

The **Geauga County Automatic Data Processing Board** met on Thursday, March 5, 2026, at 1:00 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; Caroline Mansfield representing C.P. Hitchcock, County Treasurer; Tyler Plants, Board of Elections Director; Scott Hildenbrand, County Sheriff; Sheila Bevington, Clerk of Courts; Jim Flaiz, County Prosecutor; Celesta Mullins, County Recorder; Ralph Spidalieri, County Commissioner; Nora McGinnis, Board of Elections Deputy Director; Traci Salkiewicz representing Andrew Haupt, County Engineer, and John Urbancic, M.D., County Coroner.

Also present: Pam McMahan, Chief Operations Officer; Frank Antenucci, Chief Deputy Administrator; Jim Dvorak, County Commissioner; Matthew Rambo, Common Pleas Court Judge; Velta Moisio, Common Pleas IT Director; Randy Taylor, Common Pleas Magistrate; Christine Blair, Commissioner's Office Clerk; Thomas Rowan, Sheriff's Office Chief Deputy; Kate Jacob, Auditor's Office Chief Compliance Officer; Samantha Harris, Prosecutor's Office; Sarah McGlone, League of Women Voters of Geauga; Rob Weigle, Director of Maintenance; Scott Daisher, Board of Elections; Amy Bevan, County Administrator; Mark Jimison, Assistant County Administrator; Katie Taylor, Health District; Joe Birli, ADP; Akshay Raikar, ADP; Katelyn Cellitti, ADP; Eleanor Zavada, ADP Archives and Records; Clair Wilson, ADP Archives and Records; Teresa Foltz, ADP; Mike Dorka, ADP; Mike Adams, ADP; Prasad Karamsetty, ADP; Diana Sanko, ADP; Rocco Alberino, ADP; Andrew Haines, ADP; Madeline Simmons, ADP Archives and Records; Ashley Serraglio, ADP Archives and Records; Karen Murphy, ADP Archives and Records; Allison Wilson, Geauga Maple Leaf, Carol Benton, League of Woman Voters of Geauga County, Allen Keener, Kathy Johnson and Anastasia Nicholas, Chagrin Valley Times.

Absent: Common Pleas Court Judge.

Acknowledgement of ADP Annual Report

Motion: by Jim Flaiz, seconded by Chuck Walder, to accept the 2025 ADP Annual Report.

Per the revised code, the Annual Report was acknowledged during the ADP meeting and will be submitted to the Commissioners for formal acknowledgement. Jim suggested placing each pie chart on a separate page for clarity. Judge Rambo noted that the numbers shown on the pie chart do not match the figures presented in the accompanying documentation. Frank responded that the chart reflects how the data is logged and categorized within the system, which may differ from how the totals appear in other reports.

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

***Dr. Urbancic joined at 1:04pm.**

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 Celesta Mullins, to go into executive session.

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

***Caroline Mansfield joined at 1:22pm.**

Motion: by Sheriff Hildenbrand, seconded by Ralph Spidalieri, to come out of executive session.

Voice votes: 11 ayes, 1 absent, 0 abstain. **Motion carried.**

Approval of a 3% pay increase for ADP employees

Motion: by Jim Flaiz, seconded by Ralph Spidalieri, to approve a 3% pay increase for ADP employees.

Voice votes: 11 ayes, 1 absent, 0 abstain. **Motion carried.**

Authorize to approve the hiring of Nick Perie

Motion: by Jim Flaiz, seconded by Ralph Spidalieri, to approve the hiring of Nick Perie.

Voice votes: 11 ayes, 1 absent, 0 abstain. **Motion carried.**

ADP Board to submit a supplemental appropriation request for \$10,000.00 for labor counsel

Motion: by Jim Flaiz, seconded by Sheriff Hildenbrand, to approve the submission of a supplemental appropriation request for \$10,000.00 for labor counsel.

Voice votes: 11 ayes, 1 absent, 0 abstain. **Motion carried.**

Regular Business

Frank stated that he would like to submit to the Board the notice of appearance and petition for employee representation, employee organization, as served by the employees of ADP.

Approval of the DocRouter Plus Agreement pending ADP security analysis

Motion: by Chuck Walder, seconded by Jim Flaiz, to approve the DocRouter Plus Agreement pending security analysis by ADP.

Celesta stated that DocRouter is software that enables conveyances to be recorded electronically, which will be required under the new statutory law taking effect in June. Chuck asked whether implementation is pending completion of ADP's security analysis. Celesta explained that the vendor has confidentiality restrictions and will not permit the security review until she receives a signed authorization from the Commissioners, which she cannot obtain without ADP approval. Frank reported that he is currently working on a Non-Disclosure Agreement (NDA) to address the confidentiality concerns.

Voice votes: 11 ayes, 1 absent, 0 abstain. **Motion carried.**

Rob stated that the Maintenance Department currently has access only to the old Courthouse. He questioned why Maintenance has access to that building when it does not have access to any other County facility. He noted that the Sheriff's Department has full access to the new Courthouse. Rob reported that Zack Hupp, from Sheriff IT, informed him that if the Courthouse is renovated in the future, the Sheriff's Department would assume responsibility for access control. Rob asked whether access to the old Courthouse should fall under ADP since court is no longer held there. Frank asked what specific access Maintenance currently has. Rob replied that Maintenance controls the scheduling for opening the front door. Chuck recalled that approximately two years ago there was an issue with a failing security system in the old portion of the Courthouse, which was also tied into the second and third floors of the Annex. Jim added that the system included a terminal running Windows 7, and the battery backup caught fire and melted the computer. Chuck questioned how responsibility for access transitioned from the Sheriff's Department to Maintenance. Sheriff stated that he does not believe the Sheriff's Department ever took over programming of the doors. Chuck responded that this arrangement does not align with statutory requirements. Frank stated that the matter is either a security or technology issue, not a maintenance function. Jim stated that he believes the Sheriff's Department should have access.

Chuck discussed the procedural changes that occurred when the ADP Board transitioned from a regular Board to a Super Board, which now includes oversight of Archives and Records. Under the previous structure, when a non-County entity requested to join, the ADP Board made the decision. Under the current structure, such requests must be submitted to the Commissioners for approval. Chuck questioned what the appropriate process should be if an entity wishes to withdraw from that provision, noting that this scenario is not addressed in the Ohio Revised Code. Jim and Frank both agreed that if an entity seeks to exit, the matter should come only before the ADP Board, not the Commissioners.

Public Comment


Judge Matthew Rambo thanked ADP and the Sheriff's Office for their assistance in getting the new Courthouse up and running.

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



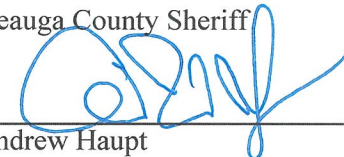
Sheila Bevington
Clerk of Courts

Celesta Mullins
Geauga County Recorder

Scott Hildenbrand
Geauga County Sheriff

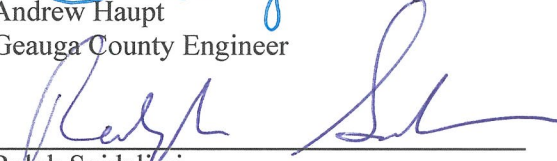


Nora McGinnis
Board of Elections Deputy Director

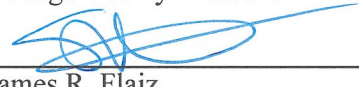


Andrew Haupt
Geauga County Engineer

Christopher Hitchcock
Geauga County Treasurer



Ralph Spidaleri
Geauga County Commissioner



James R. Flaiz
Geauga County Prosecutor

John Urbancic, M.D.
Geauga County Coroner

Common Pleas Court Judge