

The Geauga County Automatic Data Processing Board met on Tuesday, March 12, 2024, at 2:00 pm at 231 Main Street in the Auditor's office via Microsoft Teams for a Regular meeting. Members present: Chuck Walder, County Auditor; Scott Hildenbrand, County Sheriff; Katie Taylor, representing Joe Cattell, County Engineer; Sheila Bevington, County Clerk of Courts; Nora McGinnis, Board of Elections Deputy Director; Caroline Mansfield, representing C.P. Hitchcock, County Treasurer; Celesta Mullins, County Recorder; Dorothy Battles, representing John Urbancic, County Coroner. Linda Burhenne, representing Tim Lennon, County Commissioner and Jim Flaiz, County Prosecutor. 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; Josh Widdifield, ADP; Karen Murphy, Records & Archives; Dorothy Battles, Coroner's Office; Velta Moisio, Courts IT Director; Adrian Gorton, BOCC Budget & Finance Manager; Tracy Rahimi, ADP; Krystal Thompson, Law Library; Michael Tomc, ADP; Joe Birli, ADP; Dave Carlson, MRDD; Don Rice, Superintendent MRDD; Rean Davis, MRDD; Tom Huff, Court IT; Ashley Serraglio, Records & Archives; Sarah Perry, GIS; Andy Haines, ADP and Tate Anderson, Maximus.

Absent: Michelle Lane, Board of Elections Director, and Common Pleas Court Judge.

Approval of ADP Meeting minutes from 1/3/2024

Motion: by Chuck Walder, seconded by Celesta Mullins to approve the ADP meeting minutes from 1/3/2024

Voice votes: 9 ayes, 2 absent, 1 abstain. Motion carried.

Approval of the ADP Organizational Meeting minutes from 1/8/2024

Motion: by Chuck Walder, seconded by Linda Burhenne to approve the ADP Organizational Meeting minutes from 1/8/2024

Voice votes: 9 ayes, 2 absent, 2 abstain. Motion carried.

Approval of the ADP Special Meeting minutes from 1/8/2024

Motion: by Chuck Walder, seconded by Jim Flaiz to approve the ADP Special Meeting minutes from 1/8/2024

Voice votes: 9 ayes, 2 absent, 2 abstain. Motion carried.

Approval of ADP Equipment list from December 2023-February 2024

Motion: by Jim Flaiz, seconded by Chuck Walder to approve the ADP Equipment list from December 2023-February 2024

Voice votes: 10 ayes, 2 absent, 0 abstain. Motion carried.

Approval of ADP Purchases list from December 2023-February 2024

Motion: by Chuck Walder, seconded by Sheila Bevington to approve the ADP Purchases list from December 2023-February 2024

Voice votes: 10 ayes, 2 absent, 0 abstain. Motion carried.

Approval of ADP Star Seven Six ServiceNow Implementation

Motion: by Jim Flaiz, seconded by Chuck Walder to approve the ADP Star Seven Six ServiceNow Implementation

Frank Antenucci stated the current Service desk product the County uses which integrates all of our technology, is outdated and needs to be upgraded.

Michael Tomc explained that Star Seven Six helps centralize and keep track of all hardware and software asset management. This system will also help with Muni billing in which all townships and villages can see their tickets.

Voice votes: 10 ayes, 2 absent, 0 abstain. Motion carried.

Approval of ADP Star Seven Six ServiceNow Licensing

Motion: by Jim Flaiz, seconded by Chuck Walder to approve the ADP Star Seven Six ServiceNow Licensing

Voice votes: 10 ayes, 2 absent, 0 abstain. Motion carried.

Approval of ADP Spectrum Circuit for Annex

Motion: by Chuck Walder, seconded by Celesta Mullins to approve the ADP Spectrum Circuit for the Annex

Andy Haines explained this would be a 5-year contract with Spectrum to add a new circuit to the Annex. The current circuit configurations do not support what is needed going forward and will be repurposed elsewhere. The new circuit will be used in the Annex, Muni Court, the Courthouse, and the Opera House.

Voice votes: 10 ayes, 2 absent, 0 abstain. Motion carried.

Approval of BOCC Trumbull County Auditor 11th District Court of Appeals Agreement

Motion: by Chuck Walder, seconded by Jim Flaiz to approve the BOCC Trumbull County Auditor 11th District Court of Appeals Agreement Invoice

Jim Flaiz stated according to population, we pay the smallest portion of operating costs for the Court of Appeals.

Adrian Gorton added we are charged based on the previous year's budget if they are below or above their budget, they disburse the credits based on what everyone paid. The unused allocation is what they end up crediting.

Voice votes: 10 ayes ,2 absent, 0 abstain. Motion carried.

Approval of Engineer's Illuminati Labs Cellular Enhancement

Motion: by Chuck Walder, seconded by Sheila Bevington to approve the Engineer's Illuminati Labs Cellular Enhancement

Frank commented the Illuminati Labs contract provides cellular enhancement in the Engineers' office buildings.

Voice votes: 10 ayes, 2 absent, 0 abstain. Motion carried.

Approval of Law Library West Publishing Corp Westlaw Contract 1

Motion: by Chuck Walder, seconded by Jim Flaiz to approve the Law Library West Publishing Corp Westlaw Contract 1

Krystal Thompson explained the Westlaw Contracts are to cover legal research databases for the Law Library, Prosecutor's office, Public Defenders office, and the Courts.

Voice votes: 10 ayes, 2 absent, 0 abstain. Motion carried.

Approval of Law Library West Publishing Corp Westlaw Contract 2

Motion: by Chuck Walder, seconded by Jim Flaiz to approve the Law Library West Publishing Corp Westlaw Contract 2

Voice votes: 10 ayes, 2 absent, 0 abstain. Motion carried.

Approval of Sheriff's Windstream Amendment to Upgrade Internet 1Gb

Motion: by Sheriff Hildenbrand, seconded by Chuck Walder to approve the Sheriff's Windstream Amendment to Upgrade Internet 1Gb

Andy commented the Sheriff's office has various equipment using their current 50mb. If upgraded to 1Gb, there will be fewer points of failure.

Voice votes: 10 ayes, 2 absent, 0 abstain. Motion carried.

Approval of Developmental Disabilities LGCA Contract

Motion: by Jim Flaiz, seconded by Chuck Walder to table the Developmental Disabilities LGCA Contract

Don Rice explained before COVID-19, MRDD had 2 staff members who were providing maintenance and care of the computers. During Covid, they decided to let the 2 employees go and share with LGCA and are currently splitting those services between MRDD and Middlefield Cardinal Schools. This request would be to pay LGCA staff for being in the building two days a week.

Chuck commented his concern is it appears to be a three-way contract between Metzenbaum, ESC of Western Reserve, and LGCA, and in the scope, it is clear it is written around the school

district. The issue is there is no agreement with Cardinal or any school district so how we could enjoin ourselves in a three-way contract with that entity. ESC is not part of the County and ADP has no oversight as to what they do so how could we be in a joining ourselves in a contract with them. Don said he did not know how you could see what ESC does. Don continued he is not sure what ESC follows from a school point of view, but it would be all of Lake County and all of Geauga County school districts.

Jim asked according to the contract you are getting two employees two days a week for \$97,000.00 as the contract has no breakdown of services. Don replied that was correct and when they had two staff the cost was a lot higher but at the time, they were looking at how to reduce staff and save money.

Jim stated he was uncomfortable approving a contract that is not parsed out with the breakdown of services MRDD is getting and it should not include ESC or Cardinal.

Don explained when they have changeovers or a big project, the LGCA staff is at the MRDD building, particularly during the summertime when Cardinal has their summer break. The LGCA staff also spends time at Cardinal when Cardinal is busy getting ready for school to start which they might not see the LGCA staff for that week, except remotely.

Chuck questioned who is tracking their time to ensure they are receiving the equivalent of two days a week for forty-six weeks. Chuck referenced that LGCA is sending people to service workstations whereas everything ADP does is remote unless there is some severity level that requires on-prem. Much of this could be replaced with no people. LGCA can use service engines in the computer that allow people that you trust to come in, diagnose the machine, fix it, and release credentials to them and then you get it back when they are done.

Dave explained they are doing things remotely, however, they found that a lot of their staff needs hands-on assistance, particularly with printers or computers. That is why when they initially looked at this arrangement, they insisted on on-premises availability.

Chuck asked what credential criteria are required for LGCA to access the server. Dave responded MFA which runs through the Microsoft authenticator, with complex password requirements and they also have a separate agreement with LGCA for hosting solutions. LGCA has been hosting them remotely for a few years now which has gone through ADP for approval. Dave clarified the agreement is not an agreement with Cardinal. It is an agreement between MRDD and LGCA which is a sub-entity of ESC and Western Reserve.

Jim asked if LGCA is servicing any other parties other than county computers. Dave stated that LGCA does do some computer work for some of the non-profit partners they are renting to, particularly Metzenbaum Foundation, but it is very limited.

Chuck explained his concern about having a vendor always on their network. Normally it is a prescribed basis by creating an environment for a window of time and then they are locked out which protects your network. Chuck would like ADP to look at the footprint at MRDD and give the Board an analysis. Chuck stated since they are under ADP now, they want to make sure they are adequately protected.

Don asked if there could be a payment made since LGCA has done the work by the next meeting in June. Chuck replied it needs ADP Board approval or a letter from the Prosecutor stating to pay the bill. Jim stated he would write a letter to Chuck to pay the invoice when the time comes.

Jim commented he does not like the accountability and Geauga County tax dollars being used for a non-public entity. Hopefully by the next ADP meeting in June, Frank can find out if ADP can service MRDD.

Voice votes: 10 ayes, 2 absent, 0 abstain. Motion carried.

Approval of ADP Records Retention Schedule (RC-2)

Motion: by Jim Flaiz, seconded by Chuck Walder to approve the ADP Records Retention Schedule (RC-2)

Ashley explained that departments can set their retention schedule if they wish to keep records longer than the ORC requires.

Jim Flaiz states the previous Records Commission would meet twice a year and go over retention schedules. Since the Records Commission and the Microfilm Board have been abolished, ADP has assumed that process.

Voice votes: 10 ayes, 2 absent, 0 abstain. Motion carried.

Approval of Prosecutor's Retention Schedule (RC-2)

Motion: by Jim Flaiz, seconded by Chuck Walder to approve the Prosecutor's Retention Schedule (RC-2)

Voice votes: 10 ayes, 2 absent, 0 abstain. Motion carried.

Approval of JFS Retention Schedule (RC-2)

Motion: by Jim Flaiz, seconded by Chuck Walder to approve the JFS Retention Schedule (RC-2)

Voice votes: 10 ayes, 2 absent, 0 abstain. Motion carried.

Approval of ADP Annual Report

Motion: by Jim Flaiz, seconded by Celesta Mullins to approve the ADP Annual Report

Voice votes: 10 ayes, 2 absent, 0 abstain. Motion carried.

Maximus Discussion

Chuck discussed how there were requests for a variety of information regarding the number of workstations, and telephones, which used to be rolled into Maximus and then they do a cost allocation analysis and in effect charge other departments to recuperate monies whether through operations or sometimes grants, to be turned into the county's general fund.

Chuck further explained that ADP is the only authority permitted to charge for IT services and is resistant to giving data for something that could be unlawful.

Adrian Gorton replied it is a requirement for the JFS department funds that receive money from the federal government the codified financial regulations require there to be a cost allocation plan.

Jim asked if it was being used by the BOCC to shift dollars from the levied funds to the general fund. Adrian stated he does not know if that is the stated purpose it is just a requirement of the federal government to get certain federal funds the county must have a cost allocation plan.

Jim stated it is against the law for the Board of Commissioners to charge for providing technology and for departments that are statutory clients of the Prosecutors Office to charge for those services is unlawful.

Jim stated he did not realize services being performed by the Prosecutors Office were being billed and he was not going to provide any information this year. He continued he would provide the information needed for the federal government because that money is given back.

Chuck stated the director of Geauga Trumbull Solid Waste contacted him and asked why they were being charged twice for ADP services. It was stated Maximus charged them as well as ADP for which they have a contract, and the bill was cheaper through ADP. The cost allocation bill was higher.

Adrian stated they charge IT services to JFS, Solid Waste, 911, Water Resources, Aging, and the Public Defender.

Chuck said it is illegal to charge for services if by statute the entities are entitled to them.

Adrian said the situation with Solid Waste was incorrect and he worked with Tate to get those costs backed out. Adrian said they are still charging them for the IT services with the amount they have paid to ADP backed out. Adrian said it is for departments that are not in the general fund but receive benefits from it.

Jim stated he has chosen not to give the BOCC any information, and this would also be creating a record that does not exist and it is up to Chuck and Frank to choose to do so as well it's not a Board decision. Jim stated he will not provide any information until he gets assurances it is being used properly.

Other Business

Chuck stated he would like the Board to consider that ADP does not invoke resources for future projects until there is a formal request by the Commissioners which indicates they have at least discussed it in an open meeting and have made some sort of attentive decision. ADP has been requested multiple times in the last 12 months to devote resources to initiatives that are not in the budget of ADP. He is fearful that when he goes in front of the Commissioners this year for his budget, he will have to offset and compensate for this lost money because it was not used for the purpose for which it was originally received.

Linda replied sometimes you cannot decide until you know all the information.

Chuck proposed that Linda go with him to his budget hearings, and they create a pocket of money that could be held in the Commissioner's general fund so that when ADP is asked to contribute, he can bill against their money, not his money. He has to account for the money that he spends, which this money he can't account for because there's nothing to show for it. If this money is set aside ADP can act without a call to action and the resources will be charged to that money.

Linda stated she would relay this information to the Board and see what they say.

Frank stated Linda provided him with a formal email from BOCC, that ADP needs to vacate the conference room they have been using next to the current ADP space. Frank went on to explain he had a formal email from Linda but not an action from the Board to vacate the conference room at the new building.

Frank stated ADP currently has technology stored in that room for six entities.

Chuck asked Linda where the Board would like to give him suitable space. Linda replied ADP has the third floor of the Opera House. Chuck said the elevator is out of service and ADP cannot take all the stored equipment up the stairs.

Frank continued he was told to vacate by the end of the day Friday of the prior week which he did not do.

Chuck added the Commissioners have sent a message loud and clear they don't want ADP in their building. Maybe the solution is ADP needs to get their own facility and have the Board pay for it but that is not best serving the taxpayers.

Linda stated the conference room was not intended to be a workspace. Chuck replied that two of the projects he was asked to investigate involved moving ADP to two other areas in the new building which never came to fruition, so the Board recognizes they need more space for ADP there. The Board did not act on securing those spaces for ADP and is now asking them to vacate. Chuck asked Linda if the BOCC did not devote finances to have ADP turn one of the conference rooms in the building into office space for Gerry Morgan. Linda responded that was because there was not enough office space.

Linda said they have asked repeatedly to have their conference room back as it belongs to the Commissioners by law. Jim commented have the BOCC get a court order and until then ADP should not move.

Linda stated if it is only being used for storage why can ADP not use space in Archives? Chuck replied Archives is a stand-alone entity and he will not commingle ADP equipment and confidential records of the Prosecutor, Judges, and Sheriff's Office.

Chuck continued to propose ADP move back to the Opera House when two of the 15 items on his list were to reconfigure that space for other entities is a shell game. If the BOCC wants them to move, they can find a building and ADP can move out.

Linda replied they tried to get space from the Health Department for ADP when they were moving out, but they changed their mind and decided to keep their space. Frank stated Health had already given ADP space and they would not be in the GCOB if they had not done so.

Clerk of Courts Auto Title Retention Schedule

Motion: by Jim Flaiz, seconded by Chuck Walder to approve the Clerk of Courts Auto Title Retention Schedule

Voice votes: 10 ayes, 2 absent, 0 abstain. Motion carried.

Clerk of Courts- Court of Appeals, Domestic Division and General Division Retention Schedule

Motion: by Jim Flaiz, seconded by Chuck Walder to approve the Clerk of Courts, Court of Appeals, Domestic Division and General Division Retention Schedule

Voice votes: 10 ayes, 2 absent, 0 abstain. Motion carried.

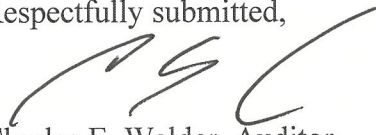
Public Comment

Sheriff Hildenbrand asked where the Auditor's Office is with payroll outsourcing.

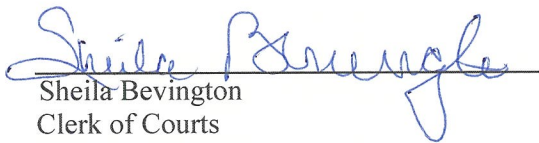
Chuck explained that they attempted to use an outsourced payroll company for the majority of last year. By August/September we recognized there were no payroll companies who do government effectively. Payroll is currently being processed through New World.

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

Respectfully submitted,

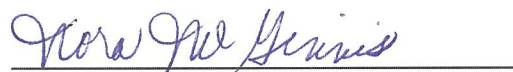

Charles E. Walder, Auditor
Secretary/ADP Board


Michele Lane
Board of Elections Director


Sheila Bevington
Clerk of Courts


Celesta Mullins
Geauga County Recorder

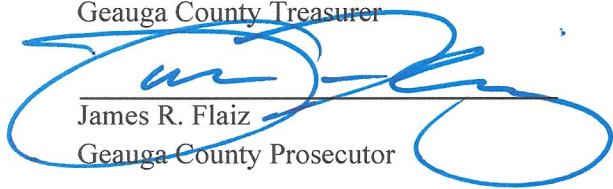

Scott Hildenbrand
Geauga County Sheriff


Nora McGinnis
Board of Elections Deputy Director


Joe Cattell
Geauga County Engineer

Christopher Hitchcock
Geauga County Treasurer


Tim Lennon
Geauga County Commissioner


James R. Flaiz
Geauga County Prosecutor

John Urbancic MD
Geauga County Coroner

Common Pleas Court Judge