

Data Board Meeting Minutes

April 18, 2018

Those present:

Office	Name	Present (P) Voting (V)	Representative	Present (P) Voting (V)
Voting Members (12 total)				
Auditor	Jon Slater	PV	Mark Conrad Ed Laramee	P
Board of Elections (Opposing Parties)	(Mary) Jane Hanley	PV	Beth Lane	
Board of Elections (Opposing Parties)			Brett Riffle	PV
Clerk of Courts	Branden Meyer		Kelly Turben	PV
Coroner	Thomas Vajen		Luann Davidson	
County Commissioner	Carri Brown	PV	Steve Davis David Levacy Mike Kiger Rachel Elsea Staci Knisley	
Developmental Disabilities	John Pekar		Ray Schmidt Beth Seifert	PV
Engineer	Jeremiah Upp		Eric McCrady Jeff Camechis Cheryl Downour	PV
Judge	Richard Berens		Jillian Boone	PV
Prosecutor	Kyle Witt		Joshua Horacek Amy Brown-Thompson	PV
Recorder	Gene Wood		Lisa McKenzie	PV
Sheriff	Dave Phalen		Jerry Perrigo Jeneanne Smyers	
Treasurer	Jim Bahnsen	PV	Michael Kaper Jennifer Effinger	P
Total Voting Members Present (marked PV)		11		
Total Representatives Present But Not Voting (Marked P)		2		

Observers:

Jay Mattlin

Jessica Murphy

Total observers present: 2

Total Present:

1. Approve forms

Form Type	Dept.	1 st	2 nd	In favor	Opposed	Abstain
RC-3	Commissioners	Jane Hanley	Jillian Boone	11	0	0
RC-3	Treasurer	Carri Brown	Jon Slater	11	0	0
RC-3	Clerk of Courts Legal	Carri Brown	Jane Hanley	10	0	1
Amended to remove PUBLIC RECORD REQUEST FORMS and EMAIL REQUESTS from the form in order for the audit to be complete. Schedule Number 15-00118 used for two items in this RC-3 require that the form be Local Government Records Program.						
RC-3	JFS	Jillian Boone	Brett Riffle	11	0	0
RC-3	Health	Jon Slater	Lisa McKenzie	11	0	0

2. ADA Web Site Compliance

Mark Conrad reported that companies and organizations are being sued for having web sites that are not ADA compliant. There are guidelines for making a web site ADA compliant, but no specific federal regulations. WebChick is working on making the county site compliant, but WebChick cannot do anything with the documents that are posted. Mark suggested that we should at least be working on making posted documents readable by software. For example, a document should be converted from Word to PDF instead of being printed and scanned.

Some items that Mark mentioned include:

2018 First Quarterly Report ADA/WCAG Fairfield County for Utilities (Appendix A)

Make PDFs ADA Compliant document (Appendix B)

PAVE Tool: <http://www.pave-pdf.org/>

Instructional Video on PAVE: <https://www.youtube.com/watch?v=zV74gxcwQ58>

Article on web site ADA compliance: <https://www.nytimes.com/2017/10/11/nyregion/college-websites-disabled.html>

Mark will work with Commissioners Clerks on how to make Commissioner Meeting Minutes into an appropriate PDF.

3. Old business

IT will provide a holistic snapshot of county servers, including projected lifespans.

4. New Business

Carri Brown reported that the county was looking into drones, potentially one for law enforcement and one for other county use. CORSA policies are being reviewed as it relates to drones, and policies and procedures for drone use within the county are being developed.

Jon Slater, Auditor Office: Randy Carter has retired, Mark Conrad has taken his position as director of IT. Brian Plummer has been hired. We are interviewing for another hire.

Jillian Boone, Common Pleas General Court: Reviewing the web site to improve its usability. We have applied for a Supreme Court Technology Grant to make images available online.

Carri Brown: SWOT analysis is being done. You can contribute to this analysis online.

Service skills training is being piloted. This includes soft skills.

MUNIS pay-ins via TCM is going live in May. This will be beneficial to office like the dog shelter that want to do pay-ins themselves. Jay Mattlin reported that this should be ready to go; we may just have to train the appropriate staff. The TCM pay-in process can capture and distribute documents electronically, eliminating the need for paper and travel.

Jim Bahnsen, Treasurer Office: Treasurer's Office is checking the web site for accuracy and active links.

Ray Schmidt, DD: DD needs to hire a new IT person, since the Auditor hired Brian Plummer.

They are checking their web site for ADA compliance.

Developing a project to connect community connections with clients. Software is available for this; a collaborative effort is underway to take the software to the next level, making it available on many platforms, such as smart phones. The VA is going to develop this software.

DD has a Gadget Factory, where they are investing in adaptive technologies. One example is IR tracking of eyes that allows the computer to know what key you are looking at, so you can type and the computer can then speak for you. Another example is an adaptive spoon that remains correctly oriented and steady no matter the position or shakiness of the arm, wrist, and hand. Developing these in partnership with Fairfield Medical Center and Ohio University.

Jane Hanley, Board of Elections: Working on website for ADA compliance. Online documents is the next step.

Jay Mattlin, IT: A Microsoft Office 365 team is available to us and has been helping us with implementation.

We are looking into practical uses for Office 365. For example, Juvenile/Probate currently uses a Wiki-based site to house their forms. We are trying to convert that into a Microsoft Sharepoint site. We intend to talk with other departments about using OneDrive and Sharepoint.

Jay is going to the Tyler conference and will be looking at MUNIS and Tyler’s Court Management Software.

Lisa McKenzie, Recorder Office: We are looking into changing companies providing the system to process conveyance fees. Econveyance is one company that we are considering.

5. Parking Lot

Strategic Needs for Technology survey: no new reports.

Electronic Signature Block: Jay Mattlin reported that we need to move Exchange to the cloud before we can set up the common Electronic Signature Block.

Cybersecurity: Brian Plummer is reviewing our tools and will be making training available later in the year.

Office 365: Jay Mattlin reported that the main deployment is about done. There are some difficulties in moving from local exchange servers to the cloud that have to be worked out before the move can be done.

IT Projects Report: no new reports.

- 6. Next Meetings: Wednesday, July 18, 2:00 PM, Commissioners Hearing Room
- Wednesday, October 17, 2:00 PM, Commissioners Hearing Room
- Wednesday, December 12, 2:00 PM, Commissioners Hearing Room

7. Adjourn	1 st Jon Slater	2 nd Brett Riffle	In favor 11	Opposed 0	Abstain 0
------------	-------------------------------	---------------------------------	----------------	--------------	--------------