

The Geauga County Automatic Data Processing Board met on Tuesday, December 9, 2025, at 2:00 p.m. at 231 Main Street in the Appraisal conference room and via Microsoft Teams for a Regular meeting. **Members present:** Chuck Walder, County Auditor; Celesta Mullins, County Recorder; Caroline Mansfield representing C.P. Hitchcock, County Treasurer; Michelle Lane, Board of Elections Director; Scott Hildenbrand, County Sheriff; Sheila Bevington, Clerk of Courts; Jim Flaiz, County Prosecutor; Carolyn Brakey, County Commissioner; Nora McGinnis, Board of Elections Deputy Director, and Andrew Haupt, County Engineer.

Also present: Pam McMahan, Chief Operations Officer; Frank Antenucci, Chief Deputy Administrator; Carolyn Paschke, Common Pleas Court Judge; Matthew Rambo, Common Pleas Court Judge; Velta Moisiso, Common Pleas IT Director; Randy Taylor, Common Pleas Magistrate; Carol Benton, League of Women Voters of Geauga; Zach McLeod, ADP; Joe Birli, ADP; Mike Dorka, ADP; Akshay Raikar, ADP; Katelyn Cellitti, ADP; Joshua Holtz, ADP; Tracy Rahimi, ADP; Karen Murphy, Archives and Records; Anastasia Nicholas, Chagrin Valley Times; Allison Wilson, Geauga Maple Leaf; Kathy Johnson, and John Smith.

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

Approval of ADP meeting minutes from 7/15/25

Motion: by Carolyn Brakey, seconded by Jim Flaiz, to approve the ADP meeting minutes from 7/15/25.

Voice votes: 10 ayes, 2 absent, 0 abstain. **Motion carried.**

Approval of ADP meeting minutes from 9/9/25

Motion: by Carolyn Brakey, seconded by Caroline Mansfield, to approve the ADP meeting minutes from 9/9/25 as amended.

Carolyn pointed out on the second page there is a spelling error. It states disaster *recover* and needs corrected to *recovery*.

Voice votes: 9 ayes, 2 absent, 1 abstain. (Celesta did not attend the meeting) **Motion carried.**

Approval of ADP meeting minutes from 9/25/25

Motion: by Carolyn Brakey, seconded by Celesta Mullins, to approve the ADP meeting minutes from 9/25/25.

Voice votes: 10 ayes, 2 absent, 0 abstain. **Motion carried.**

Approval of the ADP Equipment List from 8/1/25-10/31/25

Motion: by Carolyn Brakey, seconded by Jim Flaiz, to approve the ADP Equipment List from 8/1/25-10/31/25.

Voice votes: 10 ayes, 2 absent, 0 abstain. **Motion carried.**

Approval of the ADP Purchases List from 8/1/25-10/31/25

Motion: by Jim Flaiz, seconded by Carolyn Brakey, to approve the ADP Purchases List from 8/1/25-10/31/25.

Voice votes: 10 ayes, 2 absent, 0 abstain. **Motion carried.**

Approval of the ADP Windstream Enterprise Contract Renewal

Motion: by Jim Flaiz, seconded by Carolyn Brakey, to approve the ADP Windstream Enterprise Contract Renewal.

Frank stated this is internet access for the Sheriff's Office, DES, and other combined units at Ravenwood and Merritt, including the GCOB.

Voice votes: 10 ayes, 2 absent, 0 abstain. **Motion carried.**

Approval of the Auditor ISSG Inc. Annual Software Renewal

Motion: by Carolyn Brakey, seconded by Sheila Bevington, to approve the Auditor ISSG Inc. Annual Software Renewal.

Frank stated ISSG is the software used for Appraisal, Real Estate, and Board of Revision. Chuck explained that the database has 53,000 parcels in the county. It has record cards that include metes and bounds, improvements to the property, CAUV, and forestry layers. It takes the data and combines it with the property tax billing system, which then sends the information to the Treasury and generates a tax bill.

Voice votes: 10 ayes, 2 absent, 0 abstain. **Motion carried.**

Approval of the Clerk of Courts SHI Quicken Licenses

Motion: by Carolyn Brakey, seconded by Scott Hildenbrand, to approve the Clerk of Courts SHI Quicken Licenses.

Voice votes: 10 ayes, 2 absent, 0 abstain. **Motion carried.**

Approval of the Clerk of Courts Samsung Subscription

Motion: by Carolyn Brakey, seconded by Scott Hildenbrand, to approve the Clerk of Courts Samsung Subscription.

Voice votes: 10 ayes, 2 absent, 0 abstain. **Motion carried.**

Approval of the Clerk of Courts VistaSG Programming Change in Imaging System

Motion: by Carolyn Brakey, seconded by Sheriff Hildenbrand, to approve a VistaSG programming change for the Clerk of Courts' imaging system.

The programming change includes custom development to support microfilm export of unredacted images at a cost of \$5,370.00.

Voice votes: 10 ayes, 2 absent, 0 abstain. **Motion carried.**

Approval of the Clerk of Courts Test Environment Setup for netDMS

Motion: by Carolyn Brakey, seconded by Scott Hildenbrand, to approve the Clerk of Courts Vista Solutions Imaging System test environment setup for netDMS.

A quote was provided by VistaSG for test environment application database configuration and eAccess VistaSG Document Web Service reconfiguration at a cost of \$7,000.00.

Voice votes: 10 ayes, 2 absent, 0 abstain. **Motion carried.**

Approval of the Courts Logicalis Patch Cables

Motion: by Carolyn Brakey, seconded by Sheriff Hildenbrand, to approve the Courts Logicalis Patch Cables.

Voice votes: 10 ayes, 2 absent, 0 abstain. **Motion carried.**

Approval of the Courts Expert IT G3 License

Motion: by Carolyn Brakey, seconded by Sheriff Hildenbrand, to approve the Courts Expert IT G3 License.

The Commissioners accused Chuck of having a relationship with Expert IT, even though he does not know who they are, so he is voting not to approve this item.

Voice votes: 9 ayes, 2 absent, 1 no. **Motion carried.**

Approval of the Courts Vista Solutions Group Annual Renewal

Motion: by Carolyn Brakey, seconded by Sheriff Hildenbrand, to approve the Courts Vista Solutions Group Annual Renewal.

Vista's terms are pre-payment of 50% up front. The County does not pay prior to services being performed.

Frank assumes it would be paid for after the services have been performed. Sheila added this was brought to the Board as a possibility of looking into doing this. If it is approved, they will move forward with it after the Prosecutor's office reviews the contract.

Voice votes: 10 ayes, 2 absent, 0 abstain. **Motion carried.**

Approval of the Courts Faronics Deep Freeze Renewal

Motion: by Carolyn Brakey, seconded by Sheriff Hildenbrand, to approve the Courts Faronics Deep Freeze Renewal.

Voice votes: 10 ayes, 2 absent, 0 abstain. **Motion carried.**

Approval of the Common Pleas MailerSend Annual Renewal

Motion: by Carolyn Brakey, seconded by Sheriff Hildenbrand, to approve the Common Pleas MailerSend Annual Renewal.

Voice votes: 10 ayes, 2 absent, 0 abstain. **Motion carried.**

Approval of the Common Pleas Stenograph LLC NexGen Writer

Motion: by Carolyn Brakey, seconded by Sheriff Hildenbrand, to approve the Common Pleas Stenograph LLC NexGen Writer.

Voice votes: 10 ayes, 2 absent, 0 abstain. **Motion carried.**

Approval of the Common Pleas Dex Imaging Copier

Motion: by Carolyn Brakey, seconded by Sheriff Hildenbrand, to approve the Common Pleas Dex Imaging Copier.

Voice votes: 10 ayes, 2 absent, 0 abstain. **Motion carried.**

Approval of the Common Pleas BIS Digital License

Motion: by Carolyn Brakey, seconded by Sheriff Hildenbrand, to approve the Common Pleas BIS Digital License.

Voice votes: 10 ayes, 2 absent, 0 abstain. **Motion carried.**

Approval of the Common Pleas International Institute for Learning Inc.

Motion: by Carolyn Brakey, seconded by Sheriff Hildenbrand, to approve the Common Pleas International Institute for Learning Inc.

Sheila asked if any online conference or meeting needs to be brought to the Board for approval. Frank said if the content is technology and you pay for it; people have been submitting them to ADP. Chuck stated if there's technology embedded in a professional organization, no. Special training programs do need approval, as ADP must report that on the annual audit to the State.

Voice votes: 10 ayes, 2 absent, 0 abstain. **Motion carried.**

Approval of the Recorder's Fidlar Software Agreement

Motion: by Carolyn Brakey, seconded by Jim Flaiz, to approve the Recorder's Fidlar Software Agreement.

Frank explained that ADP had been jointly working with the Recorder's Office. This is a hosted product and will bring the Recorder's Office back under the ADP network. No switching infrastructure or separate networking. Zach did a thorough security review of this product. ADP will have control over access to the environment. Jim commented that having this under one umbrella saves money. Celesta thanked the ADP team for coming together and working hard to complete the job.

Voice votes: 10 ayes, 2 absent, 0 abstain. **Motion carried.**

Approval of the Sheriff's Brite GVS ICV Systems & Modems for Vehicles

Motion: by Carolyn Brakey, seconded by Celesta Mullins, to approve the Sheriff's Brite GVS ICV Systems & Modems for Vehicles.

Voice votes: 10 ayes, 2 absent, 0 abstain. **Motion carried.**

Approval of the Archives & Records RC-2 Retention Schedule

Motion: by Jim Flaiz, seconded by Sheriff Hildenbrand, to approve the Archives & Records RC-2 Retention Schedule.

Karen commented that the retention schedule had not been reviewed or updated since 2013.

Voice votes: 10 ayes, 2 absent, 0 abstain. **Motion carried.**

Approval of the Auditor's Budget Commission RC-2 Retention Schedule

Motion: by Jim Flaiz, seconded by Sheriff Hildenbrand, to approve the Auditor's Budget Commission RC-2 Retention Schedule.

Voice votes: 10 ayes, 2 absent, 0 abstain. **Motion carried.**

Tyler Technology Jury System Solutions Meeting Update

Judge Paschke discussed the Courts process prior to Tyler Technology; they used a legacy system through CourtView. The Sheriff's Office was sending out summons in the mail to 5,100 potential jurors every year for the Courts. Once they received the paperwork back, the Courts were paying a part-time employee to manually enter all the information into the system. Once the employee retired in 2022, they decided to make a change and go with Tyler. Tyler requires learning, training, and effort.

Tyler sent an employee up from Texas to train the staff at the Courts. Judge Grendell and employees from the Municipal Court were invited to join in on the training. Judge Stupica sent David Sotka to the training, and Judge Grendell did not participate. Beverly Modic, Judge Paschke's Court Reporter, logged in 22 different days. Former Court Reporter Anita Comella

logged in 38 different days, and Stacy Mocz, Judge Rambo's Court Reporter, logged in 38 different days. David Sotka from the Municipal Court only logged in once.

Judge Paschke's opinion is that the Municipal Court didn't put forth the effort to learn the program. She believes the Municipal Court was having an issue with the toggle in Tyler that can be turned off, so the system doesn't automatically notify people regarding a jury trial. The Judge believes this feature is designed for Courts that have a lot more jury trials than Geauga. Judge Rambo had two jury trials last month and had no issues. Jim Flaiz had a problem the first time a grand jury was picked, but she believes his concerns were justified and the changes were made. Jim stated the system is better than it was, but he did not like the jury questionnaires, the fields, and the information that was contained on them. Tyler corrected it for the grand jury but not the petit jury. Common Pleas learned how to fix it themselves.

There was an issue with the jurors receiving multiple text messages repeatedly. The Common Pleas Court had a new employee they were training. She clicked on the wrong box, which caused the system to send out numerous notifications. Judge Paschke stated she never had a firsthand conversation with anyone from the Municipal Court and believes if the Municipal Court had told her, it could have been rectified.

Judge Rambo added that if they were to go to another system, it would be very expensive and a very lengthy process. It's much easier to learn and use the system they currently have.

Sheriff Hildenbrand questioned how the system receives a Geauga resident's cell phone number. Judge Paschke explained that the residents receive either a postcard or letter that asks them to go online and fill out all their information. For Amish or elderly residents, they can put it in the mail and send it back in or drop it off. If they call, Stacy will log on and fill out the questionnaire or tell them they don't have to come.

Regular Business

Jim expressed his frustration with the Commissioners' meeting that morning regarding the permanent appropriations and ADP. Jim reminded the Board that ADP's budget is the Board's budget, not Chuck's or Frank's. He expects some of the Board members to defend the ADP employees. Jim believes the ADP employees, including Frank, are underpaid when comparing salaries to different departments. If an employee must come in on a weekend, they deserve comp time or overtime.

The Sheriff questioned how he could defend ADP employees when he doesn't know how much overtime ADP works and doesn't have access to payroll.

Chuck expressed that it was a sad day, whether it's private practice or government, when employees are threatened on a regular basis for their livelihood. In the eight years Chuck has been Auditor, he has had to fight for the ADP budget eight times, which gets tiring. Until this year, the investment and understanding of what ADP does has been minimal from the Commissioners. They don't come to Board meetings, and they've been on the Board and have not shown up at times.

Chuck complimented the ADP employees for their hard work. By putting employees in the crosshairs of a political fight, it will not motivate them. The Commissioners created the ADP Board by statute and have the power to dissolve it. All elected officials have the authority to staff their own IT, which is incredibly costly.

The Sheriff stated he needs more information presented to him to be able to defend the employees.

Jim suggested an executive session early in the year to review ADP salaries compared to other IT workers in Geauga and surrounding counties. Per the statute, the Auditor oversees ADP. The Auditor can hire a Chief Deputy to run ADP. All the other employees are employees of the Board, which sets the salaries and policies and approves the budget. In January, the Board will ratify the hires every year.

Jim praised the ADP department for doing a great job and appreciates the work that they do.

The Sheriff stated he didn't view what was said at the Commissioners' meeting as an attack on the employees, but more of an attack on Chuck. Chuck replied, other than that they're overpaid. The Sheriff believes it's about politics.

Chuck explained they had a change in how they are doing ADP reimbursements this year, as he doesn't have a Chief Deputy. Instead of reimbursing throughout the year, he elected to do it in the 12th month to make everything whole, which caused a panic. The Auditor's Office is short-staffed right now. The Commissioners' Office voluntarily suggested to the Auditor's Office to de-appropriate from the Sheriff, who has excess money, and put it in the Auditor's Office pocket. Chuck stated he wanted nothing to do with it and didn't want a nickel.

ADP put in New World, ISSG, and the GIS system, and Chuck has yet to pay for the labor. If ADP does a project for a department, the department is billed. If it's not in the normal budget, you bill them.

The Sheriff compared ADP to a police department that works under a levy, and the voters voted not to renew the levy; the employees would feel a certain way. The Sheriff now understands how the ADP employees feel.


Carolyn Brakey didn't understand why Ralph was arguing about this on December 9.

Public Comment

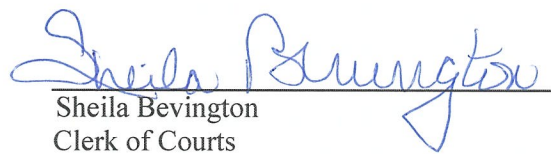
The Board thanked Michelle Lane for her service, as she will be retiring on December 31.

BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, Celesta Mullins motioned to adjourn.


Respectfully submitted,



Charles E. Walder, Auditor
Secretary/ADP Board

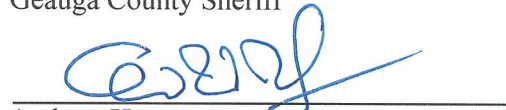
Michelle Lane
Board of Elections Director


Sheila Bevington
Clerk of Courts

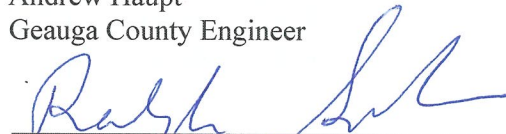
Celesta Mullins
Geauga County Recorder


Scott Hildenbrand
Geauga County Sheriff


Nora McGinnis
Board of Elections Deputy Director


Andrew Haupt
Geauga County Engineer

Christopher Hitchcock
Geauga County Treasurer


~~Carolyn Brakey~~ RALPH Spidaleri
Geauga County Commissioner


James R. Flaiz
Geauga County Prosecutor

John Urbancic M.D.
Geauga County Coroner

Common Pleas Court Judge