

The Geauga County Automatic Data Processing Board met on Thursday, April 11, 2024, at 2:00 pm at 231 Main Street in the Auditor's office via Microsoft Teams for a Special 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; Mike Risko, representing Celesta Mullins, County Recorder; Jim Dvorak, 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; Corey Thompson, ADP; Adrian Gorton, BOCC Budget & Finance Manager; Velta Moisiso, Courts IT Director; Tracy Rahimi, ADP; Joe Birli, ADP; Tom Huff, Court IT; Sarah Perry, GIS; Lou Marion, GIS; Linda Burhenne, Asst. County Administrator; Nick Gorris, Water Resources; Rocco Alberino, ADP; and Anastasia Nicolas, CVT.

Absent: C. P. Hitchcock, County Treasurer; Michelle Lane, Board of Elections Director; John Ubancic MD, County Coroner and Common Pleas Judge

Approval of ADP Meeting minutes from 3/12/2024

Motion: by Jim Flaiz, seconded by Sheila Bevington to approve the ADP meeting minutes from 3/12/2024

Voice votes: 8 ayes, 4 absent, 0 abstain. Motion carried.

Approval of Auditor Accellis Technology Group

Motion: by Chuck Walder, seconded by Jim Dvorak to approve the Auditor Accellis Technology Group

Frank discussed that they approved the Accellis infrastructure about a year and a half ago. Since they initiated Accellis, GIS added two new staff members, Jordan, and Sarah, who are also using this software program.

Voice votes: 8 ayes, 4 absent, 0 abstain. Motion carried.

Approval of Water Resources Mettler-Toledo LLC

Motion: by Sheriff Hildenbrand, seconded by Jim Flaiz to approve the Water Resources Mettler-Toledo LLC

Nick explained that Mettler-Toledo will be replacing an existing scale that is down at the McFarland water treatment plant. Mettler-Toledo found that the load cells under the deck had failed. This is a complete replacement that will replace the load cells, and the kiosk that the trucks drive on, and will eliminate the wireless bridge that runs into the existing septic, and it will remote straight into the operation center. This will not be on the network system; it will be standalone so it will be air gapped. It does have data bridge software that runs the scale which will be a complete replacement to the current system that is outdated and can no longer be maintained.

Chuck questioned Nick that in September of last year, he came to the ADP Board regarding the Mission system and the ADP Board agreed to approve the system pending that Water Resources met the requirements of MFA by the end of the year and that they submit their password and

admin policy to ADP. Also, there was to be a procedure put in place to restrict lending out vendors the use of credentials to get into the system, which the Board has not received.

Nick apologized and stated Water Resources does have a policy in place, but he thought they would need to show the policy at Missions next renewal period.

Chuck stated he would like to see the policy because that will determine how the system is set up; to see if it complies before adding another system. Water Resources would be moving the data through a pass-wording scheme.

Nick explained that if they use it, it would be like an HID keycard that they can load up and it would state who the vendor is.

Chuck responded Water Resources needs to make sure that the back-end credentials are all in compliance with the ADP requirements. He suggested Nick get the policy so they can approve it under the same guidelines.

Chuck also stated Water Resources was supposed to get with Mission and Mission was going to have a plan in place for MFA. Nick explained that Mission has been working on it and is hoping to be live with MFA in May.

Voice votes: 8 ayes, 4 absent, 0 abstain. Motion carried.

Discussion on ADP usage of Conference Room #332 in the County Office Building

Motion: by Jim Flaiz, seconded by Sheriff Hildenbrand for Chuck as Chief Administrator of ADP to send a responsive letter to the BOCC informing them that ADP will not be vacating the conference room until comparable space that meets ADP's needs or a plan is in place and to meet to discuss the matter.

Chuck explained that it is not practical for ADP to reduce its footprint.

Frank stated that he took inventory of all of the equipment that was in the conference room which was comprised of items for the Department on Aging, South Russell Village, Hambden Township, Engineer, Treasurer, Prosecutor, GCOB, and also backup stock items for all of the departments, ADP, Soil & Water, Russell Township, and Community and Economic Development, roughly about \$115,000 to \$120,000 of hardware.

Jim Flaiz discussed that he spent some time at the new building and the conference room is not being used as a storage room, it is being used as a prep area and a work room.

Jim also stated how he is very offended as this is only occurring because two of the County Commissioners having personal issues with ADP and the Auditor, which is costing the taxpayer's money. They are trying to force ADP out of a space that ADP needs; that helps everyone in the county and is good for the taxpayers. Jim continued that the Commissioners would need to take ADP to court if the Commissioners wanted ADP to leave. The Commissioners have to provide adequate space for every department to conduct their business and they built the new building without providing ADP any space. The Commissioners turned one of the conference rooms into an office for the County Administrator and several departments have internal conference rooms.

Multiple conference rooms are sitting empty, but the Commissioners need the space. Chuck explained if the Commissioners do not have enough space in the new building to house ADP, then they can find a building for ADP which will be more expensive and defeat the purpose of moving all the servers to a modern state-of-the-art secure facility and moving all the people who support the servers to a different location.

Chuck also stated he had a conversation with one of the Commissioners, who is now claiming ADP needs to get out of the new building, about a permanent buildout for ADP with a portal going into ADP's current office, and suddenly that has been forgotten. The Commissioner's Office has looked at two different spaces for them in the Health Department, space at the Chase building, so it was known that ADP needs space.

Sheriff Hildenbrand asked if they had sat down and discussed this versus all the memos back and forth.

Chuck stated he met with Commissioner Lennon for two and a half hours in the conference room; part of the conversation was about that room, so he was shocked when he heard all of this. Sheriff asked if they could set up a work session with all three of the commissioners and sit down and work on it together and share some ideas and everyone can then see the layout and get some kind of commitment to move forward at that point.

Frank stated he was in session a few weeks ago and Commissioner Lennon was only interested in ADP getting out ASAP. Commissioners Spidalieri and Dvorak were asking questions in terms of what space is needed, and what is ADP looking for and seemed very open to figuring that out; but then ADP received the letter from the Commissioners asking ADP to leave.

Jim Flaiz replied why don't they respond to the letter stating ADP is happy to move out once the Commissioners provide a suitable replacement space and meet to have a discussion.

Voice votes: 8 ayes, 4 absent, 0 abstain. Motion carried.

Regular Business

Approval of Spectrum 6-year contract increase for fiber cables

Motion: by Chuck Walder, seconded by Sheila Bevington to approve the Spectrum 6-year contract increase for fiber cables

Frank discussed that the Spectrum Contract was approved for roughly \$60,000 for Annex enhancement. Spectrum stated they quoted for coax cables, not fiber cables so there will be an increase of \$600 throughout the six-year contract.

Voice votes: 8 ayes, 4 absent, 0 abstain. Motion carried.

Update on Developmental Disabilities

Frank stated Board of DD received a notice from LGCA that they intend to terminate their technical support within ten days and the contract goes through July 1st. LGCA then accelerated the ten days to zero. Rocco, Jeff, and the team went to DD to get access, so they weren't interrupted. They do not want a vendor situation where there's a shutdown of any sort. LGCA still has a lot of credential access. They have dual administrative, and global administrative access except for the phone portal. LGCA has a separate set of phones, they control the portal for that and are refusing to give ADP access to that. ADP has not changed any credentials.

Jim Flaiz explained DD had contracted with ESC and by statute, they can provide computer services. They made a contract with DD to provide onsite computer service, but DD did not get ADP approval. There was an issue prior questioning if DD was under ADP and they found that DD is under ADP so ADP has to approve the contract. If a department doesn't receive ADP approval or go through the correct process, but work has been performed, sometimes he will give a legal opinion to the Auditor to pay the invoice. Chuck found and highlighted in the statute that ESC is only allowed to provide computer services to school districts. They are not even legally authorized to provide computer services to DD. ESC has a very narrow statutory authorization for providing services and violated the law. Jim believes ESC thought they had an advantage because ADP wasn't involved yet.

BOCC electronic signature policy

Frank explained they received a notice from the Board of County Commissioners to request the Auditor, ADP, and Prosecutor's office to work with the Commissioner's office staff to create a county electronic signature policy including all necessary IT procedures and software and Auditor procedures to establish audit trails and ensure electronic signatures can be verified and the county policy meets all legal standards.

Chuck stated the Auditor uses electronic signatures with ADP and can expand that policy and incorporate it. There's a statute change to the credit card policy which requires the county Auditor to work in cooperation with the Commissioners to establish a broader credit card policy. Ron reached out to the Commissioner's office and was advised the Commissioners are working with counsel to develop such a policy, but the law doesn't say council per se, it states with the Auditor's office.

Adrian stated this was a part of the broader personnel policy update that they were working on, so it was a side section from that, and they are still in the beginning stages of that part. There should still be plenty of time to reach out to the concerned agencies to receive their input. Chuck responded he doesn't think it's just the concerned agencies, the law is specific in who has to jointly apply for this credit card policy.

Jim Flaiz stated the Commissioners have to work with the Auditor and it applies to all the county agencies who they represent. The commissioners are paying money to outside counsel to do something that they would do at no cost which will impact all their clients.

Chuck added this was an initiative that the County Auditor's Association was made aware of four or five months ago. The CAAO has templates and has circulated the template internally. The BOCC seems to be wasting a lot of money if they are hiring outside counsel who does not have the benefit of that template.

Jim stated he thought the scope of the outside counsel resolution was in instances where the Board of Commissioners had a conflict.

Adrian replied it was regarding the review and the personnel policy.

Jim Flaiz stated in the past sometimes they would have their insurance carrier's outside counsel assist with the policy because they are the ones who are going to have to defend them when there's a problem.

Chuck added in his experience you usually don't embed credit card policies into a personnel file, you reference it.

Adrian replied he believed it was probably incorporated because it was referenced as part of the travel policy. Prior they only allowed use of credit cards while in a travel status. Chuck stated he would reference the credit card policy without incorporating it. Commissioner Dvorak stated he didn't realize they were using outside counsel for that.

Public Comment

Carol Benton asked if LGCA was ever paid any amount owed.

Frank replied they were not under the current contract, but they were under the past contracts.

Anastasia asked Commissioner Dvorak how he did not know outside counsel was being sought. Commissioner Dvorak replied that he had probably mistaken it for something else that was discussed, and they give some discretion to their Administrator from time to time and he must have missed it.

Anastasia also asked Commissioner Dvorak what the criteria were for engaging outside counsel in session versus just talking about it and doing it.

Commissioner Dvorak replied there is a big difference, just talking about it shouldn't happen. It must be at a meeting.

Anastasia asked wouldn't this have been brought up two weeks ago at the meeting if they were getting outside counsel.

Commissioner Dvorak replied it wasn't explained thoroughly by the Administrator to all the Commissioners.

Anastasia asked how is that possible?

Commissioner Dvorak stated he would have to ask Gerry about it and follow up.

Anastasia asked anyone from the Commissioner's office if they could address anything inaccurate at the meeting and if there was anything that was said that they were going to say wasn't true, can you talk about it now and explain why it is not true?

Commissioner Dvorak stated he could speak for himself everything he said was true.

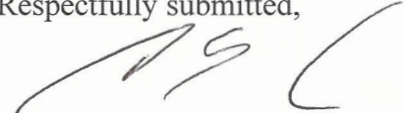
Anastasia asked Linda to follow up with her after the meeting.

Jim Flaiz stated if Linda is going to tell the reporter something isn't true, he would appreciate it if she said it in the meeting, in front of the whole ADP Board.

Linda responded that she didn't know if anything was blatantly untrue, she felt there had been a misunderstanding about the use of outside counsel concerning the policy manual. Her understanding was the decision was made to redo the entire policy manual and they have been working on it for five or six years, and it is now at the place where outside counsel is reviewing it. She doesn't believe anything that was said was false, maybe it wasn't the whole story, but Linda doesn't want to speak on it until she investigates it further.

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

Respectfully submitted,

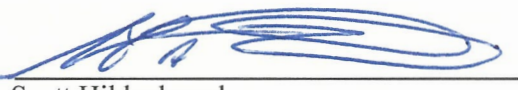



Charles E. Walder, Auditor
Secretary/ADP Board

Michele Lane
Board of Elections Director

Sheila Bevington
Clerk of Courts

Celesta Mullins
Geauga County Recorder



Scott Hildenbrand
Geauga County Sheriff



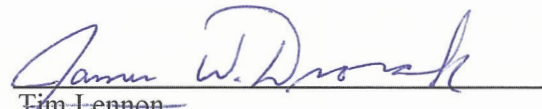
Nora McGinnis
Board of Elections Deputy Director




Joe Cattell
Geauga County Engineer



Christopher Hitchcock
Geauga County Treasurer



~~Tim Lennon~~
Geauga County Commissioner

 for

James R. Flaiz
Geauga County Prosecutor

John Urbancic MD
Geauga County Coroner

Common Pleas Court Judge