DATA PROCESSING BOARD
MINUTES OF MEETING
June 18, 2014

MEMBERS PRESENT: Gene Wood, Eric McCrady, Jon Slater, Mark Conrad, Dan Neeley, Carri Brown, Jeff Porter, Jennifer Effinger, Randy Carter.

Item 1 – JFS RC-3

We discussed the RC-3 submission from JFS – CSEA, Community Services, Workforce Development, and Human Resources. Randy stated that all schedules were within the parameters of the respective RC-2 guidelines. Carri mentioned that there are potential federal guidelines for shredding certain documents in that they need to be witnessed when shredded. Dan will follow up with Sabina to ensure they are shredded accordingly.

Motion to approve: Gene, Second: Mark, All in favor: Everyone, Opposed: None, Abstain: None

Item 2 - Mapsys

We discussed the document management proposal from Mapsys. Randy reported that Rachel Elsea received a quote from Mapsys to set up document imaging for a total of $46,000.00. This includes a one-time fee of $35,000 for a enterprise license, $5,000 set up fee, and $6,000 annual maintenance. Rachel is looking at other vendors and we will revisit this at the next Data Board meeting. Carri mentioned that this is a solution to store, and retrieve more general documents that may not fall into a more complex document management system like Northwoods.

Item 3 – Social Media Policy

We discussed the county social media policy that has been drafted. There was a survey monkey survey sent to ask for any comments on the policy. Randy raised the question if it is better to have a generic policy to act as an umbrella for the types of social media, or if each one should be covered individually. For example Facebook, Twitter, and Instagram would each have a individual policy. Mark was in favor of keeping it generic and having addendums to the policy if we need to be more specific for a certain platform. Carri thought that we should limit the platforms county agencies can use to an approved list and that any addition will flow through the Data Board. She also thought it best to reconvene the original subcommittee of Dan, Mark, Randy, Rachel, Jon Kochis, and Kelly Robberts to look at the policy one more time and address this issue as well as set guidelines for the archival of the various platforms. Randy will send an e-mail out to the subcommittee and set a date for their meeting.

Item 4 – New Business

The following board member(s) offered reports:

Mark – The Connections group discussed addressing e-mail and records retention. Mark will get with Randy to send an e-mail for prospective subcommittee members to look at policies and procedures for dealing with e-mail.

Dan – Would like a refresher of what the Data Boards functions are and who can participate.

Randy will send him the Ohio Revised code that deals with the Data Board and see if this answers any questions he may have.

Carri – County employees will visit Delaware County on June 23 to look at their centralized records center. The county would like to pursue best practices for records storage and get ideas from various entities.

Branden – The Clerk's office set aside $60,000 to image documents that are brittle and ageing rapidly. This is part of a previous imaging project that started a few years ago. Mark is going to research companies to scan these documents. They would like to purchase a microfilm printer for the office. Carri, Mark, and Branden were going to discuss after the meeting. He reiterated the need for a centralized records center. It would allow the Clerk's office to merge their current facility with the county.

Item 5
Motion to adjourn: Brander, Second: Dan, All in favor: Everyone, Opposed: None, Abstain: None

The next board meeting is scheduled for Wednesday, September 17, 2:00 P.M. in Commissioner Kiger's office.