

**LUCAS COUNTY DATA PROCESSING BOARD
MEETING MINUTES**

Thursday, September 1, 2016

Voting Members Present:

Jason Gears, Auditor Rep
Eric Zatko, Common Pleas Court Rep.
Julie East, Recorder Rep.
Lila Shousher, Treasurer Rep.
Steven Spitler, Commissioner Rep.
Adam Hansen, Clerk of Courts Rep.
Sharon Raburn, DRC Court Rep
Gina Kaczala, Board of Elections

Attendees:

Ron Heinold, LCIS
Jeremy Burnat, LCIS
Travis Moody, BOE

Recording Secretary:

Karen Schnitkey

- Jason Gears called the meeting to order.

- A correction to the minutes of the August 2016 Board meeting under New Business, ERP Steering Committee Update - typo the word "could" should be "cloud". Motion to approve the minutes of the August 4, 2016 minutes made by Ms. Shousher, seconded by Mr. Zatko; motion carried.

Purchasing Requests

LCIS

Mr. Gears presented a request to purchase new hardware to upgrade our enterprise campus aggregation switch gear. All of the items are at least 12 years old, out of support, and have reached end of life. This upgrade moves our campus buildings off of our old core switches and will bring the connection into the buildings up to 20 Gb/s from 1 Gb/s. Cost of the phase is \$97,336.92 and funds are available in Capital Improvement account 4030-1750-C1088. Motion to approve the request made by Mr. Zatko, seconded by Ms. East, Mr. Gears abstained; motion carried.

Old Business

Case Management System

Mr. Zatko reported that they're focusing on eFiling and planning and preparing for the Courtview visit in September. They are also visiting all departments for GAP analysis. They are still on track with the project timeline.

County Email

Mr. Gears reported that the migration of all email from Novell servers to Windows servers has been completed. They are now in the cleanup phase. They're also preparing for the Groupwise 2014 upgrade.

County Web Site

Ms. Schnitkey reported that they're continuing with web page and user cleanup. We're scheduling a meeting for agency reps to discuss design options. Also gathering information for the CivicPlus project manager to use in developing a draft web site design.

CivicHR

The contingency items for the CivicHR purchase request have been satisfied and the project is moving forward.

New Business

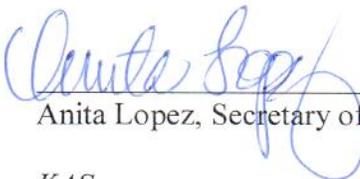
Board of Elections

Ms. Kaczala introduced BOE IT manager, Travis Moody. She also updated the board on potential election tabulation security issues that are being addressed by the Board of Elections. The servers used by BOE are not attached to and cannot be hacked via the internet. The Secretary of State provides thumb drives for tabulation uploads, which are then transferred to the SOS via a secure VPN connection. The State uses Citrix VPN client for transferring data. There will be two PC's set up with Citrix at the Early Vote Center that will be connected to the Lucas County network. Data will be transferred from the county network to the State via VPN. VPN will only be used on election night. All thumb drives are run through virus scan by SOS when received.

Mr. Spitler made a motion to enter Executive Session for the purpose of discussing LCIS staffing. Roll was called as follows: Mr. Gears – Yea, Ms. Raburn – Yea, Mr. Zatko – Yea, Ms. East – Yea, Mr. Spitler – Yea, Ms. Shousher – Yea, Mr. Hansen – Yea and Ms. Kaczala – Yea.

Mr. Spitler made a motion to exit Executive Session, seconded by Ms. Shousher; motion carried. Ms. Shousher made a motion to promote Alan Mason to Sr. Operations Analyst with a 5% salary increase, seconded by Ms. Kaczala, Mr. Gears abstained; motion carried.

Mr. Spitler made a motion to adjourn, seconded by Ms. Raburn; motion approved.



Anita Lopez, Secretary of the Board



Jason Gears, Director, LCIS

KAS