The Geauga County Automatic Data Processing Board met on Tuesday, August 2, 2022, at 2:00 pm at 231 Main Street in the Auditor's Appraisal Conference room and via Teams 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; Jim Dvorak, County Commissioner and Celesta Mullins, Geauga County Recorder. Also present: Ron Leyde, Chief Deputy Auditor; Pam McMahan, Deputy Auditor; Frank Antenucci, Chief Deputy Administrator; Allen Keener, Chief Technology Officer; Gail Roussey, League of Woman Voters of Geauga; Tim Lennon, County Commissioner; Gerry Morgan, County Administrator; Scott Daisher, BOE Office Administrator; Andy Haines, ADP; Zach McLeod, ADP; Adam Litke, Geauga County Health Administrator and Anastasia Nicholas, Chagrin Valley Times.

Absent: Sheila Bevington, County Clerk of Courts

Approval of ADP meeting minutes from April 12, 2022

Motion: by Joe Cattell, seconded by Chuck Walder to approve the minutes for April 12, 2022.

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

Approval of ADP meeting minutes from May 31, 2022

Motion: by Joe Cattell, seconded by Jim Flaiz to approve the minutes for May 31, 2022.

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

Formal approval of Dragos Inc. (prior verbal approval was given at the July 22,2022 mtg)

Frank refreshed the Boards memory that the Board verbally approved the Dragos Inc. contract up to the threshold at a prior meeting. ADP has the contract and Dragos has rendered 90% of their services so far. Frank stated that Dragos will report back to the Board when they are done by providing a written report and a virtual discussion. Frank disclosed there was an issue Dragos had on Saturday, several data points that they had pulled from the one Wonderware machine at 470 that had some issues with data corruption. Dragos worked with Mike Kurzinger to pull the data with him, and they are trying to piece together the last data that pulled from the Wonderware server at 470. Eight of the 20 points of data they pulled were corrupted or not correctly working. Dragos is working with Mike to correct several issues. Frank said we need a final vote to approve the final cost of $49,499 NTE to complete the incident response and SCADA analysis.

Motion: by Jim Flaiz, seconded by Chuck Walder to approve the ADP Dragos Inc.

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

New building migration & move update including Water Resources

Chuck explained ADP is getting a lot of complaints or concerns from several people in the new building regarding the lack of cellular reception at the there. Illuminati will provide a detailed drawing showing where the lack of cellular reception is and will be working on a contract with Independence to get this issue resolved. The company indicated that once the contract is complete, it will take about four weeks to get the equipment and then 7 days to get the equipment installed. The equipment will help get cellular service throughout the entire building. They are hoping for an early Nov install.

Chuck stated the server rooms at the new building are not secure in terms of the access controls. Frank stated that someone was walking around the building with what looked like a tower type server and later that day the server was in the ADP data center. He spoke with Glen about the situation and who had access. It ended up being a server for JFS whose techs had full access to all the data centers in the building. ADP thought JFS only had access to their specific tech closets, but it tuned out all of technology rooms and data centers are on one zone, when Maintenance gave them access to what they thought was their two tech closets they gave them access to all of them. After a discussion with Glen Maintenance revised what JFS had access to. Jim said Glen once asked for an employee of his to have their access removed from his Office and Glen was not able to. Chuck said he asked Glen for a printout of who had keycard access and there were people that had access to the ADP areas that were not ADP. Chuck explained that since it is a server not a cloud-based system, it might not be siloed to have separate administrative privileges you have to go to the Cloud for that technology. Frank stated that ADP lost key card control for some time on 8/1/22 from 3:30-4:45pm the ADP doors shut down and Glen went to the server room and access was regained to the doors. Maintenance is still working on figuring the issues out. Frank said it might have been a power surge as the access controls should have reverted to their last configuration. Frank said he would reach out to Derek and contact Intertech and see what the Cloud based options are for the access. Jim Flaiz stated if ADP is not given access by Friday to figure out the issue to let him know and he would take the next step. Chuck questioned if there is back up keys if the system fails. Frank mentioned that Glen has the hard keys. Gerry said Glen is working on getting each department their hard keys. Chuck said that he saw that there were ADP server doors have no cores and whoever can get in the external door can then get in the server room since there is just that there is tape and cardboard over the core. Jim said he issued an opinion for offices not under the Commissioners hiring authority Maintenance should not have control of their keycard access. Frank said in terms of providing the access to individual agencies that could be possible and when Glen has talked to Frank, he has asked for the ability to remote into the system through a server currently on the third floor where there is a room with a monitor and keyboard the question is does it allow other entities the ability to rvp in for those be siloed. Chuck said he remembered an email from January where it was stated ADP was to reduce their server footprint and now, we are talking about buying more and therefore it was agreed the key card access was to be on a Cloud server and allow our elected officials administrative privileges. Chuck said ADP might have to do some training but after that each entity would have their own access. Frank said we do not have that service now, but it can be changed over to the Cloud at some point. Chuck said Gerry had said it was a security concern and that is why Maintenance is controlling the access. Jim said that Glen and the BOCC does not control who goes in the server rooms of ADP or for instance the Health Department Adam has that control and if that is what is happening currently the controls should be turned over by the end of the week. Tim said each entity should have the ability to control their own access. Tim asked Jim what he has for keycard access at his office. Jim said he has keycards through Maintenance and that system is broke. Jim continued when he asked for someone to be removed Glen misrepresented that they had been removed but the system is so old they could not be removed. Jim stated he is now getting his own Cloud based system that he is paying for with ADP approval and he will control his own access. Frank said the Maintenance system has not

been properly operational for 4-5 years and has been in freefall. Adam said access at Health is for blanket access and what they are pushing for and what is needed is that only certain people have access to areas like the vaccine room. Adam said right now there is no accountability if someone takes the key or gets the key, he does not know who it was but if there is a fob that can be controlled. Adam said he talked to Derek at MV5, and they were to have initially had key fobs but somehow, they got missed. Adam said currently once you are in the Health suite you can open every door. Tim said departments like BOE for example should be able to set up their own access. Tim asked just to be clear this is not ADP administrating it. Chuck said ADP has to architect the system. Jim said he was going to ask for an Attorney General opinion that since its computer technology if ADP should operate it. Chuck said the system put in was not Cloud based and that is what ADP wanted to put in so it could be divided up so entitles could have separate controls. Adam said his concern at 470 everybody had keys now at the new building if people leave, he does not want hard keys floating around as it is hard to know who has these and what happens to them after they leave and that is why he wants the key fobs and he never wanted any hard keys but got them anyway. Adam stated when the State comes in to audit them, he needs to provide an audit log for the vital stats and vaccine rooms of who has access because only certain people are allowed entry.

 Chuck asked when the technology and cameras were up and running and when they were going to be handed over to ADP. Frank said most of the cameras are installed and there is a meeting scheduled the 17th and Intertech was to then give ADP a tutorial and turn over the credentials. Tim asked what cameras they were speaking about and what they were for. Chuck said the Commissioners designed the building, so he did not know what the cameras were for as they were not ADP, and some were watching hallways etc. Jim corrected that they are not security cameras if they are not being monitored, they are for evidence collection. Tim asked if other cameras were in the County. Chuck said there are, and they are so if someone is waiting and needs assistance and has not been serviced you can get assistance for the person. Tim asked how the process goes to get cameras and if there is a request to put in. Chuck said they are supposed to go through ADP with their request and ADP makes sure they are bought from legitimate sources as some has been found in the County that are transmitting to other countries. Frank said WR had cameras installed and the data that was being collected was being transmitted back to China, when Mike Kurzinger was made aware he shut them down. That incident was potentially a hacking issue. Michelle stated BOE has cameras, but they have to ask Glen to provide access to them. Tim asked if Intertech was going to come in and teach ADP how to run the system. Frank said yes, they would be shown how to run the software and then would push it out to each individual entity. Tim asked if ADP would be able to see what is on the cameras. Frank stated in terms of the server access ADP would have master server control to make sure they function but would not have the viewer but would have access into the server. Tim said let us not beat up Glen too bad on what he has done in the past as we are moving into a new era. Chuck agreed that Glen is not the problem, and he would not volunteer to oversee key card access or cameras, but he was being told to do it and Tim agreed. Michelle stated eight weeks ago that Andy was able to punch a whole into the firewall to give BOE access to bypass Glen. Tim asked if Glen has access to all cameras at 470 and Frank said he currently does. ADP says they would like to work with Scott Daisher on letting him run BOE cameras. The question was asked why there is not a person at the main desk at the new building and monitoring all the common cameras. Adam said the Sheriff's Office does that in some counties. Jim said it is ridiculous that there is no Sheriff's presence at the front desk for the security monitoring of the cameras and people who come in currently can wander anywhere in the building. Tim remarked that he had an understanding there was a camera placed at McFarland in an operator's office the week prior and asked if that was true or not. Frank said when ADP was at McFarland and doing the incident response when the plant shut down for 18-24 hours ADP used the opportunity with Dragos to get permission to install a new Meraki switch after the Netgear switch which they believe was the failure point for why the plant stopped responding to Wonderware. Dragos said the logs had all been dumped from the Netgear switch

so ADP pulled that switch and put the new one up which is standard and put a camera on the Tech area in there. Tim asked if this was this was someone's office and Frank said he believed it was over the technology hardware in a supervisor area. Tim stated the person whose office the camera was put in was a Class 3 Operator who is licensed to operate at that plant's office by the EPA and signs off on the plant and it was without their knowledge or asking them. Frank stated they notified everyone that was there about the switch and install of the camera. Frank said he had no idea if the Supervisor was aware but believed everyone that was present at the plant knew they were installing the switch and camera. Tim asked who was there and Frank stated Joe and Mike Kurzinger. Frank stated the camera never had any feed it was only getting ready for the Meraki switch when Dragos was done. Tim said ADP should have consulted with the person that was licensed to operate the plant. Tim stated he hoped ADP would not be putting up cameras in people's offices without their knowledge and this employee of the County is now potentially consulting with legal counsel and is very upset and if this was done intentionally or by accident. Frank said the cameras and switch were intentionally put there for the technology because ADP was responding to an incident that was potentially a breach at Wastewater Treatment Plant that was shut down for 24 hours and none of the cameras were functional there and if they were the cameras were reporting to CCP. Chuck said not only was there the issue that was reported to be a breach at a Wastewater Treatment Plant or allegations flying around involving contacted the Attorney General which he heard from Gerry and Steve Oluic and the result of that turned out to require us to determine what incident occurred because fingers were being pointed and no one yet knows how that incident was created and it seems weird that we are hyper focused on a camera to monitor a piece of equipment that we believe could have been hacked into and you think you would want to know who's hacking into our equipment. Tim agreed and said it needs to be done legally as well. Chuck said he understands that and was not aware of the camera but he was aware that there were cameras at the Plant that were transmitting data to China so an employee should be equally concerned. Tim said that this is a privacy issue of the camera on an employee and the police have been involved and documented their findings of the incident. Zach stated Mike Kurzinger had the software on his personal computer that had several different devices the computer was communicating with and were talking back to a process that was running on his computer which was the SWANN equipment, and we are not aware what was transmitted to China but are aware the cameras he uses to view the equipment were communicating with several different IP addresses in China. Chuck said those cameras did not go through the ADP process and did not get vetted. Chuck said Mike Kurzinger at Water Resources wanted to shut down Crowdstrike which is helping to block this kind of security breach attempts because he said it caused the incident at the plant. Gerry said that was not true Mike never said that and Chuck stated Mike said the system started working when he shut down Crowdstrike, but Crowdstrike cannot be shut down. Gerry said Mike meant reboot and nobody said it was Crowdstrike or ADP that caused the plant to break down and implored Chuck to listen and stop lying. Chuck said Gerry is there as an alternate and was not there to get lectured by him. Chuck said at the end of the day they are going to figure out what went wrong, and he is not the one who interfered and delayed getting money to hire Dragos to come in. Gerry said that was to prove you lied to the Board that Dragos was doing the SCADA/SCHEMA. Jim Flaiz stated he reviewed the contract, and the terms were two parts one Dragos was going to get to the bottom of what happened and were perfectly upfront with Board and then number two they were going to do the SCHEMA. Jim Flaiz agreed there were accusations that ADP was to blame for the treatment plant issue. Chuck said no one touched anything at the plant yet the computer rebooted and then two hours later the plant did not work, and it had nothing to do with the passwords you do not run updates that way and mysteriously it worked 24 hours later. Tim said that is what Dragos is to do tell us what happened, and Chuck agreed but time is of the essence he added. Tim said going forward ADP will now be the tech support for Water Resources and Chuck said every time ADP starts to transition some issue occurs. Chuck said Gerry and Mike sent emails to Allen saying ADP was staging a hostile takeover and so ADP reverted to giving WR all their tech back. Jim Flaiz

suggested ADP go back to the plan and get WR under ADP's support. Chuck said WR continues to pushback they do not want to be on the County domain or be on the County email system. Jim Flaiz said this is unlawful WR needs to be on the County system and the transition should be completed. Jim said WR should be notified that unless they migrate to O365 their email is going to be shut down because 470 is going dark when BOE vacates, and that server will be decommissioned. Chuck said he is anxious for the AG opinion to put this to rest.

Motion: Executive session pursuant to Ohio Revised Code Section 121.22 (G) (3) for a conference with an attorney for the ADP Board concerning a dispute involving the ADP Board that is the subject of a pending or imminent court action.

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

Motion: by Jim Flaiz, seconded by Chuck Walder to come out of executive session.

Voice votes: 9 ayes, 1 absent, 0 abstain

Chuck references Jim's letter that says there are two factors: one is that Maintenance has until the end of the week to hand over credentials for key cards access and the second was waiting for the AG opinion. Jim said imminent court action would be if Maintenance was not going to give the keycard access to the server rooms, then the Board would have to discuss how to move forward. However, due to prior discussion that action was paused. Chuck added Gerry's last communication was that that is security under the BOC and therefore not turning it over. Tim asked if ADP did not have access to their own server room already and Tim said everyone should have access to their own server rooms just like their own offices. Tim said the way he perceived it is the request goes into Glen and he just assigns the cards. Chuck said that is correct, but Glen lacks the authority to give out keycard access including providing access to cleaners that could get in the server rooms. Tim said who are they proposing should give out the keycards. Jim said that IT needs to look at the system to see if it could be siloed so it could give different administrative access to the different entities, and they assign their own access. Jim said Gerry's letter indicated the opposite and Tim said for everyone under the BOCC they can provide those doors but as an elected you could dictate who comes and goes for example in your own office. Tim said he did see that communication. Sheriff said that at his Office only three people that access to the evidence room in their office and he does not care if it is on fire no one else is getting access to the room. Sheriff said this is a room that should have very limited access and whoever runs the office should have control of who gets in and Tim agreed. Tim said now that everyone is in each office should have their own ability to authorize who they want. Chuck said he sent a letter to the BOCC in June stating that is how it should be done, and that letter went unanswered, so a second letter was sent, we have to resolve this issue which is why we are where we are today. Tim said he wanted to ignore how it was done in the past with the hard keys and make the system, so it is siloed, so everyone has their own ability to control their comings and goings he is fine with it. Adam said his only option if someone left was that the door had to be rekeyed at $150.00 to make sure the key would not be copied to avoid getting in trouble with the state. Tim said this should be set up so no one person was in control, and everyone has their own system and Jim Flaiz agreed. Adam said he had to pay someone for about 4 hours to watch the door in case someone came into their Health meeting that was after normal hours because the locks on the doors are not controlled separately to allow access to only certain doors and certain times. Chuck said in addition how would you know if they did not get off on another floor the building needs to be more secure. Jim said item #5 can be deferred for now but a special meeting concerning this might still be needed soon. Chuck stated

as soon as BOE moves out the whole 470 complex is going dark it was even written into the new Spectrum contract and the equipment is out of service there and he heard people are moving in there. Tim asked who was moving in there and Chuck said he heard a Senior Center in Building Eight and pointedly asked Gerry and he replied that it might be a temporary senior center. Tim said to be clear IT was not going to control the new system. Chuck said ADP was going to assert operation to the elected to control their own entities, Tim said is there back door access by ADP and Allen said ADP must be at the administrative level in any system to be able to configure, manage and make sure its operating properly and carve out how it works. Chuck said the Board is the natural choice to administer the keycard access because its carved out of every elected.   Frank mentioned for months ADP has been waiting for Maintenance to execute the contract for Recorders, Treasurers and Real Estate to have key card access.   Chuck explained that the Fiscal Office paid from their own from their fund. Tim said make the request and Maintenance will pay for it and Celesta stated she had already made the request quite some time ago and Tim responded he would inquire with Glen about it.
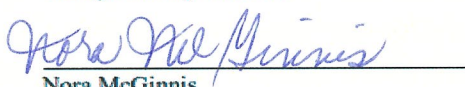
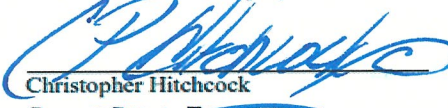BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, Jim Flaiz, motioned to adjourn.
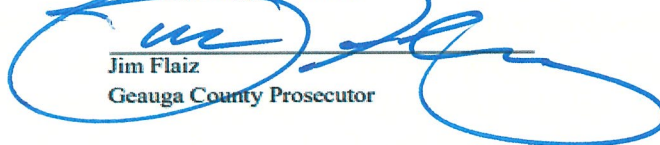
Respectfully submitted,

Charles E. Walder, Auditor
Secretary/ADP Board
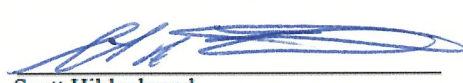
Michele Lane
Board of Elections Director

Celesta Mullins
Geauga County Recorder

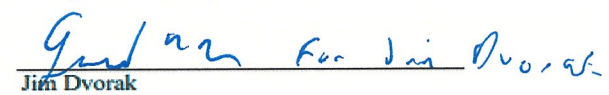Nora McGinnis
Board of Elections Deputy Director

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