McMahan, Deputy Auditor; Ron Leyde, Chief Deputy Auditor; Frank Antenucci, Chief Deputy Administrator; Allen Keener, Chief Technology Officer; Carol Benton, League of Woman Voters of Geauga; Kate Jacob, Auditor's Chief Compliance Officer; Nick Gorris, Water Resources; Linda Burhenne, Asst. County Administrator; Anastasia Nicolas, CVT; Tom Huff, Court IT; Carolyn Brakey; Done Rice, Superintendent, Geauga County Board of Developmental Disabilities; Christine Lakomiak, Executive Director, Mental Health; Jim Mausser, Finance Manager, Mental Health and Diane Jones.

Absent: Sheila Bevington, County Clerk of Courts; Michelle Lane, Board of Elections Director And C. P. Hitchcock, County Treasurer

Approval of ADP meeting minutes on 9/27/23

Motion: by Chuck Walder seconded by Sheriff Hildenbrand to approve the ADP meeting minutes from 9/27/2023.

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

Approval of ADP equipment list from August to November 2023

Motion: by Chuck Walder, seconded by Jim Flaiz to approve the ADP equipment list from August to November 2023.

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

Approval of ADP purchases list from August to November 2023

Motion: by Chuck Walder, seconded by Jim Dvorak to approve the ADP purchases list from August to November 2023.

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

Approval of Sheriffs Motorola Solutions Portable Radio Purchase

Sheriff Hildenbrand explained these will replace the old ones.

Motion: by Jim Dvorak, seconded by Chuck Walder to approve the Sheriff's Motorola Solutions Portable Radio Purchase.

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

Approval of the ADP Records Retention Schedule Updated

Frank stated it is for approval to add purchase forms to the schedule that were not listed prior.

Motion: by Jim Flaiz, seconded by Chuck Walder to approve the updated ADP Records Retention schedule.

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

Other Business

Jim Flaiz stated there were two Attorney general opinions he was waiting for one for Mental Health and the other for Developmental Disabilities he did not receive a final answer yet, but it appeared Mental Health would not be subject to ADP oversight.

Chuck explained to Christine that because they are connected to New World, they must have an agreement. Chuck also stated ADP needs to make sure that the pipeline they are using to get to New World is secure. Chuck further explained the contract is not any different to add other services, it is the same contract. If they elect to use ADP for other services, they can add them.

Jim said he did not know yet about DD but he thought it was leaning more towards they would use ADP services.

Don commented he would like to pay the bill for LGCA's work.

Chuck responded that he must approve it under an order that it is compliant or an order that states a reason he needs to pay it outside of his powers otherwise, he is absorbing the liability.

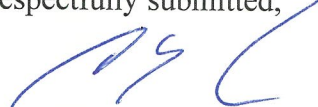
Jim Flaiz explained that the Prosecutor's Office has issued an order in the past where people who have done work for the county but were not lawfully hired. It was not malicious, it was in situations like this where they did not follow the proper process, while they were waiting for an opinion. Jim stated he could issue an order for the Auditor to pay the bill as they don't want vendors waiting for money they've earned.

Public Comments

No public comments

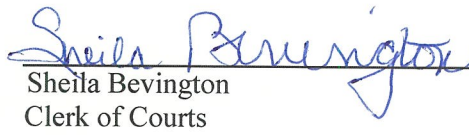
BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, Celesta motioned to adjourn.

Respectfully submitted,



Charles E. Walder, Auditor
Secretary/ADP Board

Michele Lane
Board of Elections Director

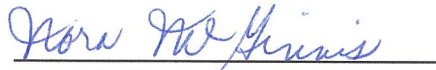


Sheila Bevington
Clerk of Courts

Celesta Mullins
Geauga County Recorder



Scott Hildenbrand
Geauga County Sheriff



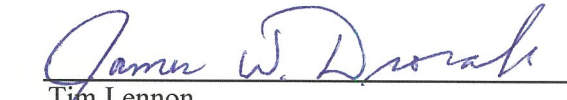
Nora McGinnis
Board of Elections Deputy Director



Joe Cattell
Geauga County Engineer



Christopher Hitchcock
Geauga County Treasurer



Tim Lennon
Geauga County Commissioner

Jim Flaiz
Geauga County Prosecutor