

The **Geauga County Automatic Data Processing Board** met on Monday, January 12, 2026, at 2:00 p.m. at 231 Main Street in the Appraisal conference room and via Microsoft Teams for a special meeting. **Members present:** Chuck Walder, County Auditor; Michael Risko representing Celesta Mullins, County Recorder; Caroline Mansfield representing C.P. Hitchcock, County Treasurer; Tyler Plants, Board of Elections Director; Thomas Rowan representing Scott Hildenbrand, County Sheriff; Sheila Bevington, Clerk of Courts; Jim Flaiz, County Prosecutor; Ralph Spidalieri, 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; Matthew Rambo, Common Pleas Court Judge; Velta Moio, Common Pleas IT Director; Thomas Huff, Court IT; Jeffrey Maze, Court IT; Randy Taylor, Common Pleas Magistrate; Amy Bevan, County Administrator; Adrian Gorton, BOCC Budget & Finance Manager; Mark Jimison, Assistant County Administrator; Scott Daisher, Board of Elections; Samantha Harris, Prosecutor's Office; Carol Benton, League of Women Voters of Geauga; Katie Taylor, Health District; Nicholas Gorris, Water Resources; Zach McLeod, ADP; Joe Birli, ADP; Mike Dorka, ADP; Akshay Raikar, ADP; Katelyn Cellitti, ADP; Tracy Rahimi, ADP; Prasad Karamsetty, ADP; Andrew Haines, ADP; Johnathan Heiden, ADP; Michael Tomc, ADP; Madeline Simmons, Archives and Records; Michael Adams, ADP; Theresa Foltz, ADP; Ashley Serraglio, Archives and Records; Diana Sanko, ADP; Karen Murphy, Archives and Records; Anastasia Nicholas, CVT; Allison Wilson, Geauga Maple Leaf; and Michael Walsh.

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

Approval of meeting minutes from October 9, 2025

Motion: by Chuck Walder, seconded by Andrew Haupt, to approve the meeting minutes from October 9, 2025.

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

Approval of Dog Warden's RC-2

Motion: by Thomas Rowan, seconded by Chuck Walder, to approve Dog Warden's RC-2.

Karen stated the last retention schedule was updated in 2013. The media type was updated to reflect how the records would be retained. Some record series retention lengths had also been adjusted.

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

Approval of Veteran's RC-2

Motion: by Chief Rowan, seconded by Jim Flaiz, to approve Veteran's RC-2.

Karen stated the last retention schedule was updated in 2018. The media type was standardized across all record series, as it had previously only been applied to some records.

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

Payroll Phishing Campaign Update

Frank stated the payroll phishing campaign is to ensure financial users are specifically trained, which is typically conducted around Black Friday. A few users went all the way through the campaign. An update will be provided to the State Auditor when they conduct the general IT controls audit.

Ohio Persistent Cyber Initiative 2025 Annual Training Recap

The Ohio Persistent Cyber Initiative annual training requires the County to achieve 80% or higher to receive continued free training. Geauga achieved only 72% overall. The County will not be eligible for OPCI this year.

Regular Business

Approval of Logicalis CAT6 Internet Patching Cable

Motion: by Chuck Walder, seconded by Thomas Rowan, to approve the Logicalis CAT6.

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

Approval of Water Resources ICP machine replacement

Motion: by Chuck Walder, seconded by Andrew Haupt, to approve Water Resources ICP machine replacement.

Nick explained that the Inductively Coupled Plasma machine tests the water for lead, copper, magnesium and nitrates. The current model has had a good life expectancy, as it was purchased in 2001. The new machine is a standalone and does not connect to the network. They hope the machine will allow them to perform additional testing once it is calibrated.

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

Executive Session

The Board moved into Executive Session for the purpose of considering the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing, pursuant to O.R.C. 121.22 (G)(1).

Motion: by Jim Flaiz, seconded by Chief Rowan to go into executive session

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

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

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

Public Comment

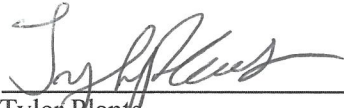
Nora introduced the new Board of Elections Director, Tyler Plants.

BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, Caroline Mansfield motioned to adjourn.

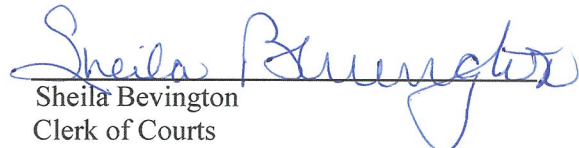
Respectfully submitted,



**Charles E. Walder, Auditor
Secretary/ADP Board**




Tyler Plants
Board of Elections Director



Sheila Bevington
Clerk of Courts

Celesta Mullins
Geauga County Recorder



Scott Hildenbrand
Geauga County Sheriff

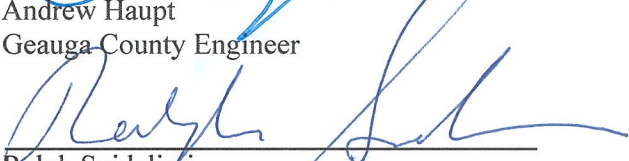


Nora McGinnis
Board of Elections Deputy Director



Andrew Haupt
Geauga County Engineer

Christopher Hitchcock
Geauga County Treasurer



Ralph Spidalieri
Geauga County Commissioner



James R. Flaiz
Geauga County Prosecutor

John Urbancic, M.D.
Geauga County Coroner

Common Pleas Court Judge