

The Geauga County Automatic Data Processing Board met on Wednesday, March 19, 2025, at 2:00 p.m. at 231 Main Street in the Appraisal conference room and via Microsoft Teams for a Special meeting. **Members present:** Frank Antenucci representing Chuck Walder, County Auditor; Scott Hildenbrand, County Sheriff; Caroline Mansfield, representing C.P. Hitchcock, County Treasurer; Carolyn Brakey, County Commissioner; Katie Taylor, representing Andrew Haupt, County Engineer; Nora McGinnis, Board of Elections Deputy Director; Samantha Harris, Prosecutor's Office; and Michelle Lane, Board of Elections Director. **Also present:** Pam McMahan, Chief Operations Officer; Velta Moio, IT Director, Geauga County Court of Common Pleas; Allen Keener, Chief Technology Officer; Carolyn Paschke, Common Pleas Court Judge; Randy Taylor, Court of Common Pleas; Linda Burhenne, Assistant County Administrator; Akshay Raikar, ADP; Joshua Holtz, ADP; Brad Gellert, Then Design Architecture; Lee Hribar, Then Design Architecture; James Rivard, Thorson Baker & Associates; Brett Bestgen, Infinity Construction; Jarrett Parker, NV5; and Chuck Walder, County Auditor who attended virtually.

Absent: Celesta Mullins, County Recorder; Sheila Bevington, Clerk of Courts; John Urbancic, MD, County Coroner and Common Pleas Court Judge.

Approval of the Board of County Commissioners IT Plan for Courthouse Addition

Motion: by Frank Antenucci, seconded by Carolyn Brakey to approve the Networking Infrastructure based on Change Order #2, minus the configuration services for the Courthouse Addition.

Frank stated in terms of the addition meeting the minimum standard to integrate with the county network, ADP had provided recommendations on the minimum network architecture of what was needed. A spreadsheet was drawn up a year and a half ago and, thanks to Linda, Frank was provided with the Premise Solutions information. It looks like it is a change order that Gerry Morgan signed in June 2024. Frank asked if someone could explain what had been spec'd out and what was in the change order and if the items have been purchased in terms of the Premise Solutions.

Brett Bestgen from Infinity Construction stated he doesn't believe they have been purchased yet. They purchased cables and racks, which they are currently working on. The list was provided to them to provide a quote to add that to their scope of work. They provided the quote based on the list and it was sent to the Commissioners for approval. They will be doing a submittal based on the model numbers.

Frank asked if the Premise Solution stock list was approved by the County Commissioners. Brett replied the cost was. Frank asked for the specifics on the configuration services which are in their quote for \$6,750.00. Brett stated he didn't know.

Jim Rivard with Thorson Baker stated Thorson Baker did not specify the actual network equipment, hardware switches and access points. Generally, when these come out of the box they need to be configured to work together and work with the existing County network architecture. Frank stated in terms of the configuration services; ADP does not allow outside vendors to touch the network switches; ADP does that in-house. Frank replied ADP will patch them in and configure the switches appropriately to fit the county network. Frank would like the \$6,750.00 removed for the configuration services and would also like to see an item on the quote that delineates that ADP needs someone to come in and put the racks in as well as secure them. Then ADP will come in and patch and configure.

Chuck stated a year and a half ago Andy went out and gave a rough estimate on the networking costs that they are talking about in this quote of about \$200,000. Did that get loaded into the contract price of the building? Frank asked Brett if it was included in the total cost or was that an additional change order. Brett replied it was a change order.

Chuck asked what the value was of them doing the work a year and a half ago and providing it if it was going to be left out and provided as a change order. Frank replied he didn't know, they were asked to provide an overview of recommendations for the networking infrastructure for the Courthouse and they provided that based on what they would do for any other location.

Chuck stated it is very risky predicting a year and a half out costs. When it's not rolled into a large-scale capital improvement project like the Courthouse and not included in the contract when they provide the quote, they're going to get added at some point. It must be included to get the building functional. Frank replied he didn't disagree at all but unfortunately this happened back in June of 2024 when he thinks Gerry Morgan was just rubber-stamping all the change orders. He doesn't know if this even went in front of the County Commissioners. Chuck added he thought somebody stated this was already approved by the Commissioners. Frank replied the BOCC central office approved it, and it is believed that only Gerry signed off on it.

Chuck asked if the Commissioners approved the money. Frank responded that Linda stated it did go in front of the Commissioners at some point last year. Linda added Change Order #2 in July of 2024.

Chuck asked if the ADP Board is being asked to approve the use of the technology that they recommended 18 months ago. Frank replied about 8 or 9 months ago, it was July of 2024. Chuck stated they recommended it 18 months ago. Other than the configuration line item, they have already made the recommendation and provided them the spreadsheet. Frank replied the Board has not approved it, they simply made the recommendation whether the technology got spec'd out or approved. The only piece they did not recommend is the configuration services. Chuck asked if this included the wiring. Frank responded it does not include cabling throughout the building and only includes the networking hardware.

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

Approval of Horizontal Cabling

Motion: by Frank Antenucci, seconded by Samantha Harris to approve the Infinity Construction Horizontal Cabling, Cable Racks and Accessories 251-0.

Frank discussed that the patch cables are not delineated on the document. It is possible the 48-port switches include patch cabling. Frank asked if they have a product listing of quantity, cost, etc. He doesn't know how to approve the cable going in, in terms of what they are approving for lengths and how much. Jim Rivard replied the patch cords are included in the specifications. There is a quantity of one 6-foot patch cord for each permanent link cable and one 1-foot patch cord for each permanent link cable plus 10% over for each. On every panel there is a 6-foot cable provided, and a 1-foot cable for inside the equipment room. Frank asked if there was a 3-foot cable because they went from 1 to 6 feet. Jim replied the 6-foot cable is intended for the work area outlet so you can connect the computer desktop and telephone. The 1-foot is the patch cable for the patch panel to the adjacent network switch.

Frank asked if this is in the Premise Solutions piece. Jim stated it's included in their submittal, and it is found on the contract document specification section 271500 on page 7. Frank thanked Jim for clarifying that. The only piece remaining is all the horizontal cabling and the cable racks. It sounds like there isn't a separate cut sheet for costs. In terms of just approving the technology, there is no issue. They don't know how much it is though, and they don't have a separate cut sheet for how much of that technology is going into the building. It might be on the Board of County Commissioners to ensure they get what they are paying for.

Chuck stated there've been some changes made to the gate control and where it is located. That is going to require cabling if it is in fact on the network. He wants to make sure that once it's approved, they aren't doing change orders to relocate equipment. Chuck doesn't want them to be behind and to approve the movement of certain equipment that is going to result in more costs. Frank asked Brett if this was his understanding. Linda answered no, it was not. The Board has not decided yet regarding the intercom and the wiring for the gate, it is a pending change order. Frank stated he should have been clearer. In terms of this specific document for the cabling, does this bring them to where Brett needs to be to continue this project. Brett replied yes. Everything they put in the document was everything that had been ordered and what they needed to get started.

Frank told Chuck it's possible there will be another meeting in terms of addition of material. Chuck stated he wants to make sure the County gets credit for any cable that is paid for that isn't going to be implemented should a change order result in the movement of a gate or if adding some other device will add to the price of the project. Frank stated to his understanding it would be NV5 with Jarrett to police that for Chuck; but believes ultimately, it's on the owner to make sure they get what they pay for.

Linda stated she wanted to bring forth one item that pertains to what Chuck was discussing. She has a change order that the Board has considered but has not approved yet. It includes an intercom system for the second and third floor interview rooms, TV data drops and electrical power revisions and stuff for the gate, which is about \$17,000. The Board has not approved any of this yet and at the last meeting Commissioner Brakey stated she is not comfortable with approving it without ADP approval of the items. Linda asked if it can be considered today in case the Board of Commissioners chooses to approve it.

Frank stated he has not reviewed it yet. Chuck reminded the Board that not many years ago, they got themselves in trouble for approving without reviewing and he is not one that wants to go back to that environment. Frank told Carolyn she can always approve the change order pending ADP approval.

Frank stated the only other piece is the audiovisual, which is through the vendor BeinCourt. Frank asked Brett when this was going in. Brett replied not until October. Frank stated there are some pieces of technology in there that they do not allow in their network and some pieces that he would not recommend in their network. They do not permit NetGear switching into the larger network. Frank suggested sticking with Meraki. Also, there is some Crestron technology that's connecting to some of the infrastructure. There's a Crestron integration with some Zoom rooms, some of which are good, and some are not. The control surface, which is included in this piece, they had a lot of struggles with at the new building, so he does not recommend it. Brett will have to set up a meeting with BeinCourt and Frank as they will have to make another change.

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

Approval of Auditor's MCCi Laserfiche

Motion: by Frank Antenucci, seconded by Samantha Harris to approve the Auditor's MCCi Laserfiche.

Pam explained the object of the Laserfiche project is to automate their fiscal processes. Instead of submitting the vouchers via paper, it will be done electronically through the New World system. Laserfiche are partners with New World so they will be able to submit the vouchers through their system. There is also a Cloud component which will host all the data. The plan is to also push it to their website so anyone can look for transparency to see what the departments are paying for.

Once they get the voucher process rolled out, they are going to have a couple of departments do some testing as well. They will then launch purchase orders, contract submittals, year-end processes, supply orders, etc. The cloud component is \$30,845.00 with a recurring annual of \$28,350.00. Laserfiche is also integrated with DocuSign. The clerk will start the process, then it will route to the supervisor for approval. If fiscal sees something wrong, it will push back with a notation of what needs fixed. This is \$50,165.00 and would recur annually for \$37,040.00.

Frank stated ADP has reviewed this product and they are good with.

Chuck added they have been down one employee in fiscal for about two years. They have not replaced that person intentionally because they think automation would offset that salary and in doing the automation, they will have less errors. Also, there are no vacations and no retirement benefits to pay. It will ultimately make the department more efficient. This doesn't just affect the Auditor's office; it will affect all supported office holders that are submitting documents. Everyone should see an increased form of efficiency by going paperless long term.

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

Regular Business

Frank stated Dr. John Urbancic provided a letter to the Board that Dorothy Battles will serve as his alternate at the ADP meetings in 2025.

Frank discussed they are moving into the next phase of testing the New World system's hosted environment. They spent the first 3 months having internal testing. They have been in the beta test in the production environment and hosted for the last 2 months. Starting Monday, it will be turned over to a select group of power users within the County to break it as best as they can. They will select approximately 6–10 users, who will be notified of the process in terms of linking to the hosted environment and will be given a window of time to attempt to break it. Once they get comfortable with the fixes and go back and forth with the beta, they are looking at a summer release and everyone can be in the hosted environment. The target is to be fully hosted by December of this year.

Sheriff Hildenbrand stated the Sheriff's Department will be taking care of the cameras at the Courthouse as there was some confusion as to who would be responsible for taking care of them.

Chuck commented that when the Board has a large volume of data being submitted to consider, they have more than 24 hours to review. He would like to review and read the data. Especially as they proceed down the road with the Courthouse project, if anyone requires a special meeting, they should be sure to submit the information at least a few days, preferably a week in advance, so that everyone can review the data and make good decisions rather than relying on other people to interpret it.

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**

Michelle Lane
Board of Elections Director




Celesta Mullins
Geauga County Recorder

Nora McGinnis
Board of Elections Deputy Director



Christopher Hitchcock
Geauga County Treasurer



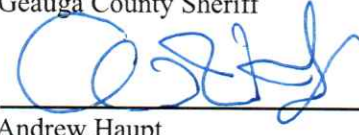
James R. Flaiz
Geauga County Prosecutor

Common Pleas Court Judge

Sheila Bevington
Clerk of Courts



Scott Hildenbrand
Geauga County Sheriff



Andrew Haupt
Geauga County Engineer



Carolyn Brakey
Geauga County Commissioner

John Urbancic MD
Geauga County Coroner

