

The Geauga County Automatic Data Processing Board met on Tuesday, December 10, 2024, at 11:00 am at 231 Main Street in the Auditor's Office and via Microsoft Teams for a Regular meeting. Members present: Chuck Walder, County Auditor; Scott Hildenbrand, County Sheriff; Katie Taylor, representing Joe Cattell, County Engineer; Nora McGinnis, Board of Elections Deputy Director; Caroline Mansfield, representing C.P. Hitchcock, County Treasurer; Celesta Mullins, County Recorder; Jim Dvorak, County Commissioner; Jim Flaiz, County Prosecutor and Scott Daisher, representing Michelle Lane, Board of Elections Director. Also present Pam McMahan, Deputy Auditor; Ron Leyde, Chief Deputy Auditor; Frank Antenucci, Chief Deputy Administrator; Carol Benton, League of Woman Voters of Geauga; Kate Jacob, Auditor's Chief Compliance Officer; Tracy Rahimi, ADP; Joe Birli, ADP; Karen Murphy; Records & Archives; Krissy Rine, Prosecutor's Office; Linda Burhenne, Assistant County Administrator; Nick Gorris, Water Resources; Jeffrey Vaij, ADP; Ashely Serraglio, Records & Archives; Carolyn Brakey; Linda Applebaum, Prosecutor's Office; Diane and Tom Jones; Velta Moisiso, Court IT Director; Adrian Gorton, Budget & Finance Manager and Anastasia Nichols, Chagrin Valley Times.

Absent: John Urbanzic, M. D. County Coroner and Common Pleas Court Judge

Approval of ADP meeting minutes from September 10, 2024

Motion: by Chuck Walder, seconded by Caroline Mansfield to approve the ADP meeting minutes from September 10, 2024

Voice votes: 9[✓] ayes, 2 absent, 0 abstain. Motion carried.

Approval of ADP Equipment List from Aug-Oct 2024

Motion: by Chuck Walder seconded by Caroline Mansfield, to approve the ADP Equipment List from August-October 2024

Celesta Mullins asked why there were no amounts listed for the Clerk of Courts and phones. Frank replied they were open tickets that were not completed during the period. They usually keep a placeholder on those and that will change on the next equipment list.

Voice votes: 9 ayes, 2 absent, 0 abstain. Motion carried.

Approval of the ADP Purchases List from Aug-Oct 2024

Motion: by Chuck Walder seconded by Celesta Mullins, to approve the ADP Purchases List from Aug-Oct 2024

Voice votes: 9 ayes, 2 absent, 0 abstain. Motion carried.

Approval of the policy on Ethical Vendor Interactions for IT Professionals

Motion: by Chuck Walder seconded by Celesta Mullins, to approve the policy on Ethical Vendor Interactions for IT Professionals

Frank stated this is something ADP worked on internally. Determining that while it's clear what the law states about IT professionals not accepting gifts, loans, etc., there was some confusion. Frank thought it was important as they continue to move ADP to a place where they have checks and balances on all IT professionals, to have a policy that governs those interactions. Geauga County does a lot with vendor support, and they believe it is prudent to have a second policy that

to some extent, codifies the existing law and makes it very present for everyone. It is something everyone can acknowledge and sign off on.

Frank stated he would like the Board to approve it, Chuck would sign it as the Chief Administrator, and then he would have all the IT professionals acknowledge it and give them a copy. This will probably be done annually.

Chuck stated this could be a county policy more so than an ADP policy.

Frank replied this will apply to anyone who is an IT professional, who touches the County network.

Chuck responded people who do not work for ADP, have the same laws apply.

Chuck stated just because it states IT professionals, it does apply to all government employees.

Voice votes: 9 ayes, 2 absent, 0 abstain. Motion carried.

Table the discussion regarding onsite ADP support for the Board of Developmental Disabilities

Motion: by Chuck Walder seconded by Jim Flaiz to table the discussion regarding onsite ADP support for the Board of Developmental Disabilities

Frank stated the Board of Developmental Disabilities has asked if ADP could provide onsite support technicians every week for 3 to 4 days, to help them with their needs. The intent was for Dave to make a presentation on the experience so far, what the needs are, and how that individual will be utilized.

Commissioner Dvorak asked if the cost would come out of their budget

Frank replied they agreed to pay the full salary and all the benefits.

Chuck stated he would make a motion to table this. He believes Don should be present for this meeting to present. They would be better off to hear exactly what Don's perspective is and what he is looking for.

Frank responded that they don't fully know the extent of what the Board of Developmental Disabilities needs. The vast majority, 80-90% of their staff is remote so he is unsure what their intent is. Chuck believes Don should be the person requesting because it's his budget that they're affecting.

Voice votes: 9 ayes, 2 absent, 0 abstain. Motion carried.

Table the Board of County Commissioners ADP approval request for Audio/Visual vendor support for the GCOB

Motion: by Jim Dvorak seconded by Jim Flaiz, to table the Board of County Commissioners ADP approval request for audio/visual vendor support for the GCOB.

Voice votes: 9 ayes, 2 absent, 0 abstain. Motion carried.

Linda discussed they keep having repeated issues with A/V equipment, which is good equipment, but they have so many people using the conference rooms where the equipment is, and it keeps getting messed up. They brought in the people who installed them, and they did a training, and it was not very helpful. Linda stated she had a conversation by email with Frank about the Board paying to train a couple of ADP staff on how to use the equipment because it is state of the art. They contacted the architect and asked if they could recommend some outside vendors that could help and started to work on a contract with the selected vendor but would not be able to have anyone look at the contract until there was ADP approval.

Chuck stated primarily one whole group of it is for Chambers. It's adding microphones and providing additional hardware. Chuck asked Linda where is the scope of work from the standpoint of what do you want when it's all done?

Linda replied the problem with that technology that's deployed is, nobody told them this is the functionality we want to have with this technology. We want to be able to put PowerPoints and JPEGs up, to live stream the meetings, and to interact with the people who are livestreaming to the meetings.

Chuck stated he doesn't see anything in the contract that "it shall be set up for a live stream or recording of a meeting".

Linda replied no, that's not what was done but from her understanding, it is a simplified approach with the equipment that they already have. Linda said when she was in talks with the vendor, she was looking for a service contract for 1 year, so that every time it was messed up, they would come and fix it. They indicated they were going to do that and make it how the BOCC wanted it to be, and they were going to keep it working.

Chuck stated he was at session last week and while he disagrees with the inference implied, one of the Commissioners raised a question in concern that why isn't the equipment that they've already paid for, functioning to the point they paid for it to do. Which he thought was valid, that's protecting the taxpayer money. That is the question that remains unanswered. What did we ask for and is it working the way we asked for it to? If not, don't we have recourse to the people that put it in, to get it to a point where it functions the way we told them to design it?

Chuck stated that the question by the Commissioner was left unanswered and instead, the fingers were being pointed at ADP. Not directly, but indirectly. It was, "Where is ADP in all of this?" ADP did not put this stuff in, they didn't spec it, and it was outside of their range. The BOCC is looking to spend a considerable amount of money but sounds like they are getting a 1-year result.

Frank stated in terms of what that Commissioner said, he doesn't think he is apprised of everything that went on. Jim Flaiz suggested to them to come to his office and file a lawsuit against the company for not delivering. He went on to say his understanding, was that the equipment was spec'd without consulting ADP. Gerry chose the company on his own, the Commissioners weren't aware of it. He chose this contractor, all the equipment was put in, and now 2 ½ years later it doesn't work. Instead of holding the contractor accountable, we're just going to throw a bunch of money into it. Why are we hiring an outside vendor?

Frank responded that he and Linda had a discussion that with the cuts that they are facing in 2025 for ADP, he was not prepared to say that they could dedicate assets.

Jim Flaiz replied no but they should be paying ADP not an outside vendor. They're cutting budget and then they're throwing money at another outside vendor. The first outside vendor didn't deliver and instead of holding them accountable, they're just going to throw money at another outside vendor. It's an abuse of taxpayer dollars.

Chuck stated what he is concerned about, there are several things, and they could be changing with at least 1 Commissioner in 2 ½ weeks. In the past, the Commissioners have not live-streamed or allowed for virtual interaction with their meetings. We don't know if that will be the case after January 3rd or 4th.

Chuck stated he would feel more comfortable as an ADP Board if they don't decide now, which could become stale in 2 ½ weeks. This should be a consorted effort, it's much more cost-effective if we are going to do camera work, even though the cameras are going to be different. Running the cabling, doing the interfacing, setting the cameras, buying equipment, putting them in place, and configuring them. That should be done in unison.

Frank replied in terms of the security side, they can do all the cable pulling because the closets are right there. They have a camera now they keep as a backup for any that go down at the new building. It would be a temporary one until they can permanently replace it. Linda's conclusion, which she had communicated to Frank was, she thought they should hold off on a decision on that until next year.

Jim Flaiz stated he thinks the new Board should weigh in on this

Jim Dvorak responded, table until January

Jim Dvorak asked Jim Flaiz, so what you need from the Commissioners, is the go-ahead to send a letter to the contractor that installed the first series of IT equipment in Chambers?

Jim Flaiz responded that they could deliver on the contract, and he'll send a letter.

Voice votes: 9 ayes, 2 absent, 0 abstain. Motion carried.

Disapproval of the BOCC VASU Communications Inc. radios

Motion: by Jim Flaiz seconded by Chuck Walder, to disapprove the BOCC VASU Communications Inc radios

Linda discussed since they got into the building, there has been a lot of talk about security. In response to that, Glenn has a company that is installing the capability to make announcements, through mass communication throughout the whole building. Also, the Safety Committee would like to supply radios throughout the building so they can communicate. Chuck stated the radios must be on all the time for that to work.

Chuck asked, how about the technology of our current phone system? Is that technology embedded anywhere? Chuck commented they're looking at \$52,000.00 for radios we should at least look to see what our current phone system can do.

Linda stated they could not carry the phones out into the parking lot to communicate.

Frank asked Linda, whom do you see utilizing the radios?

Linda replied that there would be one in each office. Plus, they want to purchase 3 for the Dog Warden and 3 for DES.

Linda stated they have the money from Old Workers Comp funds.

Chuck expressed his issue with this is that events have happened in the last 12 months, he knew of 2 times there have been either storms or something that has caused people the need to communicate. The problem is the communicators, not how we transfer that information. The concern is it seems we are throwing money around with no conversation about what is needed.

Voice votes: 9 ayes, 2 absent, 0 abstain. Motion carried.

Approval of the Engineers Allen Precision Equipment

Motion: By Chuck Walder, seconded by Jim Flaiz, to approve of the Engineers Allen Precision Equipment

Katie explained this is a handheld scanner that their Tax Map department will be utilizing to quickly capture data out in the field to input into GIS as they move further into the GIS world. Instead of having a surveyor, any field technician can go out with a handheld scanner. Scan, take it back to the office, and get it into GIS so they can utilize the app. They have a sign app going, and a tree app going, so it can be notified immediately.

Chuck asked if this would be on that layer of GIS that has ditches, culverts, and stop signs?

Katie replied, correct. This is just to capture that data to put it into GIS.

Voice votes: 9 ayes, 2 absent, 0 abstain. Motion carried.

Approval of Sheriff's Motorola Solutions Inc Renewal

Motion: by Celesta Mullins seconded by Chuck Walder, to approve the Sheriffs Motorola Solutions Inc Renewal

Frank stated this is the 911 flex contract for year 2 and a renewal for the existing contract they already have.

Voice votes: 9 ayes, 2 absent, 0 abstain. Motion carried.

Approval of Water Resources Mission Communications Multi-Factor Authentication

Motion: by Chuck Walder seconded by Jim Flaiz, to approve Water Resources Mission Communications Multi-Factor Authentication

Frank stated there are 2 separate pieces, these are both under the threshold that ADP staff can approve. However, with the ongoing discussions they've had regarding Mission, they thought it would be important to update the Board on the status of where Water Resources are at.

Nick discussed Mission is planning to roll out multifactor authentication. As of November 25th, Missions is in the process for Q1 2025. They will be rolling out the Beta version in January for Water Resources to start using and implementing with multi-factor and the additional security protocols, that they have asked to help push at the request of ADP and the Board. It's not just Water Resources that will see this; it's going to be standard across the board for Mission Communications.

Chuck stated he would be resistant to approving much more Mission. A year and a half ago, they were going to have it last year. Now we are going to have it next year. We aren't going to do this again. Frank thinks with the direction Mission is trying to go, they can safely approve this and know that if they don't get this in the first quarter of 2025, ADP will have a real issue with them.

Nick said to Mission if this is not done, they will take their business elsewhere.

Chuck stated that ADP is recommending they approve this with that promise.

Frank replied with the caveat that they complete the MFA within the first quarter.

Jim Flaiz asked does this expires at the end of the year.

Chuck responded this is a 1-year service agreement

Nick replied this is for just a handful of the RTU units that are remotely located at 5 of the Water plants and 1 of the Wastewater plants.

Chuck asked what Water Resources is going to agree to do if 1 year from now, they are revisiting the renewal of Mission's service agreements, and they don't have MFA.

Nick replied 6 months at the most as there will be more coming up. Out of their 40 some RTU units that they have, this is just when these 6 are coming up for renewal.

Voice votes: 9 ayes, 2 absent, 0 abstain. Motion carried.

Water Resources Tyler New World Reimbursement Payment

Chuck stated there is a money problem in ADP and unless they can get reimbursed for money they are spending for various departments like Water Resources, they have to do something.

Nick replied when they received the invoice in August, the bill was increased, it was \$128,672 for ADP. Before that, in 2020 their bill was in the range of \$ 29,000 annually up to \$34,000. It jumped 4 folds without notification They reached out and asked can we get a clarification as to why it jumped and to schedule a meeting to review it with Theresa to review the platform. They did review the platform to see what was being billed so they understood what the costs were and believe it's been narrowed down to what items they don't use or weren't using or that they weren't even aware of they had on the bill, that justified the \$128,000. Nick believes they are at a point where all the testing has been completed on-site with Teresa, they are just waiting on a revised bill.

Nick stated there was some question about whether that \$128,000 was for 2 years or 1 year.

Pam replied that it was for 1 year.

Chuck replied initially, way back before his time. New World has had tons of modules enabled and people said they needed them and never used them. And it comes out of ADP's budget.

Chuck's issue is they must be able to pay their bills. If he's paying everyone else's bills, whether they use the module or don't use the module, he has to either cut it off or pay the bill.

Chuck responded we paid the bill. We are looking for reimbursement, that is why our budget is suffering.

Frank stated we pay it because we bulk all the modules together, we get a buying discount, and then we back bill people to reimburse for that, so they don't have to pay it outright. It saves individual groups money. This is a year and a half old.

Nick replied he would pay; he could cover this one but going forward they need to make those adjustments.

Chuck stated no software vendor will allow you to deactivate modules retrospectively.

Jim Flaiz stated part of the big driver of the cost for New World is how many users. How many users?

Frank replied about 160 total.

Pam stated when Nick said there were some conversations, Allen Keener was looking into the modules that broke while they were migrating to the cloud. If they had broken, they should have not paid for them. Pam believes he is still working on that.

Chuck stated if the modules are non-functional, nobody pays for them. If the modules were there and functional but not utilized, that's our problem.

Nick stated he believed it was a miscommunication. As they were looking through the invoice of \$128,000, they thought certain items were going to come off. Now he understands, he is going to pay the invoice.

Discussion regarding proposed 2025 cost-cutting initiatives

Chuck discussed they are going to have to do some cost-cutting in 2025. ADP is paying for several products that are arguably not necessarily ADP-centric. A good example is Zeroeyes, which is a software layer on cameras that does weapon detection and an automated alert system for AI weapon detection. ADP has been paying the bill, and he doesn't think government security of all buildings in the county is necessarily an ADP expense in their budget. Chuck continued he is happy to deploy these things, but ADP cannot continue to fund these. Chuck was happy to pay for it out of ADP's budget but when it gets cut, he must cut something. If we have people who are heavy users of New World, they should start paying for some of their New World costs. The bill for New World comes out of ADP's budget which is not a problem, if the Commissioners are funding the initiative as it benefits the entire county. Since the Commissioners chose to cut ADP's budget, ADP might have to become an a la carte provider. Their job is to implement technology, and New World has hundreds of thousands of dollars of modules that are used by some, all, or none of the various departments. Some elected hiring authorities use 2 seats of New World, for example, others use 40 seats of New World. There's an inherited cost problem. When these come up for renewal, they have to start having the conversations and he understands departments didn't put monies in their budget to pay for these things. ADP did but it was cut. The Commissioners chose to universally cut.

Jim Flaiz stated they indiscriminately cut.

Frank replied they're looking at roughly \$650,000 shortfall for 2025.

Chuck stated right off the bat he could cut \$74,000 total on Zeroeyes. He believes it is the wrong thing to do but somebody's budget has to support that.

Linda replied she couldn't speak for the Commissioner's office, but she knows in the past these cuts were made to balance the budget and almost universally restored after the 1st of the year.

Archives and Records End of 2024 Summary Recap

Frank discussed they thought it was important now that ADP has been managing Records and Archives since January that they give the Board transparency on the work that Karen, Ashley, and their team have done.

Chuck added he believed they were advised in the last week of December of 2023 that effective January 1, 2024, the ADP Board would become a super Board so to speak. Which would incorporate Records and Archives under the ADP umbrella. It added some members to the Board automatically by doing that. Chuck, Pam, and Frank immediately reviewed ADP's current

structure and then reviewed the Archives and Records structure as it was under the Commissioners. What they quickly determined was, that the employees at the Archives and Records department were being underpaid. That in part, was not a motivator for them and wrong in his view. There were some adjustments to their salaries across the board for all the employees.

Chuck continued that ADP then took a hit for that in ADP's budget which now they've exceeded the 3% increase by making them competitive. The good news about doing something like this is, that the cost to replace those people far outweighs the increase they did in salaries. Consequently, that created a problem with ADP's budget. The Commissioners can choose not to recognize that, but he believes it was part of the issues that were being experienced in Archives before them coming under ADP. There was frustration, they didn't feel as if they were being heard in some ways, which has caused a change in culture for Archives and Records. They have decided, since Frank is the Administrator of ADP, they are keeping Archives and Records as a separate silo under ADP. It is not the same collective of the technology side of ADP and want Archives and Records to remain autonomous.

Karen Murphy thanked everyone for all their support, cooperation, and involvement. Karen distributed paperwork that showed the volume of users from each department for 2022. Chuck stated in addition to Archives and Records' normal functions, the Board should recognize that Archives and Records is also the mail service for the new building. They do mail runs twice a day to Chardon Square. This function was inherited from the Commissioner's office when they were running the Archives center.

Jim Flaiz stated he has 110% customer satisfaction with Archives and Records. He believes it is the best-run office in the county, and they have helped his office a lot.

Chuck discussed the volume of department users for Archives and Records. The Board of Elections is the highest user, the Auditor's office, JFS, and Sheriff, followed by the Prosecutor's office, Juvenile and Probate Court, and Clerk of Courts. The decision to put Archives and Records under ADP, he thinks saved the taxpayers considerable money. In his opinion, that was one of the smarter things the Commissioners have ever done.

Jim Dvorak complimented Archives and Records stating it is 1000% better than 6 years ago. He used to go through the motions of having a meeting, write all the suggestions down, and give it to their administrator and nothing happened. Linda came in and straightened it out. She did more in 4 days than Gerry did in 4 years.

Chuck stated there has been some pressure as to why ADP cannot use some of the space in Archives and Records. Both Frank and Chuck have resisted this because the disciplines and security protocols are very different. They both have very secure environments but are different. He does not want technical people around where people are recording things like prosecution cases that should be isolated.

Frank added Ashley from Archives completed her master's degree and accepted a promotion within the department to Assistant Archivist.

Approval of the Engineers Office RCC-1 Donations

Motion: by Jim Flaiz seconded by Jim Dvorak to approve Engineers RC-1 Donations

Karen stated Steve had brought to Archive's attention, that there was a building that was cleared, and all the contents left in the building, became the Engineers property.

Chuck asked who cleared it, was it the city that cleared it?

Karen stated it was a title agency, and she has a record of a donation form from Abruzzo Investments dated 2017. The Engineer's Office would like to rehome them with Board approval.

Voice votes: 9 ayes, 2 absent, 0 abstain. Motion carried.

Other Business

Approval of Open Text

Motion: by Chuck Walder, seconded by Sheriff Hildenbrand to approve Open Text.

Frank stated they have an agreement to release all claims and settle with a company called OpenText, which was also Microfocus and other names. For years, Geauga County backed up all its technology data on physical tapes. A year ago, they cut OpenText off as ADP was fully integrated with the digital backups. Everything is hosted in the cloud. OpenText performed an audit after we let them know we would no longer be using their services. They wanted to charge us \$68,000 to close out but Linda from the prosecutor's office did a fantastic job getting OpenText to agree to a \$25,000 one-time payment.

Chuck asked what year the original contract was from.

Linda stated the original invoice was from 2023 and the services were way before that. Jim Flaiz stated when they do contract reviews for everybody, they never allow out-of-state venues for disputes. This contract did not go through the prosecutor's office, it was signed by someone who is no longer with the county.

Chuck thanked Linda and Frank for the time spent on it.

Voice votes: 9 ayes, 2 absent, 0 abstain. Motion carried.

Status of the Cameras for New Building Elevators

Frank discussed per the Secretary of State requirement, there is a chain of custody on almost anything but the ballots that transverse through the building. At this point, Glenn went out for quotes in terms of getting the very specific cabling from the tech closets to the elevators. Glenn was not happy with the high cost. Frank stated Glenn was going out for a second quote. ADP purchased the cameras and as soon as the cables are pulled, they can plug the cameras in and then configure them.

Jim Flaiz asked how long ago they got the quote.

Frank stated 3 or 4 months ago.

Jim Flaiz asked if this wasn't in the original building specs that were removed by the County Administrator.

Chuck replied it was a point of contention before the building was built and for some reason, it was removed.

Frank stated that's the status they have right now.

Burton Village

Burton Village reached out, looking to extend ADP services from their police department to their entire village. They have been meeting with them, especially in terms of the domain and Microsoft 365. ADP had a very productive meeting with their counsel and Frank is working with their solicitor now. However, they have a pre-dated agreement with Burton Village for just the police under the old non-expanded ADP Board. With the expanded ADP Board, after the action the Commissioners took in December of 2023, they are required to have a resolution that goes before the BOCC, where they then allow the Board to negotiate with these entities.

Chuck asked if they are going to do a generic agreement or if are they going to do each entity that comes to them.

Frank replied they are trying to get Burton done before the end of the year because they have good pricing on 365 which will change in January, and they don't have a ton of money.

Chuck asked Frank, ultimately are you going to look for an annual renewal?

Frank replied Kristen Rine from the Prosecutors office recommended every January when they do their organizational meeting, they pass the renewal. Chuck stated that's going to have to change our ADP contract too because if it has to have an annual refresh, they have to know there's a potential of escape in January by us every year. If the Commissioners vote no

Frank replied it doesn't look like they can vote us out of it, it only looks like they can approve that we can enter into.

Jim Flaiz asked how could you even keep renewing. The conclusion we reached was once they green light, you can keep renewing. Bainbridge you could keep renewing unless they changed the law. Jim stated he likes people being on the platform and believes it's a cost-saving for everyone.

South Russell

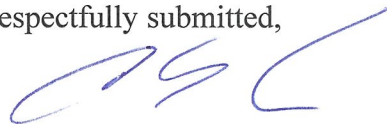
Chuck stated he knows South Russell recently completed their migration and it went unbelievably well. They are looking to expand it to their police soon.

Public Comment

None


BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, Caroline Mansfield 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



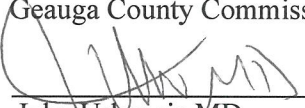
Scott Hildenbrand
Geauga County Sheriff



Joe Cattell
Geauga County Engineer



Tim Lennon
Geauga County Commissioner



John Urbancic MD
Geauga County Coroner