

**LUCAS COUNTY DATA PROCESSING BOARD
MEETING MINUTES**

Thursday, February 04, 2016

Voting Members Present:

Jason Gears, Auditor Rep
Steven Spitler, Commissioner Rep.
Julie East, Recorder Rep.
Lila Shousher, Treasurer Rep.
Adam Hansen, Clerk of Courts Rep.
Sharon Raburn, Domestic Relations Ct. Rep.
Gina Kaczala, Board of Elections
Eric Zatko, Common Pleas Court Rep.
Lavera Scott, Board Of Elections

Attendees:

Ron Heinold, LCIS
Jim Molnar, Auditor Real Estate
Kelleigh Decker, OMB

Recording Secretary:

Karen Schnitkey

- Jason Gears called the meeting to order.

- Motion to approve the minutes of the January 11, 2016 meeting made by Ms. East, seconded by Ms. Shousher; motion carried.

Purchasing Requests

Commissioners

Mr. Gears presented a request on behalf of the County Commissioners to purchase 8 Dell Venue Pro 11 tablets and hardware to be used by the Commissioners and staff. The estimated total cost is \$12,800 and funds are available in 1010-0400-530100 and 1010-0300-530100. Docking station, keyboard, mouse, pen and 3 years of accidental damage protection and extended warranty are included. Motion to approve purchase made by Ms. Raburn, seconded by Mr. Zatko; motion carried.

Old Business

Tax Accounting Project

Jim Molnar reported that the new tax accounting system continues to run well. Public feedback has been very positive. Regular monthly updates are no longer required, although Mr. Molnar will be available to answer any questions as they arise and specific updates will be added to the agenda as needed.

Case Management System

Mr. Zatko reported that the hardware for the project is set up and running, they are working on the final configurations at this time. Instances of the CMS are installed. Training for IJS staff has been scheduled. Mr. Zatko is working on a grant for hardware to improve delivery of court services with kiosks and self-check-in systems. E-filing is being implemented this spring. Prosecutors and juvenile detention modules will be completed this year.

County Email

Mr. Gears handed out a comparison of Groupwise and Outlook that listed the features available. Mr. Gears will continue to research available options and costs. GroupWise licensing is extremely efficient and much less expensive than Exchange. Mr. Zatko asked about the possibility of using Gmail for email. Mr. Gears said that it can work well in small instances, however with a large group such as Lucas County it may not be as efficient. Office 365 offers a cloud solution however it is very expensive (3-4 times our current cost). Will Groupwise be able to integrate with the CMS or the new tax accounting system? Concerns are that Outlook meeting invites are not easily integrated into a Groupwise calendar. Mr. Gears mentioned that they are currently working on a migration to a 2014 version of Groupwise which will bring improvements.

County Web Site

Ms. Schnitkey reported that continuing work is being done on a CivicPlus website user audit to review access to the system and which modules are being used. LCIS completed a web page audit in 2015 to review all pages on the site for compliance and that data was current, any issues were reported to CivicPlus publishers with suggestions to update the pages. This audit will be repeated annually. Alternative options for CMS solutions are being investigated and we're reaching out to the other major Ohio counties to learn what solutions they use for web sites. Mr. Zatko mentioned that Juvenile Court would like to change the look and feel of their site so that it's not as similar to CivicPlus. Mr. Gears reminded the board that the goal of the CMS system is for county pages to have a consistent look and feel. Ms. Schnitkey mentioned that CivicPlus has an upgrade available that will bring a fresh look to the site, this will be evaluated along with other options.

New Business

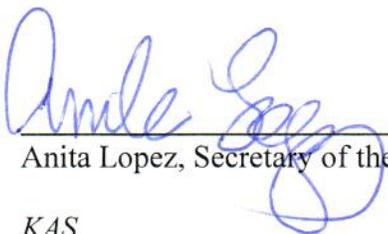
Mr. Gears handed out a draft of the LCIS 2015 Annual Report for the members to review. Members were asked to submit any suggested changes to Mr. Gears or Ms. Schnitkey. The final report will be distributed in April.

Ms. Scott mentioned that the Board of Elections will be relocating the Early Vote Center to 1301 Monroe St.

Mr. Zatko made a motion to enter into Executive Session for the purpose of discussing LCIS staffing. Roll was called as follows: Mr. Gears – Yea, Ms. Raburn – Yea, Mr. Zatko – Yea, Ms. East – Yea, Ms. Shousher – Yea, Mr. Hansen – Yea, Ms. Kaczala – Yea, Ms. Scott – Yea.

There were no actionable items from Executive Session.

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



Anita Lopez, Secretary of the Board



Jason Gears, Director, LCIS

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