

**LUCAS COUNTY DATA PROCESSING BOARD
MEETING MINUTES**

Thursday March 6, 2014

Voting Members Present:

Ursula Barrera-Richards, Auditor's Rep.
Dan DeAngelis, Board of Elections
Jessica Ford, Recorder's Rep
Eric Zatko, Common Pleas Court Rep.
Sharon Haupricht, Domestic Relations Court Rep.
Lila Shousher, Treasurer's Rep.
Bernie Quilter, Clerk of Courts
Gina Marie Kaczala, Board of Elections
Brittany Ford, Commissioner's Rep.

Attendees:

Mark Austin, Treasurer's Office
Kelleigh Decker, OMB
Carol Contrada, Commissioner
Adam Hansen, Clerk of Courts Office

Recording Secretary:

Karen Schnitkey

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- Ursula Barrera-Richards called the meeting to order.
 - Motion to approve the minutes of the February 6, 2014 meeting made by Lila Shousher, seconded by Brittany Ford; motion carried.

Purchasing Requests

Treasurer

Lila Shousher presented a request to purchase Unisys Remittance and Lockbox Application and Archive Upgrade along with Work Source Migration to Windows 7 and Service Upgrade. The upgrade is due to the discontinuation of Microsoft support for XP system. In order to ensure the integrity of the County's Treasury Management system these changes need to be made by April 8, 2014. The total cost of the above equipment will not exceed \$107,850.00 which will be paid from the County's Capital Appropriations fund. Bernie Quilter made a motion to approve the request, seconded by Dan DeAngelis: motion carried.

Board of Elections

Dan DeAngelis presented a request to purchase a Ricoh Aficio MP C5503 Copier. The current copier is under contract, but due to the age of the machine they are unable to order repair parts. They currently have a loaner machine and have been given the option to be released from the maintenance contract at no cost if they obtain a new machine from the same company. Funding for the purchase is from Contract Repairs #512140. The total estimated cost if leased at \$192.00 for 60 months is \$11,520. Mark Austin made a motion to approve the purchase, seconded by Jessica Ford: motion carried.

Auditor

Ursula Barrera-Richards presented a request for purchase of six (6) Dell Precision T1700 computers and one (1) Dell Precision T3610 computer for the GIS and high level Real Estate users in the Auditor's office. GIS and high level real estate users require a more robust computer due to the sophisticated software requirements and the processes they perform. The total cost of the 7 computers will be \$10,100.37 and funding is available from fund 2030-0170-53100. Motion to approve the purchase made by Bernie Quilter, seconded by Sharon Haupricht; motion carried.

Old Business

Tax Accounting Project

Ursula Barrera-Richards reported that there are no new developments in the tax accounting project. Lila added an update to the project regarding the tax accounting conversion March/April deadline has been changed to September of 2014.

XP Computer Replacement Project

Ursula Barrera-Richards reported that they are currently deploying computers. They will be meeting today to compile a deployment schedule. They are waiting for agencies to report back their internet priority which is important for the deployment timeline. Mr. Quilter and Ms. Shousher inquired as to whether there is a contingency plan in place in case there are problems with computers that have not been replaced by the deadline. Ms. Shousher mentioned that LCIS has a plan in place to handle specific critical network options in the event that the computers have not been replaced by the deadline.

Email Review – No Updates

Lucas County Web Site Review – No updates

Commissioners Desktop Printer Consolidation – No Updates

County Software Centralization – No Updates

New Business

The draft of the LCIS Annual Report was presented to the board for review.

Executive Session

Sharon Haupricht made a motion to enter into Executive Session for the purpose of discussing personnel issues, seconded by Eric Zatzko. Yea – Barrera-Richards, Haupricht, Zatzko, J. Ford, B. Ford, Shousher, Quilter, Kaczala, DeAngelis.

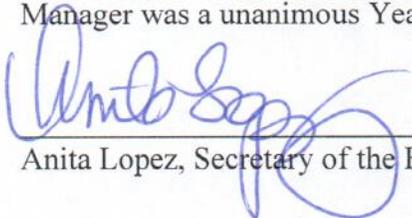
Dan DeAngelis made a motion to exit from executive session, seconded by Jessica Ford. There were no actionable items during deliberation in executive session.

Motion to adjourn made by Bernie Quilter, seconded by Jessica Ford; motion carried.

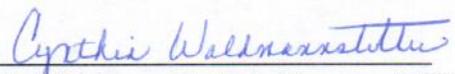
On May 6, 2014 an emergency hiring approval was presented by the Auditor to DP Board Members for the following:

1. To extend an offer to hire Mike Butler as a replacement for the Operations Team Lead position.
2. To extend an offer to hire Jason Gears as an Infrastructure Project Manager.

All Board members were contacted via email and requested to vote Yea or Nay for each candidate. The vote for the Operations Team Lead was a unanimous Yea, the vote for the Infrastructure Project Manager was a unanimous Yea.



Anita Lopez, Secretary of the Board



Cindy Waldmannstetter, Director, LCIS

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