



ANITA LOPEZ LUCAS COUNTY AUDITOR

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MEMORANDUM

TO: All Data Processing Board Members
FROM: Anita Lopez, Secretary of Board
DATE: August 4, 2015
SUBJECT: Data Processing Board Meeting

The Lucas County Data Processing Board Meeting will be held on **Thursday, August 6th, at 11:00 a.m. in the Commissioners' Conference Room A, Suite 800 of Government Center.** Previous minutes, agendas and requests can be viewed online at <http://www.co.lucas.oh.us/index.aspx?nid=2253>.

Agenda:

1. Approval of Minutes
2. Requests
 - A. Land Bank - Copier
3. Old Business
 - A. Tax Accounting Project
4. New Business

**LUCAS COUNTY DATA PROCESSING BOARD
MEETING MINUTES**

Thursday, July 2, 2015

Voting Members Present:

Jason Gears, Auditor Rep.
Eric Zatzko, Common Pleas Court Rep.
Julie East, Recorder Rep.
Lila Shousher, Treasurer Rep.
Adam Hansen, Clerk of Courts Rep.
LaVera Scott, Board of Elections
Gina Kaczala, Board of Elections
Steve Spitler, Commissioner Rep.

Attendees:

Jim Molnar, Auditor Real Estate
Jeremy Burnat, LCIS
Ron Heinold, LCIS
Matt Choma, Solid Waste

Recording Secretary:

Karen Schnitkey

-
- Jason Gears called the meeting to order.
 - Motion to approve the minutes of the June 4, 2015 meeting made by Mr. Spitler, seconded by Mr. Hansen; motion carried.

Purchasing Requests

LCIS

Jason Gears presented a request to purchase 2810 Microsoft Windows Server 2012 Client Access Licenses at \$22.07 each. The new licensing is required for the existing computers to access new Windows Server 2012 resources. There are no annual maintenance fees associated with this purchase. Funds are available in the Capital Improvement account 4030-1750-C1075. Total cost is \$62,016.70. Motion to approve was made by Ms. Scott, seconded by Ms. Shousher; motion carried.

Solid Waste

Matt Choma presented a request to purchase a Dell PowerEdge Server to replace the current Windows 2003 server that supports the LCSWMD infrastructure needs. The new server will be installed at Lucas County Solid Waste and supported by LCIS. The current tape backup system will be replaced with an IBM Tivoli solution. To support the Tivoli Backup solution the WAN connection to LCSW must be upgraded to 10 Mbps which will incur a monthly charge to LCSW of \$180. Funds are available from 5050-0530-530100. Total cost of the initial purchase is \$8,896.27. Mr. Zatzko made a motion to approve, seconded by Ms. Kaczala; motion carried.

Old Business

Tax Accounting Project

Mr. Molnar reported that confirming that data is coordinated between the new and old systems. CAMA data will now be refreshed on a nightly basis, rather than annually. They are continuing to present public demos.

New Business

Steve Spitler brought to the board that the commissioners will have upcoming discussions regarding replacing or revamping the PeopleSoft programs. Mr. Gears mentioned that there was an ERP Steering Committee in place in 2004 to research possible changes to the enterprise system. Mr. Spitler requested a roster of those members of the ERP Steering Committee.

Lavera Scott brought to the board information regarding state funding opportunities to update to electronic polling capabilities. They will be contacting LCIS for assistance.

Executive Session

Motion to enter Executive Session for the purpose of discussing LCIS personnel made by Mr. Zatko, seconded by Ms. Scott. Roll was called as follows: Mr. Gears – Yea, Mr. Zatko – Yea, Ms. East – Yea, Ms. Kaczala – Yea, Mr. Spitler – Yea, Ms. Shousher – Yea, Mr. Hansen – Yea, Ms. Scott – Yea.

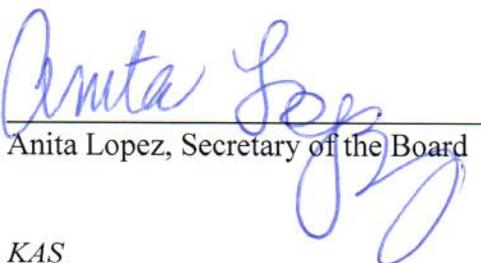
Motion to exit from Executive Session made by Mr. Spitler, seconded by Ms. Scott.

Motion to accept the recommendation for the salary increase for Alan Mason made by Ms. East, seconded by Mr. Zatko, Mr. Gears abstained; motion carried.

Motion to accept the recommendation for the promotion to Sr. Applications Systems Analyst for Scott Geffe made by Ms. Shousher, seconded by Mr. Zatko, Mr. Gears abstained; motion carried.

Motion to accept the recommendation to hire Anthony Hubbard as a Network Technician II made by Ms. Scott, seconded by Ms. East, Mr. Gears abstained; motion carried.

Motion to adjourn made by Ms. Scott, seconded by Mr. Zatko; motion carried.



Anita Lopez, Secretary of the Board



Jason Gears, Director, LCIS

KAS



Wade Kapszukiewicz, Chair

July 20, 2015

Lucas County DP Board
Ms. Anita Lopez, Secretary
One Government Center Suite 600
Toledo, Ohio 43604

Dear Ms. Lopez:

The Lucas County Land Bank seeks ratification of its purchase of a RICOH MP C4503SP Multi-purpose Copy/Print/Scan machine for our business operations. This purchase replaces our existing RICOH Copy/Print/Scan machine which is now obsolete.

Grand Total: not to exceed \$ 7,658.00

Funding Source: Land Bank 2015 Operating Budget – Equipment

See attached agreement.

Respectfully Submitted,

David Mann
President

Copiers Printers

CUSTOMER INFORMATION

Customer: Lucas County Land Bank
 Street: One Government Center, Suite 500
 City: Toledo State: OH ZIP: 43604

Contact: Karen Poore
 Location:
 Account No. 3333923000

PLAN INFORMATION

Model	Serial #	Model	Serial #	Model	Serial #
c4503					
Date:		Bill Amount		Frequency	
B&W Base Rate or CPP: \$0.0062		Pages Included in Base: None		Monthly	
B&W Overage Rate:		BW Start Meter:		Monthly	
Color Base Rate or CPP: \$0.0450		Pages Included in Base: None		Monthly	
Color Overage Rate:		CLR Start Meter		Monthly	

MT Business Technologies Inc., in consideration of your payment, plus any applicable tax, agrees to perform service on the above-mentioned equipment with the terms and conditions set forth herein.

- MACHINE CONDITION:** It is mutually understood that said equipment shall be in good operating condition upon said beginning date.
- REPAIR AND REPLACEMENT OF PARTS:** MT Business Technologies, Inc. (hereinafter the "Company") shall replace, without charge, parts that have been broken or worn through normal use and are necessary for machine servicing and maintenance adjustment. The Company shall provide cleaning of the equipment that is required for satisfactory performance during the term of this agreement. Excluded from this agreement are modifications outside of manufacturers specifications, software or loss of software/data, and the installation of supplies and maintenance kits that are operator replaceable, i.e., toner, staples, paper, collection bottles, oil, ink, batteries, chargers.

Options Menu

Select Items Covered	B&W Supplies - Toner, Developer, Ink	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Drum, PCU, All-in-One Unit	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	Color Supplies - Toner, Developer, Ink	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Maintenance Kits	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

- SERVICE CALLS:** Service calls shall be made during the Company's regular business hours – Monday through Friday 8:00 A.M. – 5:00 P.M. (Eastern Standard Time), excluding holidays (where available). *Emergency calls* requested after regular business hours are billed at the current after-hour rate.
- EQUIPMENT DAMAGE AND SUPPLIES:** This agreement shall not apply to repairs made necessary by accident, misuse, abuse, neglect, theft, vandalism, electrical power failure, fire, water, acts of God, or repair by other than MT Business Technologies, Inc. personnel. Also excluded from this agreement are service calls resulting from using supplies other than those recommended by the Company, including through-put material, such as paper, labels, transparencies, etc.
- CUSTOMER CARE:** The Customer shall exert reasonable care in the operation and maintenance of the equipment.
- TERM:** This 12-month agreement shall be in effect, (A) upon approval by the Company of the mechanical and operational condition of the equipment, and (B) upon acceptance of the agreement by a duly authorized representative of the Company. This agreement shall continue in force and shall automatically be renewed yearly at the rate in effect at that time. In the event of early termination by the Company, and at the sole discretion of the Company, a prorated refund or credit may be offered to the customer. Early termination of the contract by the customer is non-refundable. This agreement may be terminated by either party prior to the renewal by giving thirty (30) days written notice. This agreement is not transferable without expressed written consent by an authorized Company representative.
- WARRANTIES:** With respect to the parts and service furnished hereunder, MT Business Technologies Inc. makes no warranties, express or implied, except for those warranties expressly made by the Manufacturers of such parts, and MT Business Technologies, Inc. expressly excludes all warranties of merchantability or fitness for any particular purpose.
- CUSTOMER:** Customer shall not hire, solicit for hire, or aid any third party in hiring any employee of MT Business Technologies, Inc. for a period of one (1) year following the performance of any MT Business Technologies, Inc. employee services.
- FREIGHT:** A freight charge is added to each invoice to cover the shipping cost for supplies and parts.
- Toner:** The Toner Inclusive Program (if applicable) is based on manufacturer supply consumption rates. Delivery of supplies will not exceed agreed upon usage. Consumption of covered supply products varying significantly from expected usage may result in additional charges for supplies.

CUSTOMER APPROVAL

We elect not to take the maintenance agreement at this time

Signature: *David Mann*

Print Name: Karen Poore David Mann

Title: President Date: 4/24/15

MTBT Service Manager Acceptance:

X Date: _____



Sales and Use Tax Blanket Exemption Certificate

The purchaser hereby claims exception or exemption on all purchase of tangible personal property and selected services made under this certificate from:

Office Products Inc./Toledo dba MT Business Technologies, Inc.

(vendor's name)

and certifies that the claim is based upon the purchaser's proposed use of the items or services, the activity of the purchase, or both, as shown hereon:

Government

Purchaser must state a valid reason for claiming exception or exemption.

Lucas County Land Bank

Purchaser's name

One Government Center, Suite 500

Street address

Toledo

OH

43604

City, state, Zip code

State

Zip

X *[Handwritten Signature]*

President

Signature

Title

6-24-15

Date signed

Tax ID - 27-3629072

Vendor's license number, if any

Vendors of motor vehicles, titled watercraft and titled outboard motors may use this certificate to purchase these items under the "resale" exception. Otherwise, purchaser must comply with either rule 5703-9-10 or 5703-9-25 of the Administrative Code.

This certificate cannot be used by construction contractors to purchase material for incorporation into real property under an exempt construction contract. Construction contractors must comply with rule 5703-9-14 of the Administrative Code.