

Data Board Meeting Minutes

December 13, 2017

Those present:

Office	Name	Present (P) Voting (V)	Representative	Present (P) Voting (V)
Voting Members (12 total)				
Auditor	Jon Slater		Randy Carter	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	PV	Kelly Turben	
Coroner	Thomas Vajen		Luann Davidson	
County Commissioner	Carri Brown	PV		
Engineer	Jeremiah Upp		Cheryl Downour Eric McCrady	
Judge	Richard Berens		Jillian Boone	
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		Michael Kaper Jennifer Effinger	PV
Total Voting Members Present (marked PV)		8		
Total Representatives Present But Not Voting (Marked P)		8		
Secretary				
Auditor	Mark Conrad	P		

Observers:

Dan Neeley	Jay Mattlin	Hailley Moore
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Total observers present: 3

Total Present: 11

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

Form Type	Dept.	1 st	2 nd	In favor	Opposed	Abstain
RC-3	Common Pleas	Carri Brown	Branden Meyer	8	0	0
RC-3	Treasurer	Lisa McKenzie	Branden Meyer	7	0	1
RC-3	Clerk of Courts Title	Mary Jane Hanley	Lisa McKenzie	7	0	1
RC-3	JFS Community Services and CSEA	Branden Meyer	Mary Jane Hanley	8	0	0

2. Litigation Hold Notice In Relation To the Opioid Epidemic

County is entering into litigation concerning the opioid epidemic. We need to make sure that we do not destroy any documents that might be related to this.

Court cases, JFS cases, and other items that have a quantitative cost to the county and related in some way to opioid addiction may need to be held while this litigation is active.

3. Old business

Mark Conrad: I had presented the concept of putting all the Data Board related documents, including RC forms, minutes, and agendas on an externally available website. We had discussion that this might be more confusing than helpful to people who did not understand the process. Since the last meeting, I have considered another option, and I have discussed with Chris Heiberger of MAPSYS the possibility of developing a document management system for these documents. This would be a basic system for scan, store, and retrieve. Chris thought it would not take much to develop that. He said that the county still had available MAPSYS development time, and that he could do this system and the Adult Probation with that time.

Branden Meyer moved to approve the MAPSYS project for Data Board documents. Jennifer Effinger seconded.
Discussion: We need to find out the net of the time MAPSYS has available for the projects. We can still move forward.
Favor 8, opposed 0, abstain 0.

Randy Carter: We had discussed cooperatively purchase a bucket truck with the city to do fiber installations. Randy talked to city IT director. This project has been put on hold for now.

Office 365. Randy informed the board that we have Office 365 in some offices, including Courthouse. IT is planning to move to the Hall of Justice next. We will have to update CourtView and Henschen to accommodate the change to Office 365. Those who have already been using Office 365 have not noticed much difference from Office 2010.

Randy Carter: We discussed doing an IT Survey of county employees to find out their wants and needs in relation to technology.

Jay Mattlin: Carri Brown asked about moving to Office 365, including moving to email in the cloud. Jay said that we will install Office 365 throughout the county first and after that install, we can move email to the cloud.

4. New Business

Mark Conrad has been invited to become a member of the Ohio Electronic Records Committee.

Mark Conrad has had Chris Heiberger of MAPSYS mention that the MAPSYS server is five years old and it is time to begin considering its replacement. Mark will contact MAPSYS to get a cost on this.

Branden Meyer said that we had looked at the web-based CourtView 3 but Branden does not think that it will work for us, so we will need to look at replacing our current server for CourtView 2.

Branden Meyer: We met with the architect for the Eagle-Gazette Building. We hope to put out bids for construction in about March 2018 and have the shelving and storage area ready for use about June 2018.

Dan Neeley: JFS staff do not get prompted about password resets for county systems. Jay Mattlin has developed a way to provide some kind of prompting system for those employees. This email will follow a specific format and will follow that format all the time to eliminate confusion with possible SPAM.

Carri Brown: Carri asked "What type of cybersecurity training are we considering for 2018?" Randy mentioned that we can continue what we begin in 2017 with KnowBe4, as we can monitor who accomplished it and it can be done online. Carri mentioned that CORSA University has modules available as well, if we wanted to offer some variety. Dan mentioned that JFS staff have to complete such training once per year.

Carri Brown: If we have something that needs to get done, we can consider various options, including contracting services if necessary.

Randy Carter: ORC 307.841 specifies that the board shall meet annually on the second Monday in January and other meetings as scheduled.

5. Next Meeting: Monday, January 8, 2018, 2:00 PM, Commissioners Hearing Room

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6. Adjourn	1 st Branden Meyer	2 nd Mary Jane Hanley	In favor 8	Opposed 0	Abstain 0
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