

The Geauga County Automatic Data Processing Board met on Tuesday, September 10, 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; Caroline Mansfield, representing C.P. Hitchcock, County Treasurer; Celesta Mullins, County Recorder; Jim Dvorak, County Commissioner; Jim Flaiz, County Prosecutor; Sheila Bevington, Clerk of Courts. 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; Tracy Rahimi, ADP; Diane Jones, Records & Archives; Linda Burhenne, Assistant County Administrator; Shihab Al Jahwari, ADP; Rocco Alberino, ADP; Nick Gorris, Water Resources; Jeffrey Vaji, ADP; Ashley Serraglio, Archives & Records; Joshua Holtz, ADP; and Amy Patterson, Maple Leaf.

Absent: Michelle Lane, Board of Elections Director; Nora McGinnis, Board of Elections Deputy Director, Common Pleas Judge and John Urbancic MD, County Coroner

Approval of ADP meeting minutes from 6/11/2024

Motion: by Jim Flaiz, seconded by Sheriff Hildenbrand to approve the ADP meeting minutes from 6/11/2024

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

Approval of ADP Equipment List from June/July 2024

Motion: by Jim Flaiz, seconded by Sheila Bevington to approve the ADP Equipment List from June/July 2024

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

Approval of ADP Purchases List from June/July 2024

Motion: by Sheriff Hildenbrand, seconded by Commissioner Dvorak to approve the ADP Purchases List from June/July 2024

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

Approval of ADP Tyler Technologies Annual Renewal

Motion: by Jim Flaiz, seconded by Sheriff Hildenbrand to approve the ADP Tyler Technologies annual renewal

Chuck explained one significant change to the bill was ADP is looking to go Cloud-based with New World. The look and feel will change a bit, but the functionality will not. The remaining obstacle was one court division was not using an ADP active directory account, and you must use an active directory for the credentials to be seamless. ADP did not want people to have to log in twice first to your workstation, and then log in with a separate credential into New World. If you use the active directory, it passes that credential. ADP opted to create a second login for that division of Common Pleas, and they will have the dual login.

Jim Flaiz asked if any functions were not being used.

Chuck discussed every year ADP reviews all the modules and gets rid of any modules that are not being used.

Jim Flaiz asked if this is like email where you pay per user.

Allen responded there is a base price.

Commissioner Dvorak asked how much of an increase from last year to this year.

Chuck stated about ten percent.

Sheriff Hildenbrand asked how much a year.

Chuck responded \$355,000 a year. If you do the math, it is a little over \$2,000.00 a user per year.

Chuck stated there are two other significant changes to New World being initiated the first is to go to electronic transfer of funds. It will be transparent to the Treasury. It will still look like a check in New World, but it will be outsourced to a party that will handle the ACH transfer. There is no charge for this service. This will reduce our exposure to fraud.

Chuck also stated that currently paper is required for submission of Purchase Order creation and voucher submission is being worked on. There is a portal being created where you can prepare your purchase order and upload any data that goes with it. It will then be electronically transmitted to Fiscal where they can vet it. They will check whether it's proper or not. If it's rejected, you will receive it back electronically. If it's accepted, it gets moved through the system, is created, and will appear in New World. When you do your vouchers, you will similarly input your voucher information like you are doing now on paper, you will transmit that to the Fiscal Office and after it's vetted and processed accordingly, we will simply pay it, and it will be exposed for you to see that it has been approved. If it's rejected, you will receive it back to make whatever changes are needed. The third benefit of this activity is all the records will be exposed to the public. We will turn on a flag on any item that's submitted so the public can query that database and find out what everyone is spending money on. The project costs about \$40,000.00 a year to implement but it's going to save a lot of labor. That rollout for testing is scheduled for January. Those are the big initiatives that both Pam and ADP have been working on. This is not going to add any pricing to our New World cost, the source of doing this electronic work is a different company that's tailored to work in conjunction with Tyler.

Celesta volunteered her office for testing.

Jim Flaiz stated he is fine with paying the Tyler Technologies invoice every year, but we have to leverage its efficiency.

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

Approval of updated Geauga County ADP Price List

Motion: by Sheriff Hildenbrand, seconded by Celesta Mullins to approve the updated Geauga County ADP Price List

Frank stated at the request of a couple of townships, ADP has added two different cyber packages. The townships are looking to get a package to provide them with an annual plan based on limited needs. Also, ADP has added additional pieces for website support. Some of the townships are potentially considering not purchasing the website through Company 119 because they don't have the money upfront. ADP can purchase it and then the townships can pay ADP for the website.

Jim Flaiz asked how much a website is.

Frank replied between \$5-7,000.00

Chuck discussed that this has been brewing for a couple of years. There have been a lot of townships that have spun off their version of a website and have had issues. The cyber risk is the driver of this. These townships started the conversation with ADP after the State offered grants to provide them with some cyber protection. Frank has had his team working with all the townships, helping them write their grant submissions. The reason these are tailored as cyber packages is that we can use the grant money to help pay for them.

Jim Flaiz stated Trumbull County's townships were hacked which had some bad consequences. Chuck replied that Trumbull County's Auditor discovered that for several settlements they were sending out money to townships that were artificially or fictitiously modified as to the banking information.

Jim Flaiz stated it sounded like the townships were hacked.

Chuck replied he wasn't sure, it seemed like the township got hacked and submitted to the Auditor who then processed it. There are all kinds of questions you can ask but the bottom line is you shouldn't send it to a fictitious bank account anyway. We are trying to find safeguards so we can block without overburdening people when they make a change to ensure that it is a change that's being requested. So, internally we are modifying our procedures like what we do with payroll that we require multi-staged approaches to verification. Chuck is working with Caroline and the Treasury to be sure they independently test because they are setting up the bank routing information. So, they both must agree it's a real transaction, which takes some coordination.

Frank discussed the other addition to the pricing list. Since ADP has had 6-7 months to assess Archives and Records, under the ADP hiring authority, we have now taken the costs and turned them into a pricing list. These are actual costs they work with on 3rd party vendors in terms of Archives and Records materials and how some of that is handled. We had one township approach us about ADP potentially helping with their archiving and records of some very historic records they have in a basement.

Chuck stated the requirement of ADP being able to do that service for townships requires it to be on the price list. Whether ADP does it for one or all 16, the pricing must be on the list. Chuck said he believes Archives can help move them into a more modern way of storing these records. Chuck stated the ability that ADP can charge users for services, is well defined in the statute. That expanded when Archives came under ADP. Similarly to how ADP charges townships when they come aboard for services, we must take that same approach with archiving and those functions. That doesn't preclude ADP's ability to charge county entities, they've always had that ability. Historically, they have not charged except in the case where they have a department that is a single user or a very limited user of a function of a software product that nobody else uses. A couple of examples, Building Department, Water Resources, and Planning may be another. GIS has that same role, where certain people want certain GIS functions. ADP does carve out pricing because they don't want everyone to have to pay for a specific user tool. Those are all subject to review by the Board annually to decide how we are going to fund the initiatives that we go about doing. As the money requirements become greater, and the struggle to obtain that money becomes harder, we would be remiss in not investigating what options are available to the Board to be able to provide the services that they think the County needs and asked for versus what we can afford to pay for. There is nothing planned to change that approach that they've always done, except to make sure the townships can only be charged for things that are on the list. The list was not created for county entities, it was created for townships specifically. That intent hasn't changed, although it could at any time.

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

Discussion of 2025 Contract Services
(Previously discussed)

Other Business

Frank stated Nick, himself and Joe Birli had a good meeting with Mission Communications in terms of the OT environment and while Water Resources has not met the standards that ADP had requested, they meet at the beginning of the year, ADP feels like Water Resources is moving in a much better direction. Nick gave Mission an ultimatum that if they don't comply, they will take their business elsewhere. Nick said they met with the President or owner of the company, and they are potentially going to add Water Resources into a beta test environment for long complex character passwords and multi-factor authentication.

Public Comment

None


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

Respectfully submitted,

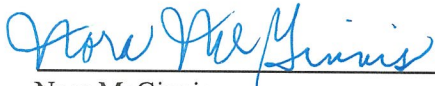


Charles E. Walder, Auditor
Secretary/ADP Board

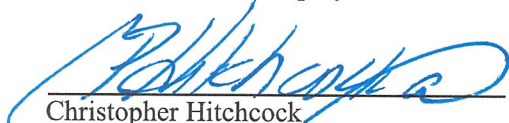
Michele Lane
Board of Elections Director



Celesta Mullins
Geauga County Recorder



Nora McGinnis
Board of Elections Deputy Director



Christopher Hitchcock
Geauga County Treasurer

James R. Flaiz
Geauga County Prosecutor

Common Pleas Court Judge

Sheila Bevington
Clerk of Courts



Scott Hildenbrand
Geauga County Sheriff



Joe Cattell
Geauga County Engineer

Tim Lennon
Geauga County Commissioner

John Urbancic MD
Geauga County Coroner