

**DATA PROCESSING BOARD  
MINUTES OF MEETING  
August 19, 2015**

MEMBERS PRESENT: Carri Brown, Randy Carter, Mark Conrad, Jennifer Effinger, Susan Eyerman, Josh Horacek, Mike Kiger, Gene Wood

**Item 1 – Clerk of Courts Title RC-3**

We discussed the RC-3 submission from the Clerk of Courts – Legal by Carie Fragoso. Mark stated that all schedules were within the parameters of the respective RC-2 guidelines.

Motion to approve: Mike. Second: Gene. In favor: 6, Opposed: 0, Abstain: 1.

**Item 2 – Clerk of Courts Legal RC-3**

We discussed the RC-3 submission from the Clerk of Courts – Title by Charma Morgan. Mark stated that all schedules were within the parameters of the respective RC-2 guidelines.

Motion to approve: Carri. Second: Jennifer. In favor: 6, Opposed: 0, Abstain: 1.

**Item 3 – Auditor RC-3**

We discussed the RC-3 submission from the Auditor by David Miller. Mark stated that all schedules were within the parameters of the respective RC-2 guidelines.

Motion to approve: Carri. Second: Mike. In favor: 6, Opposed: 0, Abstain: 1.

**Item 4 – Board of Elections RC-3**

We discussed the RC-3 submission from the Board of Elections by Beth Lane and Liz Borgan. Mark stated that all schedules were within the parameters of the respective RC-2 guidelines.

Motion to approve: Josh. Second: Gene. In favor: 7, Opposed: 0, Abstain: 0.

**Item 5 – Developmental Disabilities RC-3**

We discussed the RC-3 submission from the Developmental Disabilities by Gaynor Pfeffer. Mark stated that all schedules were within the parameters of the respective RC-2 guidelines.

Motion to approve: Carri. Second: Jennifer. In favor: 7, Opposed: 0, Abstain: 0.

**Item 6 – Dog Shelter RC-3**

We discussed the RC-3 submission from the Dog Shelter by Nina West and Todd McCullough. Mark stated that all schedules were within the parameters of the respective RC-2 guidelines.

Motion to approve: Josh. Second: Gene. In favor: 7, Opposed: 0, Abstain: 0.

**Item 7 – Social Media Policy**

We discussed the proposed Social Media Policy. This policy has come through a subcommittee and the Prosecutor's Office has reviewed it, which resulted in a few changes. After approval by the Data Board, the policy will need to be approved by the Board of Commissioners.

Motion to approve: Mark. Second: Gene. In favor: 5, Opposed: 0, Abstain: 2.

**Item 8 – Update on AIMS**

Randy gave an update on the AIMS project. The hardware is in and installed. Scanners and label printers are also in and installation is ongoing and nearing completion. The next steps include a MUNIS upgrade, then Tyler Content Manager. The target for implementation is first quarter 2016.

**Item 9 -- Adjournment**

Motion to adjourn: Mike. Second: Jennifer. In favor: 7, Opposed: 0, Abstain: 0.

The next board meeting is scheduled for Wednesday, November 18, 2:00 P.M., in Commissioner Kiger's office.