

Data Board Meeting Minutes

December 12, 2018

Those present:

Office	Name	Present (P) Voting (V)	Representative	Present (P) Voting (V)
Voting Members (13 total)				
Auditor	Jon Slater	PV	Mark Conrad Ed Laramée	P P
Board of Elections (Opposing Parties)	(Mary) Jane Hanley		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	PV
Engineer	Jeremiah Upp		Eric McCrady Jeff Camechis Cheryl Downour	PV
Judge	Richard Berens		Jillian Boone	PV
Prosecutor	Kyle Witt		Joshua Horacek Kirk Shaw Amy Brown-Thompson	PV
Recorder	Gene Wood		Lisa McKenzie	PV
Sheriff	Dave Phalen		Jeanne Smyers	
Treasurer	Jim Bahnsen	PV	Michael Kaper Jennifer Effinger	P
Total Voting Members Present (marked PV)		10		
Total Representatives Present But Not All Voting (Marked P)		13		

Observers:

Todd McCullough	Jay Mattlin	Taylor Reed	David Miller
LeAnna Shaeffer			

Total observers present: 5

Total Present:

1. Approve forms

Form Type	Dept.	1 st	2 nd	In favor	Opposed	Abstain
RC-3	Auditor	Carri Brown	Jim Bahnsen	10	0	0
RC-3	Common Pleas General	Jon Slater	Carri Brown	9	0	1
RC-3	Clerk of Courts Legal	Carri Brown	John Slater	9	0	1
RC-3	Sheriff	It was decided to table this RC-3 so that the Data Board can follow up concerning the entry Fingerprint Cards (arrest) 07-00011.				
RC-3	JFS	Jon Slater	Jillian Boone	10	0	0

Form Type	Dept.	1 st	2 nd	In favor	Opposed	Abstain
RC-3	Clerk of Courts Title	Carri Brown	Jim Bahnsen	9	0	1

2. Social Media Policy

Most of the communications on county social media are just transient records, one way communication to the public, and so do not need to be retained. The Data Board does not see the need for a product similar to ArchiveSocial at this time. However, the Social Media Policy Review group should include further discussion of this along with the whole policy review and report back to the Data Board.

Mark Conrad needs to contact all county departments to see if who else might like to participate in the Social Media Policy Review group.

3. Data Board governance over software, equipment decisions

Some discussion about what software and equipment decisions need to go before the Data Board and what can be left to IT.

Generally, decisions that affect only a single department could probably be handled by IT, but there are some common systems, such as court management systems, that span multiple departments but in some ways still seem like areas that IT could handle.

IT needs to update the documents detailing approved equipment and required specifications to present to the Data Board. We will discuss this further at a future Data Board meeting.

4. Moving Data Board from IntraNet to SharePoint

Mark Conrad would like to move all the Data Board Intranet items off the Intranet and onto Sharepoint. Discussion about this was positive, so Mark will begin working on that.

5. Around the table

Jillian Boone: The Common Pleas General portion of the website has been updated for a cleaner look and more efficient organization.

Brett Riffle: The Board Of Elections will be getting new voting machines for 2019.

Ray Schmidt: State DD is working through privacy concerns and Fairfield DD is working with them on this.

Jim Bahnsen: Treasure portion of the web site has been updated with an FAQ.

Jon Slater: Auditor portion of the web site has been updated to make more information available.

6. Parking Lot

ESS and Timekeeping Update

In general, web site updates have focused on making information easier to obtain. Mark Conrad mentioned that Montgomery County Clerk of Courts has developed an AI Chat program that can interactively get people the information that they are seeking via typed questions and answers. Mark has contacted MapSys to see if they could do something like this. Carri Brown mentioned that Northwoods is another vendor that could probably do this kind of project and that we should also consider contacting Montgomery County to see if we could get their system, as systems developed by county personnel are generally free for use by other county governments. We should look into this further and possibly do some vendor demonstrations.

David Miller and Taylor Reed: Continuing to work on position control for the ESS and Timekeeping project, currently focusing on getting supervisory approval properly set up. We have finished with the Sheriff's Department and will begin on departments in the Courthouse soon. July is the goal for finishing this.

Tyler Technologies has an update to Munis that integrates with Timekeeping. We want to be an early adopter.

Strategic Needs for Technology survey

Mark Conrad presented a 6 question survey about strategic needs relating to IT. The questions are:

- 1) List up to five general business processes or tasks which you find problematic, overly time consuming, or too complex. Your answers do not have to relate to IT.

- 2) List up to five outcomes or improvements you believe can be achieved with the better use of IT in your workplace.
- 3) List up to five minor gripes you have with the current IT environment. It could relate to your computer being slow, printer jams, internet problems, programs crashing, anything.
- 4) How tech savvy would you rate your workplace, from 1 to 10.
- 5) How effectively do you think your workplace is using IT, from 1 to 10.
- 6) What kind of professional development in the use of technology do you need to enhance your work?

One suggestion was to change the questions with a scale of 1 to 10 to a simple binary, Yes or No, response. Mark will alter the questions accordingly and work with Rachel Else to distribute it via Survey Monkey.

IT Update

Infrastructure – We have purchased a system called Netwrix Auditor that captures logs of IT-related activity and makes it available for reports and research. It also send alerts when unusual activity has occurred, which can give us a chance to stop potentially malicious activity before it can take root in our systems.

Cybersecurity – We have had some trouble getting everyone through the Cybersecurity training. We are close, but have had to run multiple campaigns. Mark Conrad was asking if there were consequences if someone does not complete the training. There was discussion about terminating someone’s access to IT resources, such as their basic login, if they do not complete the training. Carri Brown will develop a motion dealing with this and present it at a later Data Board meeting. IT will send Carri a current KnowBe4 report.

Office 365 – IT has contracted with MapSys to get some help on finishing the configuration and developing the steps to finish our move to Office 365, specifically dealing with moving our Exchange email accounts from the local server to the cloud.

Jay Mattlin has established priority service for all of our communications networks via Homeland Security. This makes us a repair priority with companies such as AT&T.

IT Contacts

IT Contact Information

Main Number: 740-652-7075

Email:

rt-fc-it (RT - FC – IT) : The basic IT ticket queue. When in doubt, send to this one, and we will assign it to the proper queue if necessary.

rt-fccourts-it : Requests from offices at the Hall of Justice and related offices.

rt-fc-security (RT - FC – Security) : CAI forms, problems with ID badges, problems with door locks, door lock schedules

rt-fc-telecom (RT - FC – Telecom) : Phone and voicemail issues

rt-fc-procurement : Requests for quotes for possible equipment purchases

In general, we prefer that you contact IT either via one of the RT emails or 7075. While the staff do have basic duties assigned, we are working on cross training for these duties. More importantly, you will not know if someone is out of the office on an IT call, a conference, or leave. Using RT or 7075 will mean that someone will take your issue and see that the correct, available person gets the call.

You can always contact Mark Conrad.

IT Staff basic duties:

Mark Conrad, director

Denise Gressick, procurement and IT support

Drew Carlo, IT Support

Fred Goodwin, network

Jay Mattlin, phone, MUNIS, Office 365

Brian Plummer, cybersecurity, Office 365

Jon Slater asked if there could be a button on the desktop that would log an IT help call. IT will look into this.

6. Proposed 2019 Meeting Dates

Monday, January 14, 2:00 PM, Commissioners Hearing Room

Wednesday, April 17, 2:00 PM, Commissioners Hearing Room

Wednesday, July 17, 2:00 PM, Commissioners Hearing Room

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

Wednesday, December 18, 2:00 PM, Commissioners Hearing Room

Data Board Meeting Minutes

December 12, 2018

7. Next Meeting: Monday, January 14, 2:00 PM, Commissioners Hearing Room

8. Adjourn	1 st Jon Slater	2 nd Carri Brown	In favor 10	Opposed 0	Abstain 0
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