

Data Board Meeting Minutes

January 8, 2018

Those present:

Office	Name	Present (P) Voting (V)	Representative	Present (P) Voting (V)
Voting Members (12 total)				
Auditor	Jon Slater	PV	Randy Carter	
Board of Elections (Opposing Parties)	Mary Jane Hanley	PV	Beth Lane	
Board of Elections (Opposing Parties)			Brett Riffle	PV
Clerk of Courts	Branden Meyer	PV	Kelly Turben	
Coroner	Thomas Vajen		Luann Davidson	
County Commissioner	Carri Brown	PV		
Engineer	Jeremiah Upp		Cheryl Downour Eric McCrady	PV
Judge	Richard Berens		Jillian Boone	
Prosecutor	Kyle Witt		Joshua Horacek Amy Brown-Thompson	PV P
Recorder	Gene Wood	PV	Lisa McKenzie	
Sheriff	Dave Phalen		Jerry Perrigo Jeneanne Smyers	PV
Treasurer	Jim Bahnsen	PV	Michael Kaper Jennifer Effinger	P
Total Voting Members Present (marked PV)		10		
Total Representatives Present But Not Voting (Marked P)		3		
Secretary				
Auditor	Mark Conrad	P		

Observers:

David Bergei	Edwin Laramée	Jay Mattlin
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Total observers present: 3

Total Present: 16

1. Approve forms

Form Type	Dept.	1 st	2 nd	In favor	Opposed	Abstain
RC-3	Transportation Improvement District	Jon Slater	Jim Bahnsen	10	0	0
RC-3	Auditor (Real Estate)	Carri Brown	Jerry Perrigo	10	0	0

2. Adding new voting members to the Data Board

Developmental Disabilities has expressed interest in being a member of the board. The Data Board can add voting members to the board from entities that utilize the Data Board and are political separate entities. Developmental Disabilities for example is such an entity. Other examples are Transportation Improvement District and Health Department. A motion to add Developmental Disabilities was originally proposed by Carri Brown, but Jon Slater suggested that we should have some communication from Developmental Disabilities specifically requesting membership. Carri Brown rescinded her motion and will contact Developmental Disabilities about requesting membership. Some concern was expressed about the size of the board.

3. Send out an e-mail about using county e-mail for personal business

This email should highlight the county personnel manual's acceptable use policy. It should also remind staff that emails are not private and could become part of a public records request. Josh Horacek offered to do a presentation to the staff of interested departments on personal vs. public email.

4. Assigning designees to the Data Board

All voting members of the Data Board who plan to send a representative should send a letter to the Data Board specifying who those representatives are.

5. Possibly use CRMS to get RC-3's approved without having a meeting]

Approval of RC-3's and other forms has to be done in an open meeting, so a CRMS type of system would not be appropriate for approvals.

6. Discuss uniflow.

Uniflow is a print management and accounting system for the Canon multifunction devices (copier/printer devices). MCJDC has purchased the basic Uniflow software, but they need a server for it. The county has some departments expressing interest in this type of functionality. The county could offer server space to MCJDC for hosting Uniflow and also providing back up storage space for MCJDC user files, and in return the county would gain access to Uniflow.

Uniflow is more than management of copier use. You can send a print job to Uniflow and then swipe your ID card at any printer and have your print job routed to where you are.

If the county does implement Uniflow, departments would still have to decide if they want to participate. With the version of Uniflow that MCJDC has, the license per Canon device is \$700. A higher level of Uniflow would cost more for the Uniflow system license, but the per device license would drop to \$300.

7. Old business

The survey to the county departments to assess technology needs and long and short term technology goals was discussed at a prior Data Board meeting but has not been done yet.

8. New Business

Randy Carter has announced his retirement. Carri Brown, Branden Meyer, and Jim Bahnsen have expressed interest in participating in the replacement committee. Jon Slater set up a meeting for January 19, 1:00 PM, in the office of Dave Levacy.

Office 365 installation is moving forward. County had to purchase additional licenses. Microsoft offers free assistance with Office 365 implementation. Fred Goodwin and Jay Mattlin have talked to them about the Exchange to cloud roll out.

Building updates:

Baldwin is on time and on schedule.

Records and Retention building, formerly the Lancaster Eagle-Gazette building, is in the predesign phase.

Old jail will be razed later this year.

The Commissioners are in the process of closing on the Conrad building and will demolish it along with the Maintenance Garage on Lincoln Avenue.

The project to remodel 108 N. High is in the planning stages.

Some trainings, such as ethics, unlawful harassment, and cybersecurity, need to be repeated each year.

9. Next Meeting: not set yet

10. Adjourn	1 st Mary Jane Hanley	2 nd Jon Slater	In favor 10	Opposed 0	Abstain 0
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