

Those present:

Office	Name	Present (P) Voting (V)	Representative	Present (P) Voting (V)
<b>Voting Members (12 total)</b>				
Auditor	Jon Slater	PV	Randy Carter	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		
Engineer	Jeremiah Upp		Cheryl Downour Eric McCrady	PV
Judge	Richard Berens		Jillian Boone	PV
Prosecutor	Kyle Witt		Joshua Horacek Amy Brown-Thompson	PV
Recorder	Gene Wood	PV	Lisa McKenzie	
Sheriff	Dave Phalen		Jerry Perrigo Jeneanne Smyers	
Treasurer	Jim Bahnsen	PV	Michael Kaper Jennifer Effinger	P
Total Voting Members Present (marked PV)		10		
Total Representatives Present But Not Voting (Marked P)		2		
Secretary				
Auditor	Mark Conrad	P		

Observers:

Carl Headley   David Miller

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Total observers present: 2

Total Present: 15

1. Proposed Data Board web site change

If this is put in place where those who are not on the Data Board view it, they may not understand it. We may need to expand this to include an FAQ or other explanatory section(s).

We will make this available to the Data Board members.

2. Approve RC-2 and RC-3 forms, Present Agreements

Form Type	Dept.	1 <sup>st</sup>	2 <sup>nd</sup>	In favor	Opposed	Abstain
RC-2	Transportation Improvement District	Amy Brown-Thompson	Mary Jane Hanley	10	0	0
RC-3	Auditor	Gene Wood	Jim Bahnsen	10	0	0
RC-3	Health District	Eric McCrady	Gene Wood	10	0	0
RC-3	Commissioners	Amy Brown-Thompson	Jillian Boone	10	0	0
RC-3	Personnel	Jim Bahnsen	Carri Brown	10	0	0

Form Type	Dept.	1 <sup>st</sup>	2 <sup>nd</sup>	In favor	Opposed	Abstain
RC-3	Treasurer	Gene Wood	Amy Brown-Thompson	10	9	1
RC-3	Clerk of Courts Legal	Mary Jane Hanley	Amy Brown-Thompson	10	9	1
RC-3	Clerk of Courts Title	Jim Bahnsen	Jillian Boone	10	9	1
RC-3	Auditor (second RC-30)	Gene Wood	Eric McCrady	10	0	0
RC-3	JFS Community Services	Mary Jane Hanley	Jim Bahnsen	10	0	0

### 3. New business

Carl Headley: We have licenses for Office 365 but we have to develop a deployment plan. It will probably be about a month before implementation begins.

KnowBe4: 96% of staff took the training. Of those that missed, a lot of them were DD employees who were out of the office during the training time. Our next step is to send out test emails (emails that mimic phishing emails) to see if the training was effective.

Jon Slater: We want to solidify the practices of the Data Board.

Carri Brown: You will like Office 365. One reason we are moving to Office 365 is that it encrypts data. It is also easy to use.

Executime has a number of requirements both for us and for Tyler that have to be met before implementing it in the county. Some initial trainings are coming up soon.

The example web site had this mission statement: "The **mission** of the Fairfield County Data Board is to coordinate the management of technology, records, and information resources to allow government offices to provide exemplary customer service to citizens and create efficiencies to maximize the return on taxpayers' investment." We can ask "What can the Data Board do to accomplish this mission?" Perhaps we can talk with county personnel and find out what their needs are.

Jillian Boone: Will there be some kind of training opportunity before Office 365 is implemented?

There was discussion about Office 365 training, including implementing a train-the-trainer concept as well as developing or finding instruction sheets or videos on how to use Office 365, especially how it differs from Office 2010.

Jillian Boone: Will CourtView work with Office 365?

Mark Conrad: I will contact CourtView and Henschen to make sure about that point.

Mark Conrad: The Eagle Gazette building has been purchased and initial discussions for renovating it have begun.

Randy Carter: We work with the city on providing networking to our buildings. There has been a basic proposal that if we help the city purchase a bucket truck, the city could do the wiring to provide networking, instead of us having to contract that task to private companies. The city and the county would also have the vehicle available for other tasks. Very many details would need to be worked out before this could be viable, including how to determine on-going costs such as maintenance, storage of the vehicle, use of the vehicle., etc. Jon Kochis of EMA is considering applying for a grant for such a purpose if the county would decide to do so.

**Data Board Meeting Minutes**

**September 20, 2017**

- 4. Comprehensive Building Update, including Records Center, Baldwin, Government Services building, Civil

Jon Slater: We are looking into renovating and using 108 N High, which used to be a sheriff's office, for the real estate offices.

Carr Brown: The maintenance garage, Conrad building, and maximum security prison are to be demolished in 2018.

September 29 is the dedication of the Public Safety Facility.

Drew Shoe will probably remain in use through 2019.

- 5. Onboarding concepts

These are policies, procedures, and programs designed to bring new employees to product work more quickly, especially if we can have them do some of these items before they start work, such as getting forms into HR and IT.

- 6. Next Meeting: Wednesday, December 13, 2017, 2:00 PM, Commissioners Hearing Room

7. Adjourn	1 <sup>st</sup> Mary Jane Hanley	2 <sup>nd</sup> Gene Wood	In favor 10	Opposed 0	Abstain 0
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