

**Data Board Meeting Minutes**

**July 18, 2018**

Those present:

Office	Name	Present (P) Voting (V)	Representative	Present (P) Voting (V)
<b>Voting Members (13 total)</b>				
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	
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	PV
Engineer	Jeremiah Upp		Eric McCrady Jeff Camechis Cheryl Downour	PV
Judge	Richard Berens		Jillian Boone	
Prosecutor	Kyle Witt		Joshua Horacek Amy Brown-Thompson	PV
Recorder	Gene Wood		Lisa McKenzie	
Sheriff	Dave Phalen		Jerry Perrigo Jeneanne Smyers	
Treasurer	Jim Bahnsen	PV	Michael Kaper Jennifer Effinger	P
Total Voting Members Present (marked PV)		9		
Total Representatives Present But Not Voting (Marked P)		1		

Observers:

Jay Mattlin

David Miller

Taylor Reed

Total observers present: 3

Total Present:

**1. Approve forms**

Form Type	Dept.	1 <sup>st</sup>	2 <sup>nd</sup>	In favor	Opposed	Abstain
RC-3	Health (Nursing)	Joshua Horacek	Jim Bahnsen	9	0	0
RC-3	Clerk of Courts Legal	Carri Brown	Jane Hanley	8	0	1

**2. Social Media Policy**

Mark Conrad, Rachel Elsea, Jon Slater, and a representative from HR will form a task force to review and revise as appropriate the Social Media policy for the county.

Elected officials need to be careful when on Social Media that it is clear when they are making personal comments versus official business.

Mark mentioned that the Ohio Electronic Records Commission was beginning to revise their Social Media policy recommendations.

3. Around the Table

David Miller: Employee Self Service (ESS) Update: Workgroups continuing to make progress. Working meeting at the end of the month to build out the Sheriff's Department. The project turned out to be simpler than expected. 75% of county is using ESS. The Sheriff's Department will be using it very soon, which will bring the usage up to 90%. ESS will work with time keeping mechanisms.

Taylor Reed: ESS will allow for a standard set of deductions and pay types. I will reach out to other offices about using ESS; it should be easier to implement now. The new pay-in process has been implemented.

David Miller: The new pay-in process is going well.

Ray Schmidt: DD received a technology grant and will be working with Perry County, Licking County, and Fairfield Medical Center to implement.

Jane Hanley: Board of Elections is now considered critical infrastructure by the Department of Homeland Security and the Ohio Secretary of State has been issuing directives concerning Cyber Security and doing trainings.

Carri Brown: Thank you to Jay Mattlin and Brian Plummer for the IT Lunch & Learn on OneDrive and SharePoint. Please submit the information packet for inclusion in the Roundtable. Consider scheduling additional trainings.

CRMS can be replicated for use by other boards.

Mark Conrad: The Common Pleas Court General Division, working with the Clerk of Courts, received an Ohio Supreme Court Technology Grant to make appropriate court document images available on-line. Magistrate Jillian Boone wrote the grant. Carri Brown suggested presenting this information at other meetings and opportunities.

Jon Slater: KnowBe4 training is progressing and is effective. Please encourage staff to take the training.

4. Parking Lot

ESS Update

Covered during "Around the Table".

Strategic Needs for Technology survey

Mark will bring together a few people to get this survey done.

Electronic Signature Block

Still being worked on. We need to get our email moved to the cloud.

Cybersecurity

Covered during "Around the Table".

Office 365

Exchange (email) still needs to be moved to the cloud. The rest of the implementation, which is the installation of the Office applications on the local machines, has been finished.

IT Projects Report: no new reports

5. Building Updates

Eagle-Gazette building plans for renovation are nearly complete and the project will be set out to bid soon. The Baldwin facility has the new garage built. Maintenance has moved in.

6. Data Board and software

The Data Board needs to approve software and hardware implemented in the county. IT needs to update the list of basic software and hardware approved.

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

7. Adjourn	1 <sup>st</sup> Branden Meyer	2 <sup>nd</sup> Ray Schmidt	In favor 9	Opposed 0	Abstain 0
------------	----------------------------------	--------------------------------	---------------	--------------	--------------