

Those present:

Office	Name	Present (P) Voting (V)	Representative	Present (P) Voting (V)
Voting Members (13 total)				
Auditor	Jon Slater		Mark Conrad Ed Laramée	PV
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 Jessica Murphy	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 Robert Lovell	
Engineer	Jeremiah Upp		Eric McCrady Jeff Camechis Cheryl Downour	
Judge	Richard Berens		Jillian Boone Shannon Seesholtz	PV
Prosecutor	Kyle Witt		Joshua Horacek Kirk Shaw Amy Brown-Thompson	PV
Recorder	Gene Wood		Lisa McKenzie	
Sheriff	Dave Phalen		Alex Lape Jeneanne Smyers	PV
Treasurer	Jim Bahnsen	PV	Michael Kaper Jennifer Effinger	P
Total Voting Members Present (marked PV)		9		
Total Representatives Present But Not All Voting (Marked P)		1		

Observers:

Jay Mattlin	Jon Less	LeAnna Shaeffer
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Total observers present:

Total Present:

1. Approve forms

Form Type	Dept.	1 st	2 nd	In favor	Opposed	Abstain
RC-3	Juvenile Court	Joshua Horacek	Carri Brown	9	0	0
RC-3	Juvenile Court (second document)	Jim Bahnsen	Jillian Boone	9	0	0
RC-2	Juvenile Court Amendment: Add "Multi" to Column 4 for 07-00007, 07-00014. Change "Paper" to "Multi" in Column 4 for 07-00016, 07-00112.					
		Joshua Horacek	Brett Riffle	9	0	0

Form Type	Dept.	1 st	2 nd	In favor	Opposed	Abstain
RC-2	Juvenile Court (as amended)	Jane Hanley	Carri Brown	9	0	0
RC-2	Probate Court Amendment: Add "Multi" to Column 4 for 07-00007, 07-00014, 07-00121. Change "Paper" to "Multi" in Column 4 for 07-00120.					
		Brett Riffle	Jim Bahnsen	9	0	0
RC-2	Probate Court (as amended)	Jane Hanley	Jillian Boone	9	0	0
RC-3	Common Pleas	Carri Brown	Jane Hanley	8	0	1

2. RC-3 for documents older than 50 years and other LGRP review triggers

Our current policy for RC-3 forms is that they can be sent to Mark Conrad, who will review them and then post them for 7 days, and inform that Data Board that they are posted. If no one requests a review of the RC-3 at a Data Board meeting, then Mark Conrad will approve the form and contact the department that sent the form.

However, if any form has to go to the LGRP (Local Government Records Program at Ohio History Connection), then the form has to go before the Data Board first. Two items that could trigger a required LGRP are 1) the RC-2 in the last column as a checkmark indicating that anything in that record series needs to be sent to LGRP, and 2) any documents over 50 years old must be sent to the LGRP for review.

If any of your documents meet either of these criteria, you should list those on a separate RC-3 form. That will keep them separate from a form that could just be posted and approved in seven days.

3. Around the Table

Carri Brown: The Records Center is open. A workgroup has been created to work with coordinating records moving to the Records Center. An announcement about boxes and labels will be made soon.

The labels for the boxes will be printed on normal paper, which will be folded in half and then inserted into the plastic sleeve that will be able to be affixed to the boxes.

The suggestion was made that the paper for permanent records be a color, such as yellow, to contrast with the paper for normal records, which will be normal white paper.

Joshua Horacek: Civil is upgrading to Matrix Online. We are also getting quotes about adding data wiring to the prosecutor tables in the courtrooms.

Brett Riffle: Board of Elections is continuing to work through cybersecurity requirements and suggestions to protect the elections process.

Jillian Boone: Perhaps the Fairfield County courts, Clerk of Courts, Sheriff, along with Municipal Court, could consider investing in one court case management system for all, since all these departments are closely connected.

4. Parking Lot

ESS and Timekeeping

Waiting on two departments to complete position control, so that Executime can be implemented. Once complete, Executive has a workflow for approving employee time, which ultimately creates a batch that can be imported into MUNIS.

The go-live date is October 20-30.

We will have to keep TimeClockPlus (where it currently is in use) and Executive both running for at least two pay periods.

IT Update

Windows 7 End of Life

Due to the need to continue protecting against cybersecurity threats, we will need to upgrade not only to Windows 10 but to Windows 10 Enterprise specifically. We are investigating pricing options for making that move.

Infrastructure

No updates this time.

Cybersecurity

We are forming a workgroup to discuss some measures that will need to be implemented to enhance our cybersecurity protection. If you want to be on that work group, please contact Mark Conrad.

MDM

MDM is mobile device management, which is a system that provides centralized management for mobile devices that we have control over. A properly configured MDM gives us the ability to reset passwords, passcodes, and IDs on mobile devices and control the software that is installed. Microsoft Office 365 comes with an MDM module, which we have implemented for Juvenile Court. We can expand this to other county departments using mobile devices.

Office 365

Mailboxes are moving to the cloud. Once you are moved to the cloud, you may get a message from Outlook telling you that your device requires a reboot or a restart, do so. If that does not work, you may have to uninstall and reinstall the Outlook application to get it working properly.

County IT Collaboration

No updates this time.

Unified modern communication presence (social media, web, etc.)

No updates this time.

5. Building Updates

No other updates this time.

6. Next Meeting Dates

Wednesday, October 16, 2:00 PM, Commissioners Hearing Room

The suggestion was made and accepted that instead of Wednesday, December 18, 2:00 PM, Commissioners Hearing Room, we will hold our last meeting of the year in November.

7. Adjourn	1 st Jane Hanley	2 nd Alex Lape	In favor 8	Opposed 0	Abstain 0
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