

**DATA PROCESSING BOARD
MINUTES OF MEETING
November 18, 2015**

MEMBERS PRESENT: Jill Boone, Carri Brown, Randy Carter, Mark Conrad, Jennifer Effinger, Beth Lane, Eric McCrady, Branden Meyer, Dan Neely, Jerry Perrigo, Gene Wood

Item 1 – Clerk of Courts Title 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: Gene. Second: Jerry. In favor: 10, Opposed: 0, Abstain: 1.

Item 2 – JFS RC-3

We discussed the RC-3 submission from the Fairfield County Job and Family Services by Suzie Lynch. Mark stated that all schedules were within the parameters of the respective RC-2 guidelines.

Motion to approve: Branden. Second: Gene. In favor: 10, Opposed: 0, Abstain: 1.

Item 3 – Treasurer RC-3

We discussed the RC-3 submission from the Treasurer's Office by James Bahnsen. Mark stated that all schedules were within the parameters of the respective RC-2 guidelines.

Motion to approve: Gene. Second: Branden. In favor: 10, Opposed: 0, Abstain: 1.

Item 4 – OpenGov

Carri discussed that the county was testing the OpenGov initiative on the county IntraNet first.

Item 5 – Data Imaging

Carri discussed that we have two data imaging systems available to us, Tyler Content Manager (TCM) and a system developed by MapSys, similar to the current CRMS system. MapSys may be reaching out to people to inquire about their needs.

Item 6 – Update on New Jail

Jerry reported that the new jail was ahead of schedule so far, meeting all the "milestones".

Item 7 – E-poll Books

Beth reported that Board of Elections was planning to use a new system E-pol system, which is 85% supported by the state. These books allow poll workers to swipe an ID card, such as a Drivers License, and find the person in the electronic poll book.

Item 8 – Board of Elections Roof

Beth and Carri reported that the Board of Elections building would be receiving a new roof. A bid has already been accepted, that was lower than expected, and work should start soon.

Item 9 – Outlook Issue, Engineering

Eric mentioned an issue with Outlook in the Engineering Department that Randy was going to take care of.

Item 10 – Baldwin Rd Facility

Branden reported that the Baldwin Rd Facility purchase had been delayed for an environmental study to be performed. Randy reported that the Baldwin Rd Facility can connect to the county network via city of Lancaster fiber, and that a direct bore operation would be done to make the connection, although this cannot be done in winter.

Item 11 – Brumfield Rd Facility Circuit

Branden reported that the AT&T circuit used at the Brumfield Rd. Facility, as researched by county IT, can be transferred to the new Veterans Administration building. This circuit had over 2 years left on its contract, and penalty for canceling was to pay the whole contract amount. Moving the circuit to Veterans keeps the circuit active. We can move the circuit because we are planning to close the Brumfield Rd facility in the near future. Once the circuit is moved, the Clerk of Courts staff that is currently located at Brumfield Rd will be moved to the Hall of Justice until a new records center is established.

Item 12 – Thanks to IT

Carri thanked county IT for thinking collaboratively on issues such as the AT&T circuit and for providing IT help to presentation speakers.

Item 13 – Asset Management

Randy reported that Utilities was planning to acquire an Asset Management system that could be expanded for use by other departments.

Item 14 – Hall of Justice Security Update

Randy reported that security camera and access control update at the Hall of Justice would begin soon, with wiring work beginning next week.

Item 15 -- Adjournment

Motion to adjourn: Gene. Second: Jerry. In favor: 11, Opposed: 0, Abstain: 0.

The next board meeting has not been scheduled yet.