The Geauga County Data Board met on Tuesday, July 30, 2019 at 2:00 pm in the Auditor's Conference Room on the first floor of the Courthouse Annex. Members present: Chuck Walder, County Auditor; Frank Antenucci, representing Joe Cattell, County Engineer; Scott Hildenbrand, County Sheriff; Sharon Gingerich, County Recorder; Denise Kaminski, County Clerk of Courts and Caroline Mansfield representing C.P. Hitchcock, County Treasurer. Also present: Pam McMahan, Deputy Auditor; Ron Leyde, Chief Deputy Auditor; Al Vontorcik, Co- Director, Department of Information Technology; Allen Keener, Co-Director, Department of Information Technology; Celesta Mullins, Chief Deputy Recorder; Kate Jacob, Chief Compliance Officer; Jeff Maze, ADP; and Adrian Gorton, County Commissioners Budget & Finance Administrator. Absent: Tim Lennon, County Commissioner; Dorothy Stange, Board of Elections Deputy Director and Jim Flaiz, County Prosecutor.

Approval of ADP Meeting Minutes from March 19, 2019
Motion: by Sharon Gingerich, seconded by Denise Kaminski to approve the ADP meeting minutes from March 19, 2019.

Voice votes: 6 ayes, 3 absent, 0 abstain. Motion carried.

Approval of ADP Meeting Minutes from April 9, 2019
Motion: by Denise Kaminski, seconded by Caroline Mansfield to approve the ADP meeting minutes from April 9, 2019.

Voice votes: 6 ayes, 3 absent, 0 abstain. Motion carried.

Approval of ADP Equipment List Dated April 1, 2019 to June 30, 2019
Motion: by Caroline Mansfield, seconded by Sharon Gingerich to approve the ADP Equipment List dated April 1, 2019 to June 30, 2019 in the amount of $239,402.51.

Voice votes: 6 ayes, 3 absent, 0 abstain. Motion carried.

Approval of ADP Purchases List Dated April 1, 2019 to June 30, 2019
Motion: by Caroline Mansfield, seconded by Sharon Gingerich to approve the ADP Purchases List dated April 1, 2019 to June 30, 2019.

Voice votes: 6 ayes, 3 absent, 0 abstain. Motion carried.

Approval of Auditor ARC-GIS
A three part process, the first part consisting of labor costs by Geocentric to perform upgrades for $16,500.00. Geocentric was able to trim licensing costs down for a savings of approximately $20,000.00.

The second part is a renewal of Software by ESRI in the amount of $32,800.00.
Motion: by Sharon Gingerich, seconded by Denise Kaminski to approve the ARC-GIS software renewal by ESRI in the amount of $32,800.00.

Voice votes: 6 ayes, 3 absent, 0 abstain. Motion carried.

The final component a Hardware upgrade by Business Smarts in the amount of $32,252.28.
Motion: by Denise Kaminski, seconded by Sharon Gingerich to approve Auditor ARC-GIS Business Smarts Hardware update in the amount of $32,252.28.

Voice votes: 6 ayes, 3 absent, 0 abstain. Motion carried.

Updated ADP Retention Policy

Allen stated the ADP retention policy had not been updated for many years. The biggest change in the updated version is backups will be kept for 90 days for disaster recovery purposes following Historical Society guidelines.

Motion: by Denise Kaminski, seconded by Frank Antenucci to approve the Updated ADP Retention Policy.

Voice votes: 6 ayes, 3 absent, 0 abstain. Motion carried.

Cyber Security and Email Phishing Training

ADP is implementing a Cybersecurity training awareness program through a company called KnowBe4 throughout the County. The online training program can be accessed via email by the employees. Once the training is complete the employees get tested through phishing emails and that data is analyzed to see how well the training is working. ADP will relay the results to the departments and if a department has a specific area of concern they will customize the training program for them. Part of the cost for the program is being funded through the money collected from the ADP billing from the Townships as they can have use of the program as well.

Windows 7 End of Support

Microsoft has announced that as of January 24, 2020 they will not support Windows 7 any longer. Anyone using Windows 7 should get converted to Windows 10 before that time. Contact the Help Desk for assistance if needed.

Hambden/ Russell Township ADP Services

The ADP Department was contacted by Hambden and Russell Township for information on using ADP's services. Information was sent out to them including a contract and a quote for services. As an update the Health District has also signed a contract for ADP services.

Informational TV Monitors

ADP has started a project which Jeff Maze is leading as an informational push promoting ADP's technology to internal and external customers. The first kiosk will be displayed in the Real Estate vestibule showing office services, directions and general information. The kiosks can be customized by Department and the starting cost is under $1,000.00 to launch and then each screen deployed is around $18.00 a month.

New ADP Hire and ADP/Auditor Intern
The ADP Department has a position open for a Project Manager. A candidate fitting the job description by the name of Karen Murphy interviewed and ADP would like to extend an offer of employment to her at a rate of $65,000.00 a year. Members of the Board agreed that the position was necessary and wanted ADP to proceed with the employment offer.
The ADP and Auditor Departments are co-hiring an Intern to try to develop future employees. Chuck contacted Kettering University whose students rotate between working and going to school for 6 months and at the completion of their schooling earn a 5 year Bachelor's degree. The student ADP is looking for must have technological skills and will then be cross-trained into Accounting and Appraisal practices at a rate of approximately $16.00 an hour split between ADP and Auditor. ADP interviewed and extended a job offer to Rocco Alberino to fill this position.
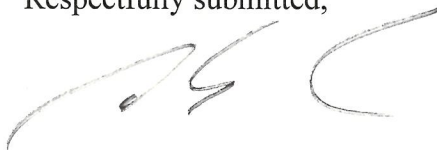
Other Business
None

BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, Caroline Mansfield motioned to adjourn at 2:57pm, seconded by Chuck Walder.

Voice votes: 6 ayes, 3 absent, 0 abstain. Motion carried

Respectfully submitted,

Charles E. Walder, Auditor
Secretary/ADP Board

Deborah Reiter / PETE ZEIGLER
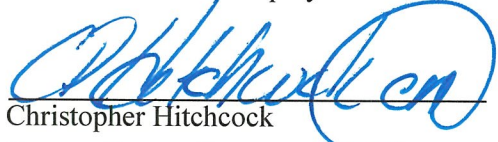Board of Elections Director
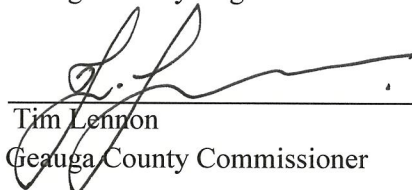
Denise Kaminski
Clerk of Courts

Sharon Gingerich
Geauga County Recorder

Scott Hildenbrand
Geauga County Sheriff

Dorothy Stange
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