

**LUCAS COUNTY DATA PROCESSING BOARD
MEETING MINUTES**

Monday, January 11, 2016

Voting Members Present:

Anita Lopez, Auditor
Carol Contrada, Commissioner
Julie East, Recorder Rep.
Lila Shousher, Treasurer Rep.
Bernie Quilter, Clerk of Courts
Sharon Raburn, Domestic Relations Ct. Rep.
Gina Kaczala, Board of Elections

Attendees:

Jason Gears, LCIS
George Webb, LCIS
Ron Heinold, LCIS
Jim Molnar, Auditor Real Estate
Joey Sink-Oiler, Soil and Water
Steven Spitler, Commissioner Rep.
Tina Skeldon Wozniak, Commissioner
Adam Hansen, Clerk of Courts Rep.

Recording Secretary:

Karen Schnitkey

- Jason Gears called the meeting to order.
- Tina Skeldon Wozniak made a motion to nominate Lucas County Auditor Anita Lopez to serve as Secretary of the Board, Bernie Quilter seconded, motion approved.
- Motion to approve the minutes of the December 3, 2015 meeting made by Ms. Lopez, seconded by Ms. Skeldon Wozniak; motion carried.

Purchasing Requests

Soil and Water

Joey Sink-Oiler presented a request for a network connection for a new PC given to them by NRSA-ODA. Mr. Quilter made a motion to approve the connection, seconded by Ms. Shousher; motion approved.

Old Business

Tax Accounting Project

Jim Molnar reported that the new tax accounting system is up and running and is the sole source for the real estate information and producing tax bills. They are continuing to take suggestions for enhancements to help make the system run more efficiently and smoothly.

New Business

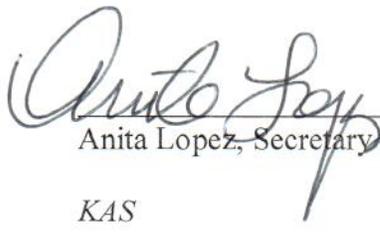
Commissioner Wozniak inquired as to the possibility of replacing the current Groupwise email system with MS Outlook and asked that alternatives be investigated. Commissioner Contrada asked that updates or alternatives for the county web site be investigated as well. Ms. Lopez indicated that upgrades can be accomplished if funding and staffing resources are provided. Mr. Gears added that committees will be formed to review the email and website alternative options and costs. Standing items for the email and web site alternatives will be added to the monthly agenda.

Mr. Quilter said that the vendors for the new case management system will be working with IT through Eric Zatko during the next year 1-2 years. Progress updates will be made at the DP Board meetings monthly regarding the implementation of the Courts CMS system.

Mr. Quilter mentioned that they can take care of imaging needs for other agencies if needed. The imaging lab will be retired in the next year. The new Records Center is working very well.

Ms. Lopez thanked the IT staff for assisting with the year-end financial processing and mentioned that the Financial system was re-opened earlier than planned this year.

Mr. Quilter made a motion to adjourn, seconded by Ms. Shousher; motion approved.



Anita Lopez, Secretary of the Board

KAS



Jason Gears, Director, LCIS