LUCAS COUNTY DATA PROCESSING BOARD
MEETING MINUTES

Thursday December 5, 2013

Voting Members Present:
Anita Lopez, Auditor
Dan DeAngelis, Board of Elections
Phil Copeland, Recorder
Adam Hansen, Clerk of Courts Rep.
Eric Zatko, Common Pleas Court Rep.
Lila Shousher, Treasurer's Rep.
Sharon Haupricht, Domestic Relations Court Rep.
Brittany Ford, Commissioner Gerken's Rep.
Meghan Gallagher, Board of Elections

Recording Secretary:
Karen Schnitkey

Attendees:
Jessica Ford, Recorder's Office
Abby Arnold, Auditor's Office
Ursula Barrera-Richards, Auditor's Office
Mark Austin, Treasurer's Office
Doug Podiak, Facilities
Ron Heinold, LCIS
George Webb, LCIS
Cynthia Waldmannstetter, LCIS
Pete Gerken, Commissioner
Kelly Roberts, OMB
Bryan Miller, OMB

- Cindy Waldmannstetter called the meeting to order.

- Motion to approve the minutes of the November 7, 2013 meeting made by Adam Hansen, seconded by Eric Zatko; motion carried. Meghan Gallagher and Sharon Haupricht abstained.

Purchasing Requests

Facilities
Doug Podiak presented a request to purchase TimeClockPlus to streamline their operations for time clock and attendance software. iCloud based services will be used with virtual support. Cost is $2,636.28 and funding is available in the Facilities Department General Fund. Anita Lopez made a motion to accept the request, seconded by Eric Zatko: motion carried.

Integrated Justice System
Eric Zatko presented a request for the Integrated Justice System to use Skype for collaboration among IJS staff. Discussion included the need to update the Internet Use Policy and for creation of a Skype Policy. Phil Copeland made a motion to approve the use contingent upon a Skype policy created and presented to the board at the January 2014 DP Board meeting, seconded by Anita Lopez: motion carried.

Old Business

Tax Accounting Project
Cindy Waldmannstetter reported that they are working on data conversion and validation and plan to go live by the end of next week.

Social Media
No discussion.

Lucas County Spending Website

Abby Arnold updated the board with the prototype of the web site that added an additional reports link that can take the user to an individual agency's CivicPlus web sites. January is the anticipated time for the web site to be published. Anita Lopez mentioned that they will be promoting the site through public shows and education and outreach. Mr. Gerken asked the members present if they're comfortable with the updated concept of the website. Consensus was that there are issues that won't be known until the site is launched and they'll be dealt with at that time.

Windows XP Computer Replacement

A sub-committee was formed to address the impact and needs related to the Windows XP Operating System replacement. Members are George Webb, Eric Zatko, Adam Hansen, Bryan Miller, and Ron Heinold. The sub-committee recommended that policy be put in place that will block any Windows Vista, XP, 2000 and earlier operating systems from accessing the county network as of April 8, 2014. Discussion included funding sources for replacement of PC's. The group is working to determine the number of computers and cost that will affect each agency. There was a question regarding costs for additional staff needed to implement the policy. This will be reviewed at the January DP Board meeting. Mark Austin made a motion to approve the Windows Operating System policy as stated, Adam Hansen seconded; motion carried.

New Business

2014 DP Board Meeting dates were presented.

Executive Session

Adam Hansen made a motion to enter into Executive Session for the purpose of discussing personnel issues related to the job classification analysis, seconded by Meghan Gallagher. Yea – Waldmannstetter, Haupricht, Zatko, Shousher, Hansen, Gallagher, DeAngelis.

Motion to accept the job classifications as presented made by Eric Zatko, seconded by Dan DeAngelis; motion carried.

Motion to adjourn made by Sharon Haupricht, Lila Shousher seconded; motion carried.

Anita Lopez, Secretary of the Board

Cindy Waldmannstetter, Director, LCIS

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