To: The Honorable Michael Stinziano, Secretary/Administrator
Franklin County Data Processing Board

From: Adam Frumkin, Chief Information Officer
Franklin County Data Center

Date: October 7, 2019

Subject: Agenda for the Monday, October 7, 2019 Data Processing Board Meeting

The proposed agenda for the Monday, October 7, 2019 meeting of the Franklin County Automatic Data Processing Board is attached for your review. The meeting will be held in the FCDC Auditorium on the 9th floor of the Franklin County Courthouse, 373 S. High Street, Columbus, Ohio 43215.

The Board will reconvene in Regular Session at 9:00 A.M.
AN AGENDA WILL BE PROVIDED TO YOU AT THE MEETING.

Cc: The Honorable Cheryl Brooks Sullivan, Member, Franklin County Treasurer
The Honorable Kim Brown, Member, Franklin County Court of Common Pleas
The Honorable Daniel J. O’Connor Jr., Member, Franklin County Recorder
The Honorable John O’Grady, Member, Franklin County Board of Commissioners
The Honorable Maryellen O’Shaughnessy, Member, Franklin County Clerk of Courts
The Honorable Edward J. Leonard, Member, Franklin County Board of Elections
Mr. David R. Payne, Member, Franklin County Board of Elections
Jo Ellen Cline, Delegate, Franklin County Auditor
Sherri Anthony, Delegate, Franklin County Auditor
Jim Holmes, Delegate, Franklin County Treasurer
Victoria Troy, Delegate, Franklin County Treasurer
Julie Grimes, Delegate, Franklin County Treasurer
Jennifer Goodman, Delegate, Franklin County Common Pleas Court
Michael Pifher, Delegate, Franklin County Common Pleas Court
Robert Hinton, Delegate, Franklin County Recorder
Melissa Messina-Lanthorn, Delegate, Franklin County Recorder
Kaliyah Shaheen, Delegate, Franklin County Board of Commissioners
Zak Talarek, Delegate, Franklin County Board of Commissioners
Angela Mathews, Delegate, Franklin County Clerk of Courts
Sharlene Chance, Delegate, Franklin County Clerk of Courts
Adam Luckhaupt, Delegate, Franklin County Clerk of Courts
AGENDA - Automatic Data Processing Board Meeting, October 7, 2019

9:00 A.M. Convene in Regular Session

- Call to Order
- Secretary’s Comments
- Approve or amend the Minutes of the September 9, 2019 Regular Board Meeting
- New Business

—— Resolution No. 19-065 Franklin County Salvage

—— Motion to Hold an Executive Session for the Purpose of Discussing Personnel Matters

As authorized by O. R. C. Section 121.22, Division (G)(1)

- Second the Motion to Hold an Executive Session
  Roll call vote (requires a majority of the quorum)

- Move to Executive Session

- Executive Session
  —— Resolution No. 19-066 Personnel Action – New Hire – SQL Developer
  —— Resolution No. 19-067 Personnel Action – Promotion – IT Infrastructure Engineer 2
  —— Resolution No. 19-068 Personnel Action – Promotion – IT Network Engineer 1
  —— Resolution No. 19-069 Personnel Action – Pay Increase – Director, Financial Services
  —— Resolution No. 19-070 Personnel Action – Promotion – Financial Services Manager

- Motion to Adjourn the Executive Session
  Roll call vote (requires a majority of the quorum)

Reconvene in Regular Session

—— Resolution No. 19-066 Personnel Action – New Hire – SQL Developer

—— Resolution No. 19-067 Personnel Action – Promotion – IT Infrastructure Engineer 2

—— Resolution No. 19-068 Personnel Action – Promotion – IT Network Engineer 1

—— Resolution No. 19-069 Personnel Action – Pay Increase – Director, Financial Services

—— Resolution No. 19-070 Personnel Action – Promotion – Financial Services Manager

Other Business

Adjourn
Minutes of the September 9, 2019 Board Meeting

Date Approved: October 7, 2019

Michael Stinziano, Secretary, Administrator
Franklin County Auditor

Kim Brown, Member
Judge, Franklin County Court of Common Pleas

Maryellen O’Shaughnessy, Member
Franklin County Clerk of Courts

John O’Grady, Member
Franklin County Commissioner

Daniel J. O’Connor Jr., Member
Franklin County Recorder

Cheryl Brooks Sullivan, Member
Franklin County Treasurer

Edward J. Leonard, Member
Director, Franklin County Board of Elections

David Payne, Member
Deputy Director, Franklin County Board of Elections
FRANKLIN COUNTY AUTOMATIC DATA PROCESSING BOARD

Regular Monthly Meeting

PROCEEDINGS

Held at 373 South High Street, FCDC Auditorium, 9th Floor, Columbus, Ohio, called at 9:03 a.m. on Monday, September 9, 2019.

ARMSTRONG & OKEY, INC.
222 East Town Street, 2nd Floor
Columbus, Ohio  43215-5201
(614) 224-9481 - (800) 223-9481
BOARD MEMBERS:

The Honorable Michael Stinziano, Franklin County Auditor, Secretary/Administrator, FCADPB

The Honorable Cheryl Brooks Sullivan, Member, Franklin County Treasurer

The Honorable Kim Brown, Member, Franklin County Court of Common Pleas

The Honorable Edward J. Leonard, Member, Franklin County Board of Elections

Mr. David R. Payne, Member, Franklin County Board of Elections

Mr. Zak Talarek, Delegate, Franklin County Board of Commissioners

Ms. Melissa Messina-Lanthorn, Delegate, Franklin County Recorder

ALSO PRESENT:

Mr. Adam Frumkin, FCDC Chief Information Officer
Mr. Rick James, FCDC Chief Operating Officer
Ms. Julie Lust, FCDC Director, Financial Services
Ms. Jessica Wilkins-Bibbs, FCDC Director, HR
Mr. Nick Soulas, County Prosecutor
Mr. Conrad Michael, Director, PMO
Mr. Jeff Sanders, Director, Enterprise Architecture
Mr. John Proffitt, Director, Infrastructure
Ms. Nikki Milburn, Director, Information Security
Ms. Mary Ann Brooks, Executive Administrative Assistant

- - -
AGENDA

ITEM PAGE

Call to Order 4
Secretary's Comments 4
Approval of Minutes 12
New Business 13
   Resolution 19-057 13
   Resolution 19-058 13
   Resolution 19-059 14
Executive Session 17
Reconvene in Regular Session 18
   Resolution 19-060 19
   Resolution 19-061 20
   Resolution 19-062 21
   Resolution 19-064 22
Other Business 23
Adjournment 24
Monday Morning Session,
September 9, 2019.

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CALL TO ORDER

SECRETARY STINZIANO: Well, good morning, everyone. We will begin the September 9, 2019, Data Processing Board meeting. We will first call to order. I will now defer to Adam for additional comments.

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SECRETARY'S COMMENTS

MR. FRUMKIN: Good morning, everyone. So adding a little to my script this morning. Is everybody aware, I'm sure is aware, you all got your Everbridge notices this morning. We had a little hiccup this morning that happened somewhere around 4:30, 4:00 to 4:30 this morning.

It seems that we've got everything back up and running and is in process and there may be some hiccups through the morning just because we're taking things down and bringing them back up just to make sure everything is where we need to be, but we should be pretty solid at this point. We did figure out exactly what the root cause was.

MS. MESSINA-LANTHORN: Which was?
MR. FRUMKIN: A router that runs between here and WeConnect.

MS. MESSINA-LANTHORN: Okay.

MR. FRUMKIN: And because that router went down and the way it went down it would not allow things to fail-over. Usually it would have failed-over and we would have had -- no one would have ever known it happened, but the way the router failed, it actually held onto everything, it would not fail over to the other routers, so that's why we had the issue this morning.

The Office 365 Project is well underway as most know. Multiple projects have been identified that need to be executed in preparation for the move, including finishing SCCM, the Data Domain, and upgrading or replacing devices running Windows 7 and moving to Windows 10.

We completed three town-hall-style meetings where the technology contacts for each of the agencies attended and were brought up to speed on next-step information. There are now regularly-scheduled steering committee meetings to provide progress updates and solicit the collaboration needed for our successful implementation.
The Print Transition is underway and the vendor, SSI, is working on scheduling to make sure that we have a focused transition by year end. Additional meetings are being scheduled to ensure a positive transition as we go through that.

The App/Dev team had a successful "Show and Tell" and is working feverishly on the Auditor's mobile app and progress is going well. And we're moving into Sprint 4 which will be a beta release for users. And we have other App/Dev applications already on the backlog, ready to go, as soon as that is completed.

Work is continuing with moving Database backups onto the new data domain. It may take several weeks to complete due to the backups have been stored in several locations including our cloud storage.

An upgrade to ServiceNow has been completed which keeps the County's instance on a supported version as well as some minor enhancements to our platform.

Additionally, from a security perspective, we have had 63 password resets completed through using Self Service which is a good sign. With that, we've had 34.43 percent registration
across the County for self-service for utilizing
self-service password resets, and we have launched
seven agency Security Awareness Training Campaigns
with eight already have been completed.

Continuing to work with Secretary of
State on the Board of Elections' directives. Some of
these are part of the Microsoft 365 Project that we
are continuing to implement those suggested and
required updates.

Information security policies are being
reviewed and updated to include all of our Microsoft
365 features and to ensure the security of the County
is moving forward in the direction we wish to move it
forward in.

With that, I would like to defer -- I
wanted to make sure she was here -- to Nikki to give
an update on what is happening with the security
recently around the country and then also to give an
update from TEC2019 that she went to.

MS. MILBURN: Good morning, everybody.
One of the hot topics that you see is about vendor
security and what is going on. Texas was one of the
most-recent ones to bring that to attention where the
22 cities/municipalities/counties were hit.

And it's not necessarily that attackers
are going straight at you; they're coming in through third parties. So if there's a third-party vendor, that a lot of different agencies are using or different counties and municipalities, they will go after the third party, breach the third party, and then you have the credentials to get into any one of those that you want because they provide the support that you need for the applications. And in a lot of the smaller counties, all of their IT support is through a third party. They truly don't have IT staff; they definitely don't have IT security staff.

So it's really bringing that to light and that's one of the things, going forward, that I want to look at a lot more stringently on what vendors do have access, what type of access, do they really need it for everything or is it just for the implementation. What does long-term support look like, how will they access our systems, when will they do it.

And one of the things at the TEC2019 conference, which was really all things about identity and Office 365 or M365 and how those are playing out, vendors was one of the topics in there. How do you collaborate with your third parties and yet still keep yourself secure.
So there are features that are basic within active directory. We can grant temporary access to someone, so they need to come in, troubleshoot something, they only need access for a day. We actually limit it for a day and set the control system adequately rather than wait for someone to come back and say "Hey, can you remove their access" because that oftentimes is something that gets overlooked and doesn't always happen.

So let's start doing things systematically, making sure that they only have it for when they need it. And I know that we do have vendors that are break-glass support, they have to have it but, by the time that vendor is needed, you've already engaged someone who can re-enable their access, so it's not remove the account, it's disable it until needed. Because somebody is always available and needed typically from the Data Center side to look at a server, open something up, we can re-enable their access within a minute and they can do it.

Longer term, I'll be looking at how can I do this systematically. So if you think SailPoint, the way that self-service password works, you have to do multifactor, you can reset your password, you can
unlock your account. There may be an option there to allow a vendor to enable their account when needed, but they have to go through that multifactor first so I know who you are, which goes into the life cycle of a vendor.

So we have a company that we work with and they have 10 different employees that are supporting our systems. I don't know when one of their employees leave. They don't always tell us. They don't have to tell us. Ideally it would be great, but they don't always, so we have residual rights sitting out there for someone who doesn't work for us or the vendor anymore.

So it's trying to put controls in place to start governing the life cycle of our vendors because we do it for our people. We're constantly sending out e-mails, at least quarterly anyway, these accounts are stale, are they still active, are they not needed. Vendors aren't controlled quite as much. So that's one, going forward, I want to look at a little more closely. How are we doing it, how can we put systematic controls to kind of reduce our risk as a County.

A lot of that was from TEC2019. Going there with teams as being part of M365, Office 365.
It's a great collaboration suite, both internally and externally, and how do we control the external part is one of the big takeaways on what controls can I put in place, it was great.

Any questions on Texas or kind of the vision going forward of what are the next things I'll be working on? You guys will be hearing from me more.

MR. FRUMKIN: No questions for Nikki, then I'll defer to Julie to give our financial update.

MS. LUST: Good morning, everyone.

On behalf of the Commissioners, the Data Center bills non-general fund agencies and some programs for monthly computer resources, reimbursing the general fund. We are on target to recover the revised revenue budget of $2.1 million this year.

On the expense side, we will require appropriations in December to offset sick and vacation payouts to team members who have left the Data Center in 2019 and position vacancies less than projected. Materials and supply budget remains in good standing.

The Microsoft Windows operating system upgrade project is going well. The Data Center has
identified 240 PCs that will need replaced to accommodate the new Windows 10 operating system. The Data Center will be able to procure the PCs required with savings from a security software being discontinued this year and the replacement not being made until 2020.

The Microsoft Office 365 Project, approved by this Board in October 2018, has been expanded to include security and collaboration products. The new project, known as Microsoft 365, will be discussed this morning in Resolution 19-059.

Pending any questions, this does complete the financial update.

MR. FRUMKIN: Any questions?

Barring any questions, I would like to defer back to Auditor Stinziano.

SECRETARY STINZIANO: Thank you for the update, everyone.

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APPROVAL OF MINUTES

SECRETARY STINZIANO: Next we will move to approval or amending the minutes of the August 5, 2019 Regular Board Meeting. Everyone's had a chance to review the minutes. Is there a motion?

MS. BROOKS SULLIVAN: Motion made.
SECRETARY STINZIANO: I've got a motion for approval. Is there a second?

JUDGE BROWN: Second.

MR. LEONARD: I'll second.

SECRETARY STINZIANO: It's been moved and seconded. All in favor? Any opposed, same sign.

The minutes have passed.

(Vote taken; motion passes.)

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NEW BUSINESS

RESOLUTION 19-057

SECRETARY STINZIANO: Next we will present Resolution 19-057 regarding Franklin County Salvage.

MS. LUST: Good morning. This is for equipment that is obsolete, and there's nothing out of the ordinary on this resolution.

MR. LUCKHAUPT: Move to approve.

JUDGE BROWN: Second.

MR. LEONARD: I'll second.

SECRETARY STINZIANO: It's been moved and seconded. All in favor? Any opposed?

(Vote taken; motion passes.)

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RESOLUTION NO. 19-058
SECRETARY STINZIANO: Next we'll move to Resolution No. 19-058.

MS. LUST: This resolution is for network equipment. Network equipment connects devices to the Franklin County Data Network. It will also provide internet and wifi services for the new Forensic Science Center which will be utilized by the coroner's office. Pending any questions, we request your approval of this resolution.

SECRETARY STINZIANO: Seeing no questions or comments, is there a motion for approval?

MR. LEONARD: I'll so move.

MS. BROOKS SULLIVAN: Second.

SECRETARY STINZIANO: It's been moved and seconded. All in favor? Any opposed? The resolution is passed.

(Vote taken; motion passes.)

- - -

RESOLUTION NO. 19-059

SECRETARY STINZIANO: Next is Resolution 19-059.

MS. LUST: On October 1st, 2018, Resolution 18-051 was approved, moving forward with Microsoft Office 365, with a budget not to exceed $2 million.
Office 365 includes applications such as Word, Excel, e-mail, and PowerPoint. The Data Center will be able to implement most of those services associated with this initial project, reducing the cost of that phase by approximately a half-a-million dollars.

While working with a Senior Microsoft consultant and an engineer during the review of requirements, design sessions and strategic implementation planning, additional Microsoft security and collaboration features, that would result in an enhanced security posture for the County, were researched.

The bundle known as Microsoft 365 includes device, information, identity and governance security items, as well as Office 365 providing a secure productivity and collaboration environment.

Within the resolution is a comparison of the current Microsoft Enterprise Agreement which includes only software assurance on the operating system, allowing upgrade projects, like we're doing right now, with the Office -- I'm sorry, with the Microsoft Windows 10.

Office 365, which will cost $261.51 per user, provides the much-needed productivity suite of
It's important that the County move to this industry standard currently offered by Microsoft, since Office 2007, 2010 and 2013 versions are currently no longer supported by Microsoft.

Microsoft 365, which will cost $472.39 per user, includes the Enterprise version of your operating system, the Office Suite, 1 terabyte of personal storage per user, collaboration items such as Teams, Planner, and SharePoint, Mobile Device Management and, most importantly, security features to protect devices, information, identity, and govern the information that is sent to and from the County.

The Data Center believes that Microsoft 365 is the best solution to provide a secure, productive, and collaborative environment.

Pending any questions, we do request your approval of Resolution 19-059.

MS. BROOKS SULLIVAN: Enthusiastically.

MR. LEONARD: Yeah, I move to approve. I appreciate the move forward.

SECRETARY STINZIANO: Adam, did you have a question?

MR. LUCKHAUP: Yeah. And we'll also save space on the server storage because the e-mail
and file shares will not be using --

    MS. LUST: Correct. Your e-mail will be in the cloud and then 1 terabyte of personal storage per user.

    MR. FRUMKIN: Which we'll be moving, as we talked in the steering committee meeting, we'll be moving, in 2020, moving people off of the personal E-drive and having them move to using the OneDrive which then everyone will have access to everything no matter where they are, and it will reduce our internal storage as well.

    MR. LUCKHAUPT: Great. We're definitely excited.

    SECRETARY STINZIANO: So there's a motion from Director Leonard.

    MR. LUCKHAUPT: Second.

    SECRETARY STINZIANO: It's been seconded.

    All those in favor? Any opposed? The resolution has passed.

    (Vote taken; motion passes.)

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    EXECUTIVE SESSION

    SECRETARY STINZIANO: Next I'd like to take a motion to move into Executive Session for the purpose of discussing personnel matters.
MS. MESSINA-LANTHORN: So moved.
MR. LEONARD: I'll second.
SECRETARY STINZIANO: It's been moved and seconded. We'll do a roll call vote.
Judge Brown.
JUDGE BROWN: Aye.
SECRETARY STINZIANO: Clerk of Courts.
MR. LUCKHAUPT: Aye.
SECRETARY STINZIANO: Commissioners.
MR. TALAREK: Yes.
SECRETARY STINZIANO: Recorder.
MS. MESSINA-LANTHORN: Yes.
SECRETARY STINZIANO: Treasurer.
MS. BROOKS SULLIVAN: Yes.
SECRETARY STINZIANO: Board of Elections.
MR. LEONARD: Yes.
MR. PAYNE: Yes.
SECRETARY STINZIANO: The Auditor says aye as well. If you are not involved with hiring or personnel or firing decisions, please leave the room.
(Recess taken.)
- - -
RECONVENE IN REGULAR SESSION
SECRETARY STINZIANO: We are back from Executive Session, but we will take a vote to remove
ourselves.

Judge Brown.

JUDGE BROWN: Aye.

MR. LUCKHAUPT: Aye.

MR. TALAREK: Aye.

MS. MESSINA-LANTHORN: Aye.

MS. BROOKS SULLIVAN: Aye.

MR. LEONARD: Aye.

SECRETARY STINZIANO: I am an aye as well. For the record, no votes or decisions were made in Executive Session or resolutions.

Based on recommendation from the Data Board, though, we will be withdrawing Resolution No. 19-063.

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RESOLUTION NO. 19-060

SECRETARY STINZIANO: Our next resolution is Resolution No. 19-060.

MS. WILKINS-BIBBS: Good morning. This resolution is seeking approval for the hire of Melvin Andre Alexander for Server Engineer.

Andre possesses over 20 years of server engineering experience, including within the Cisco environment, and has led large data center migrations.
In addition, he's obtained his Associate's Degree in Mechanical Engineering, VMware Certifications, and ITIL Foundation Certification.

Andre is a public servant and currently serves as a Special Assignment Police Officer in Lucas County. He'll be a strong asset to our growing infrastructure team.

Pending any questions, we request your support for Resolution 19-060.

MS. BROOKS SULLIVAN: So moved.

MR. LUCKHAUPT: Second.

SECRETARY STINZIANO: It's been moved and seconded. Any questions or comments? Seeing none, all in favor? Any opposed?

(Vote taken; motion passes.)

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RESOLUTION NO. 19-061

SECRETARY STINZIANO: Next we'll do Resolution 19-061.

MS. WILKINS-BIBBS: This resolution is seeking approval for the rehire of Tasha Hyler to Business Relationship Manager.

Tasha has been working for Franklin County for 21 years, with most of that time being spent in the Data Center. She's proven instrumental
in championing agile methodologies in FCDC and CLCT.
Tasha has earned several technical certifications,
including Scrum Master and ITIL Foundations.

With her job knowledge and keen ability
to establish trusted partnerships, Tasha returning to
FCDC, in the Business Relationship Manager capacity,
is a win for Franklin County.

Pending any questions, we request your
support for Resolution 19-061.

MR. LEONARD: I would move to approve.

She's been a great asset whenever I've worked with
her.

MR. LUCKHAUPT: And I'm going to
reluctantly second it. She's our great asset and
we'll be losing her, but she'll serve the Data Center
wonderfully.

SECRETARY STINZIANO: It's been moved and
reluctantly seconded. All in favor? Any opposed?

(Vote taken; motion passes.)

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RESOLUTION NO. 19-062

SECRETARY STINZIANO: Next we'll do

Resolution No. 19-062.

MS. WILKINS-BIBBS: This resolution is
seeking approval for the hire of Melissa Peoples as
Business Analyst.

Melissa is another loyal, seasoned Franklin County transfer who worked for Clerk of Courts for 15 years. During this time, she earned six promotions as well as a Lean Six Sigma Green Belt Certification.

With a Bachelor's Degree in Marketing, Melissa also possesses over four years of IT business analyst and process improvement experience. She attended LeanOhio Boot Camp and has played a lead role in Kaizen events for Clerk of Courts Office. FCDC looks forward to leveraging Melissa's strong skill set.

Pending any questions, we request your support for this resolution.

SECRETARY STINZIANO: Any questions or comments? Seeing none, is there a motion?

JUDGE BROWN: So moved.

MS. BROOKS SULLIVAN: Second.

SECRETARY STINZIANO: It's been moved and seconded. All in favor? Any opposed?

(Vote taken; motion passes.)

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RESOLUTION NO. 19-064

SECRETARY STINZIANO: Our final
resolution is Resolution 19-064.

MS. WILKINS-BIBBS: This resolution is seeking approval for the hire of Robert Bisciotti as Business Relationship Coordinator.

Robert is another public servant who possesses over 15 years of experience with Franklin County; most recently from the Board of Commissioners Office where he serves as a Hearing Officer.

Robert has over 20 years of administrative support experience which will greatly benefit the newly-formed Business Relationship Management Team.

Pending any questions, we request your support for Resolution 19-064.

SECRETARY STINZIANO: Are there any questions or comments? Seeing none, any motion for passage?

JUDGE BROWN: So moved.

MS. MESSINA-LANTHORN: Second.

SECRETARY STINZIANO: It's been moved and seconded. All in favor? Same sign, opposed.

Resolution passes.

(Vote taken; motion passes.)

- - -

OTHER BUSINESS
SECRETARY STINZIANO: That is all we have regarding resolutions. Is there any other business by any of the members of the Board? Judge? Clerk? County? Recorder? Treasurer? Board of Elections?

MS. BROOKS SULLIVAN: I have one comment.

SECRETARY STINZIANO: County Treasurer.

MS. BROOKS SULLIVAN: Thank you so much for 365. It's been a long time anticipated and we're really excited that we're finally there. Thank you.

SECRETARY STINZIANO: Adam has one more comment.

MR. FRUMKIN: I have one item. I would like to take this time to formally thank Jessica for her years of service with the Data Center as our lead HR person, and wish her best of luck as she moves to her new role with the State of Ohio.

MS. WILKINS-BIBBS: Thank you.

MS. BROOKS SULLIVAN: Congratulations.

MR. LUCKHAUPT: Congratulations.

MR. LEONARD: Congratulations.

SECRETARY STINZIANO: Any additional questions or comments? Seeing none, we are adjourned.

(Thereupon, at 9:55 a.m., the meeting was adjourned.)
CERTIFICATE

I do hereby certify that the foregoing is a true and correct transcript of the proceedings taken by me in this matter on Monday, September 9, 2019, and carefully compared with my original stenographic notes.

Carolyn M. Burke
Carolyn M. Burke, Registered Professional Reporter, and Notary Public in and for the State of Ohio.

My commission expires July 17, 2023.

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Armstrong & Okey, Inc., Columbus, Ohio (614) 224-9481
RESOLUTION NO. 19-065

OCTOBER 7, 2019

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER
EQUIPMENT SALVAGE

Voting Ayes thereon

Michael Stinziano, Secretary, Administrator
Franklin County Auditor

Kim Brown, Member
Judge, Franklin County Court of Common Pleas

Maryellen O'Shaughnessy, Member
Franklin County Clerk of Courts

John O'Grady, Member
Franklin County Commissioner

Daniel O'Connor, Member
Franklin County Recorder

Cheryl Brooks Sullivan, Member
Franklin County Treasurer

Edward J. Leonard, Member
Director, Franklin County Board of Elections

David Payne, Member
Deputy Director, Franklin County Board of Elections

Voting Nays thereon

Michael Stinziano, Secretary, Administrator
Franklin County Auditor

Kim Brown, Member
Judge, Franklin County Court of Common Pleas

Maryellen O'Shaughnessy, Member
Franklin County Clerk of Courts

John O'Grady, Member
Franklin County Commissioner

Daniel O'Connor, Member
Franklin County Recorder

Cheryl Brooks Sullivan, Member
Franklin County Treasurer

Edward J. Leonard, Member
Director, Franklin County Board of Elections

David Payne, Member
Deputy Director, Franklin County Board of Elections
FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER EQUIPMENT SALVAGE

WHEREAS, it has been determined that certain County capital equipment (computer equipment) is obsolete and unfit for our use; and,

WHEREAS, the Franklin County Data Center recommends this obsolete equipment be declared surplus for the purpose of public sale/disposal; and,

WHEREAS, a list of this obsolete and unfit equipment is attached hereto and made a part hereof; and,

NOW THEREFORE, BE IT RESOLVED that the Franklin County Automatic Data Processing Board recommends the Franklin County Board of County Commissioners, in accordance with Ohio Revised Code Section 307.12, sell at public auction or by sealed bid to the highest bidder, the computer equipment specified in the attached list, as recommend by the Data Center Chief Information Officer.
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<th>Number of Units</th>
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RESOLUTION NO. 19-066
OCTOBER 7, 2019

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER
PERSONNEL ACTION – NEW HIRE
SQL DEVELOPER

Voting Aye thereon

Michael Stinziano, Secretary, Administrator
Franklin County Auditor

Kim Brown, Member
Judge, Franklin County Court of Common Pleas

Maryellen O'Shaughnessy, Member
Franklin County Clerk of Courts

John O'Grady, Member
Franklin County Commissioner

Daniel O'Connor, Member
Franklin County Recorder

Cheryl Brooks Sullivan, Member
Franklin County Treasurer

Edward J. Leonard, Member
Director, Franklin County Board of Elections

David Payne, Member
Deputy Director, Franklin County Board of Elections

Voting Nay thereon

Michael Stinziano, Secretary, Administrator
Franklin County Auditor

Kim Brown, Member
Judge, Franklin County Court of Common Pleas

Maryellen O'Shaughnessy, Member
Franklin County Clerk of Courts

John O'Grady, Member
Franklin County Commissioner

Daniel O'Connor, Member
Franklin County Recorder

Cheryl Brooks Sullivan, Member
Franklin County Treasurer

Edward J. Leonard, Member
Director, Franklin County Board of Elections

David Payne, Member
Deputy Director, Franklin County Board of Elections
WHEREAS, Ohio Revised Code Section 307.844 provides that, subject to approval of the County Automatic Data Processing Board, the County Auditor as Chief Administrator of the Board may employ such persons as are necessary for the operation of the Data Center and shall fix the compensation of all such employees; and,

WHEREAS, the Board Administrator requests Board approval of Personnel Action number 19-066 which is attached hereto and made a part hereof; and,

WHEREAS, funding for this personnel action is available within the Data Center Personal Services (5100) Account; and,

NOW THEREFORE, BE IT RESOLVED that the Franklin County Automatic Data Processing Board hereby approve the transaction as described within the attached Personnel Action, as recommended by the Data Board Administrator.
# Data Center Personnel Action – New Hire – Jack Bird

## PERSONNEL ACTION FORM

<table>
<thead>
<tr>
<th>TRANSACTION TYPE</th>
<th>New Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLOYEE/CANDIDATE NAME</td>
<td>Jack Bird</td>
</tr>
<tr>
<td>PERSONNEL ACTION DATE (BOARD)</td>
<td>10/07/2019</td>
</tr>
<tr>
<td>DATA CENTER SECTION</td>
<td>Application Development</td>
</tr>
<tr>
<td>NEW JOB POSITION / TITLE</td>
<td>SQL Developer</td>
</tr>
<tr>
<td>PAY GRADE</td>
<td>12</td>
</tr>
<tr>
<td>EFFECTIVE DATE</td>
<td>10/07/2019</td>
</tr>
</tbody>
</table>

### PAY GRADE SALARY RANGE

<table>
<thead>
<tr>
<th>MINIMUM</th>
<th>MID</th>
<th>MAXIMUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 62,917</td>
<td>$ 72,354</td>
<td>$ 81,792</td>
</tr>
</tbody>
</table>

### KEY RESPONSIBILITIES OF ROLE

- Develop applications and integrations using Microsoft SQL Server.
- Work closely with analysts and developers regarding modeling, implementation, and administration of database servers.
- Tune SQL Server installations to ensure availability, performance, reliability, and scalability contributing to all areas of the database development.
- Responsible for designing comprehensive solutions that meet the defined requirements in conjunction with the Application Development Manager, Director of Enterprise Architecture and the FCDC delivery teams.

### EMPLOYMENT NOTABLES

- Recent graduate of a demanding 14-week .NET coding bootcamp where he learned how to code using multiple languages including: .NET, C# and SQL which will be vital in his success with FCDC.
- Created a Human Resources Time Management Application using ASP.NET MVC, C#, Razor, HTML and SQL. This is a full suite application including; audit logs, pay periods, time card approval and reporting for payroll.
- In his previous positions, he was always one of the top performers and seen as the team leader by his peers and managers.

### EDUCATION & CREDENTIALS

- .NET Web Application Development – Tech Elevator
- Bachelor of Arts in Political Science, Minor in Sociology – University of Akron

### RELEVANT WORK EXPERIENCE

- SQL Server – 1 year
- C# - 1 year
- PowerShell – less than 1 year
- Salesforce – 2 years
- User Stories – 2 years
- Documentation – 5 years
- IT Experience – 3 years
SCREENING STATUS
- Professional References: all verified.
- Background Check: Results pending. Contingent offer.
- Pre-employment drug testing: Results pending. Contingent offer.

2019 POSITION MARKET AVERAGES
- Robert Half $67,478
- Randstad $56,114
- Tek Systems $78,891

Kassy Franz, Human Resources Generalist
Jack Bird

Resourceful and self-motivated developer. Former sales professional with a love of technology. Award winning professional known for helping connect clients with services that can help solve problems for their business. A hard working team player seeking a position with a company committed to growth and success.

Technical Skills

- **Object Oriented Programming**: C#/.NET Core, ASP.NET MVC
- **Web Application Development**: Razor, HTML/CSS, JavaScript, jQuery, Vue.js, REST APIs
- **Databases**: MS SQL, SQL - DML & DDL, ADO.NET, Table Design, E/R diagrams
- **Development Tools and Techniques**: Agile, TDD, Integration and Unit Testing (MS Test), Visual Studio 2017, Microsoft SQL Server Management Studio, Git

Education

**.NET Web Application Development**

Tech Elevator, Columbus, OH  
May 2019 – August 2019

- Graduated from a 14-week .NET coding bootcamp learning how to develop dynamic web-based software systems using the C# programming language

**Bachelors of Arts in Political Science, Minor in Sociology**

University of Akron  
2012

Technical Experience

- **Human Resources Time Management Application**:  
  - Development of an ASP.NET MVC application  
  - C#, Razor, HTML, and CSS to build MVC  
  - SQL Integration to log time, review payroll, and audit timecards.  
  - Application includes self-service time tracking for employee’s on-site and mobile friendly for employees out in the field.  
  - Full suite for administrators including: Audit Logs, Pay Periods, Time Card approval, Reporting for payroll, and more.  
  - Team based development
National Park Weather Application:
- Development of an ASP.NET MVC application
- C#, Razor, HTML, and CSS to build MVC
- SQL Integration to display Park locations and 5-day weather forecast
- Team based development

National Parks Database Management System:
- Command line campsite reservation creations application
- SQL and C# Integration
- Dynamically returns availability based on existing reservations
- Unit testing

Vending Machine Application:
- Development of a C# command line virtual vending machine application
- Utilized File.IO for audit logs and sales report writer
- Team based development

Professional Experience

Account Executive
Updox, Dublin, OH
September 2017 – April 2019

- Expert Salesforce User. Created customized reports for each team member to achieve optimal organization and better manage their pipeline
- Coordinated self-generated lead system reducing company sales budget
- Pioneered user stories, resulting in real-time feedback to production and accelerated time-to-market products
- Fostered team growth by leading sales training and developing data-based sales strategies

Account Manager Pro
Time Warner Cable Business Class, Columbus, OH
March 2016 – December 2016

- Drove team sales and increased metrics by developing and implementing new team-wide sales strategies; discovered new niche within core markets in order to exceed team’s quota during historically underachieving sales quarters
- Coached peers by reviewing sales outcomes, provided guidance on how to improve sales numbers and close deals, while establishing best practices among a high performing team
- Tracked customer engagement, documented sales cycles, and secured contract sales by using Salesforce
Solutions Specialist
Verizon Wireless, Dublin, OH

August 2013 – March 2016

- Organized technical workshops to educate clients.
- Led team in mobile broadband metric by cultivating collaborative business relationships with vendors.

Volunteer Experience

- GiveCamp Cleveland 2019:
  - Development of web app for Cleveland Inner city Boxing Club
  - HTML, CSS, and JavaScript
  - Agile process
  - Team based development
Voting Aye thereon

Michael Stinziano, Secretary, Administrator
Franklin County Auditor

Kim Brown, Member
Judge, Franklin County Court of Common Pleas

Maryellen O'Shaughnessy, Member
Franklin County Clerk of Courts

John O'Grady, Member
Franklin County Commissioner

Daniel O'Connor, Member
Franklin County Recorder

Cheryl Brooks Sullivan, Member
Franklin County Treasurer

Edward J. Leonard, Member
Director, Franklin County Board of Elections

David Payne, Member
Deputy Director, Franklin County Board of Elections

Voting Nay thereon

Michael Stinziano, Secretary, Administrator
Franklin County Auditor

Kim Brown, Member
Judge, Franklin County Court of Common Pleas

Maryellen O'Shaughnessy, Member
Franklin County Clerk of Courts

John O'Grady, Member
Franklin County Commissioner

Daniel O'Connor, Member
Franklin County Recorder

Cheryl Brooks Sullivan, Member
Franklin County Treasurer

Edward J. Leonard, Member
Director, Franklin County Board of Elections

David Payne, Member
Deputy Director, Franklin County Board of Elections
WHEREAS, Ohio Revised Code Section 307.844 provides that, subject to approval of the County Automatic Data Processing Board, the County Auditor as Chief Administrator of the Board may employ such persons as are necessary for the operation of the Data Center and shall fix the compensation of all such employees; and,

WHEREAS, the Board Administrator requests Board approval of Personnel Action number 19-067 which is attached hereto and made a part hereof; and,

WHEREAS, funding for this personnel action is available within the Data Center Personal Services (5100) Account; and,

NOW THEREFORE, BE IT RESOLVED that the Franklin County Automatic Data Processing Board hereby approve the transaction as described within the attached Personnel Action, as recommended by the Data Board Administrator.
# Data Center Personnel Action – Promotion – David Huncherick

## PERSONNEL ACTION FORM

<table>
<thead>
<tr>
<th>TRANSACTION TYPE</th>
<th>Promotion</th>
</tr>
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<tbody>
<tr>
<td>EMPLOYEE/CANDIDATE NAME:</td>
<td>David Huncherick</td>
</tr>
<tr>
<td>PERSONNEL ACTION DATE (BOARD)</td>
<td>01/07/2019</td>
</tr>
<tr>
<td>DATE HIRED</td>
<td>08/08/2005</td>
</tr>
<tr>
<td>YEARS WITH DATA CENTER</td>
<td>14 years 1 month 29 days</td>
</tr>
<tr>
<td>CURRENT DATA CENTER SECTION</td>
<td>Technology Infrastructure</td>
</tr>
<tr>
<td>NEW DATA CENTER SECTION</td>
<td>Technology Infrastructure</td>
</tr>
<tr>
<td>CURRENT JOB POSITION / TITLE</td>
<td>System Administrator</td>
</tr>
<tr>
<td>NEW JOB POSITION / TITLE</td>
<td>IT Infrastructure Engineer 2</td>
</tr>
<tr>
<td>PAY GRADE</td>
<td>14</td>
</tr>
</tbody>
</table>

## PAY GRADE SALARY RANGE

<table>
<thead>
<tr>
<th>MINIMUM</th>
<th>MID</th>
<th>MAXIMUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 70,786</td>
<td>$ 81,404</td>
<td>$ 92,022</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>BASE RATE</th>
<th>ANNUAL SALARY</th>
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</thead>
<tbody>
<tr>
<td>PREVIOUS</td>
<td>$ 34,8489</td>
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<tr>
<td>Increase</td>
<td>$ 4,0934</td>
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<tr>
<td>NEW</td>
<td>$ 38,9423</td>
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</table>

## MISCELLANEOUS ACTIONS / COMMENTS

For more than 14 years, Dave Huncherick has consistently provided reliable work performance with increasing responsibilities in a growing list of technologies critical to county operations. His technical knowledge in iSeries (AS400) system administration is unrivaled. He has also been growing new skills over the last several years, adding knowledge of Windows servers, PowerShell scripting, VMware virtualization, OnBase application support, EMC Avamar enterprise backup combined with our very large Data Domain storage environment. His exceptional customer orientation and diverse technical background make him solid and well-worthy of this promotion to an IT Infrastructure Engineer 2.

Kassy Franz, Human Resources Generalist
<table>
<thead>
<tr>
<th>Voting Aye thereon</th>
<th>Voting Nay thereon</th>
</tr>
</thead>
</table>
| Michael Stinziano, Secretary, Administrator  
Franklin County Auditor | Michael Stinziano, Secretary, Administrator  
Franklin County Auditor |
| Kim Brown, Member  
Judge, Franklin County Court of Common Pleas | Kim Brown, Member  
Judge, Franklin County Court of Common Pleas |
| Maryellen O'Shaughnessy, Member  
Franklin County Clerk of Courts | Maryellen O'Shaughnessy, Member  
Franklin County Clerk of Courts |
| John O'Grady, Member  
Franklin County Commissioner | John O'Grady, Member  
Franklin County Commissioner |
| Daniel O'Conner, Member  
Franklin County Recorder | Daniel O'Conner, Member  
Franklin County Recorder |
| Cheryl Brooks Sullivan, Member  
Franklin County Treasurer | Cheryl Brooks Sullivan, Member  
Franklin County Treasurer |
| Edward J. Leonard, Member  
Director, Franklin County Board of Elections | Edward J. Leonard, Member  
Director, Franklin County Board of Elections |
| David Payne, Member  
Deputy Director, Franklin County Board of Elections | David Payne, Member  
Deputy Director, Franklin County Board of Elections |
WHEREAS, Ohio Revised Code Section 307.844 provides that, subject to approval of the County Automatic Data Processing Board, the County Auditor as Chief Administrator of the Board may employ such persons as are necessary for the operation of the Data Center and shall fix the compensation of all such employees; and,

WHEREAS, the Board Administrator requests Board approval of Personnel Action number 19-068 which is attached hereto and made a part hereof; and,

WHEREAS, funding for this personnel action is available within the Data Center Personal Services (5100) Account; and,

NOW THEREFORE, BE IT RESOLVED that the Franklin County Automatic Data Processing Board hereby approve the transaction as described within the attached Personnel Action, as recommended by the Data Board Administrator.
Data Center Personnel Action – Promotion – Dawn Boyd

<table>
<thead>
<tr>
<th>PERSONNEL ACTION FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRANSACTION TYPE</td>
</tr>
<tr>
<td>EMPLOYEE/CANDIDATE NAME:</td>
</tr>
<tr>
<td>PERSONNEL ACTION DATE (BOARD)</td>
</tr>
<tr>
<td>DATE HIRED</td>
</tr>
<tr>
<td>YEARS WITH DATA CENTER</td>
</tr>
<tr>
<td>CURRENT DATA CENTER SECTION</td>
</tr>
<tr>
<td>NEW DATA CENTER SECTION</td>
</tr>
<tr>
<td>CURRENT JOB POSITION / TITLE</td>
</tr>
<tr>
<td>NEW JOB POSITION / TITLE</td>
</tr>
<tr>
<td>PAY GRADE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PAY GRADE SALARY RANGE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MINIMUM</td>
<td>MID</td>
</tr>
<tr>
<td>$ 62,917</td>
<td>$ 72,354</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>BASE RATE</th>
<th>ANNUAL SALARY</th>
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<tr>
<td>PREVIOUS</td>
<td>$ 27.0299</td>
<td>$ 56,222.14</td>
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<tr>
<td>INCREASE</td>
<td>$ 3.7393</td>
<td>$ 7,777.86</td>
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<tr>
<td>NEW</td>
<td>$ 30.7692</td>
<td>$ 64,000</td>
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</table>

<table>
<thead>
<tr>
<th>MISCELLANEOUS ACTIONS / COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dawn Boyd’s strong leadership abilities within the COE team and persistent drive to reach her career goals are the foundation for this promotion. Since the first day Dawn became employed with FCDC, we knew she had her sights set on joining the Networking Team. Dawn fully understood that she had to start her IT career with the Center of Excellence team and learn all that she could. In the year and 10 months that Dawn has been with us, she has earned three promotions and worked her way up to being the Team Lead. On top of her COE duties, she has worked closely with the network team to find, troubleshoot and correct problems while building the skill set and work ethic that Franklin County agencies know and rely on. We look forward to seeing Dawn continue to grow her network competency while securing and further stabilizing our network availability and reliability. We are confident Dawn is ready for this next step in her career and we know she will be a huge asset to our network team.</td>
</tr>
</tbody>
</table>

Kassy Franz, Human Resources Generalist
RESOLUTION NO. 19-069

FRANKLIN COUNTY, OHIO

AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER
PERSONNEL ACTION – PAY INCREASE
DIRECTOR, FINANCIAL SERVICES

Voting Aye thereon

Michael Stinziano, Secretary, Administrator
Franklin County Auditor

Kim Brown, Member
Judge, Franklin County Court of Common Pleas

Maryellen O'Shaughnessy, Member
Franklin County Clerk of Courts

John O'Grady, Member
Franklin County Commissioner

Daniel O'Connor, Member
Franklin County Recorder

Cheryl Brooks Sullivan, Member
Franklin County Treasurer

Edward J. Leonard, Member
Director, Franklin County Board of Elections

David Payne, Member
Deputy Director, Franklin County Board of Elections

Voting Nay thereon

Michael Stinziano, Secretary, Administrator
Franklin County Auditor

Kim Brown, Member
Judge, Franklin County Court of Common Pleas

Maryellen O'Shaughnessy, Member
Franklin County Clerk of Courts

John O'Grady, Member
Franklin County Commissioner

Daniel O'Connor, Member
Franklin County Recorder

Cheryl Brooks Sullivan, Member
Franklin County Treasurer

Edward J. Leonard, Member
Director, Franklin County Board of Elections

David Payne, Member
Deputy Director, Franklin County Board of Elections
WHEREAS, Ohio Revised Code Section 307.844 provides that, subject to approval of the County Automatic Data Processing Board, the County Auditor as Chief Administrator of the Board may employ such persons as are necessary for the operation of the Data Center and shall fix the compensation of all such employees; and,

WHEREAS, the Board Administrator requests Board approval of Personnel Action number 19-069 which is attached hereto and made a part hereof; and,

WHEREAS, funding for this personnel action is available within the Data Center Personal Services (5100) Account; and,

NOW THEREFORE, BE IT RESOLVED that the Franklin County Automatic Data Processing Board hereby approves the transaction as described within the attached Personnel Action, as recommended by the Data Board Administrator.
# Data Center Personnel Action – Pay Increase – Julie Lust

<table>
<thead>
<tr>
<th>PERSONNEL ACTION FORM</th>
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</tr>
</thead>
<tbody>
<tr>
<td>TRANSACTION TYPE</td>
<td>Pay Increase</td>
</tr>
<tr>
<td>EMPLOYEE/CANDIDATE NAME:</td>
<td>Julie Lust</td>
</tr>
<tr>
<td>PERSONNEL ACTION DATE (BOARD)</td>
<td>10/07/2019</td>
</tr>
<tr>
<td>DATE HIRED</td>
<td>06/06/2006</td>
</tr>
<tr>
<td>YEARS WITH DATA CENTER</td>
<td>13 years 4 months 1 day</td>
</tr>
<tr>
<td>CURRENT DATA CENTER SECTION</td>
<td>Financial Services</td>
</tr>
<tr>
<td>NEW DATA CENTER SECTION</td>
<td>Financial Services</td>
</tr>
<tr>
<td>CURRENT JOB POSITION / TITLE</td>
<td>Director, Financial Services</td>
</tr>
<tr>
<td>NEW JOB POSITION / TITLE</td>
<td>Director, Financial Services</td>
</tr>
<tr>
<td>PAY GRADE</td>
<td>17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PAY GRADE SALARY RANGE</th>
<th></th>
</tr>
</thead>
<tbody>
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<td>MINIMUM</td>
<td>MID</td>
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<tr>
<td>$ 94,394</td>
<td>$ 108,553</td>
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<table>
<thead>
<tr>
<th>BASE RATE</th>
<th>ANNUAL SALARY</th>
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</thead>
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<tr>
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<td>Increase</td>
<td>$ 4,9989</td>
</tr>
<tr>
<td>NEW</td>
<td>$ 50,4434</td>
</tr>
</tbody>
</table>

**MISCELLANEOUS ACTIONS / COMMENTS**

Julie Lust has consistently assumed additional responsibility within her tenure with FCDC and has done so with open arms. She has recently added additional teams underneath her leadership including: Data Analytics, IT GRC and Inventory Management and has taken back full responsibility of FCDC payroll. As a leader, she has encouraged her team members to broaden their knowledge then she helps them to apply what they have learned to help Franklin County. This pay increase recognizes Julie’s increased responsibility as well as her continued commitment to FCDC.

Kassy Franz, Human Resources Generalist
RESOLUTION NO. 19-070

FRANKLIN COUNTY, OHIO

AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER

PERSONNEL ACTION – PROMOTION

FINANCIAL SERVICES MANAGER

Voting Aye thereon

Michael Stinziano, Secretary, Administrator
Franklin County Auditor

Kim Brown, Member
Judge, Franklin County Court of Common Pleas

Maryellen O'Shaughnessy, Member
Franklin County Clerk of Courts

John O'Grady, Member
Franklin County Commissioner

Daniel O'Connor, Member
Franklin County Recorder

Cheryl Brooks Sullivan, Member
Franklin County Treasurer

Edward J. Leonard, Member
Director, Franklin County Board of Elections

David Payne, Member
Deputy Director, Franklin County Board of Elections

Voting Nay thereon

Michael Stinziano, Secretary, Administrator
Franklin County Auditor

Kim Brown, Member
Judge, Franklin County Court of Common Pleas

Maryellen O'Shaughnessy, Member
Franklin County Clerk of Courts

John O'Grady, Member
Franklin County Commissioner

Daniel O'Connor, Member
Franklin County Recorder

Cheryl Brooks Sullivan, Member
Franklin County Treasurer

Edward J. Leonard, Member
Director, Franklin County Board of Elections

David Payne, Member
Deputy Director, Franklin County Board of Elections
WHEREAS, Ohio Revised Code Section 307.844 provides that, subject to approval of the County Automatic Data Processing Board, the County Auditor as Chief Administrator of the Board may employ such persons as are necessary for the operation of the Data Center and shall fix the compensation of all such employees; and,

WHEREAS, the Board Administrator requests Board approval of Personnel Action number 19-070 which is attached hereto and made a part hereof; and,

WHEREAS, funding for this personnel action is available within the Data Center Personal Services (5100) Account; and,

NOW THEREFORE, BE IT RESOLVED that the Franklin County Automatic Data Processing Board hereby approves the transaction as described within the attached Personnel Action, as recommended by the Data Board Administrator.
Data Center Personnel Action – Promotion – Michelle Halsell

<table>
<thead>
<tr>
<th>PERSONNEL ACTION FORM</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TRANSACTION TYPE</td>
<td>Promotion</td>
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<tr>
<td>EMPLOYEE/CANDIDATE NAME:</td>
<td>Michelle Halsell</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PERSONNEL ACTION DATE (BOARD)</td>
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<td>10/07/2019</td>
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</tr>
<tr>
<td>DATE HIRED</td>
<td></td>
<td>12/18/2017</td>
<td></td>
</tr>
<tr>
<td>YEARS WITH DATA CENTER</td>
<td></td>
<td>1 year 9 months 20 days</td>
<td></td>
</tr>
<tr>
<td>CURRENT DATA CENTER SECTION</td>
<td>Financial Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NEW DATA CENTER SECTION</td>
<td>Financial Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CURRENT JOB POSITION / TITLE</td>
<td>Senior Accountant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NEW JOB POSITION / TITLE</td>
<td>Financial Services Manager</td>
<td></td>
<td></td>
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<tr>
<td>PAY GRADE</td>
<td></td>
<td>14</td>
<td></td>
</tr>
</tbody>
</table>

| PAY GRADE SALARY RANGE |          |          |          |
| MINIMUM                | MID      | MAXIMUM  |          |
| $ 70,786               | $ 81,404 | $ 92,022 |          |

<table>
<thead>
<tr>
<th>BASE RATE</th>
<th>ANNUAL SALARY</th>
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</thead>
<tbody>
<tr>
<td>PREVIOUS</td>
<td>$ 36,5542</td>
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<td>INCREASE</td>
<td>$ 4,1362</td>
</tr>
<tr>
<td>NEW</td>
<td>$ 40,6904</td>
</tr>
</tbody>
</table>

MISCELLANEOUS ACTIONS / COMMENTS

Michelle is a natural leader who has garnered great respect among her peers. She brings a wealth of experience and has been crucial to the Financial Services team. She continually seeks opportunities to enhance efficiency and improve processes. She currently manages the cost recovery and billing of IT resources and licensing which will return almost 2 million dollars to the general fund this year. Michelle’s tenacity, strong work ethic and the ability to produce high quality work earned her the employee-of-the-quarter recognition for Q2 2019. She looks forward to further expanding her mentorship and leadership capabilities with the team.

Kassy Franz, Human Resources Generalist
Franklin County Data Center Financial Updates as of September 30, 2019

<table>
<thead>
<tr>
<th>2019 Revenue</th>
<th>Original Appropriation</th>
<th>Revised Budget</th>
<th>YTD Collected</th>
<th>Balance Projected</th>
<th>Percent Collected</th>
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</thead>
<tbody>
<tr>
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<td>3,700,000</td>
<td>2,100,000</td>
<td>1,832,459</td>
<td>267,541</td>
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</table>

<table>
<thead>
<tr>
<th>2019 Expenses</th>
<th>Original Appropriation</th>
<th>Revised Budget</th>
<th>YTD Expended</th>
<th>YTD Encumbrances</th>
<th>Available Budget</th>
<th>Percent Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Wages</td>
<td>3,898,490</td>
<td>3,925,939</td>
<td>2,946,131</td>
<td>-</td>
<td>979,808</td>
<td>24.96%</td>
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<tr>
<td>Benefits and Taxes</td>
<td>1,644,168</td>
<td>1,671,225</td>
<td>1,132,566</td>
<td>-</td>
<td>538,659</td>
<td>32.23%</td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td>8,171,256</td>
<td>9,041,141</td>
<td>3,837,187</td>
<td>3,527,525</td>
<td>1,676,429</td>
<td>18.54%</td>
</tr>
<tr>
<td>Capital Investment</td>
<td>68,099</td>
<td>951,199</td>
<td>920,473</td>
<td>14,368</td>
<td>16,358</td>
<td>1.72%</td>
</tr>
<tr>
<td>Total</td>
<td>13,782,013</td>
<td>15,589,504</td>
<td>8,836,357</td>
<td>3,541,893</td>
<td>3,211,254</td>
<td>20.60%</td>
</tr>
<tr>
<td>Resolution Number</td>
<td>Resolution Date</td>
<td>Resolution Amount</td>
<td>Year-to-date Expended</td>
<td>Year-to-date Savings</td>
<td>Status</td>
<td>Notes</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------------</td>
<td>-------------------</td>
<td>-----------------------</td>
<td>----------------------</td>
<td>--------</td>
<td>-------</td>
</tr>
<tr>
<td>18-056</td>
<td>12/3/2018</td>
<td>7,000,000</td>
<td></td>
<td>-</td>
<td>Ongoing Procurement</td>
<td>Baseline procurement, notable savings listed below.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>73,818</td>
<td>44,182</td>
<td>Complete</td>
<td>Countywide Microsoft® SQL Cloud agreement, utilized savings for partial 17-017</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-</td>
<td>Complete</td>
<td>Data Domain maintenance, utilized savings for capital Data Domain procurement</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>8,730</td>
<td>16,236</td>
<td>Complete</td>
<td>Savings on capital copier procurement, utilized savings for capital Data Domain procurement</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>577,795</td>
<td>335,000</td>
<td>Ongoing Procurement</td>
<td>Presidio 2019, credit result of missed SLA/performance. Will be utilized toward monitoring software</td>
</tr>
<tr>
<td>19-017</td>
<td>3/4/2019</td>
<td>507,063</td>
<td>127,063</td>
<td>-</td>
<td>Ongoing Procurement</td>
<td>Email filter and staff augmentation, FCDC will work with OMB for required funding</td>
</tr>
<tr>
<td>19-018</td>
<td>3/4/2019</td>
<td>950,000</td>
<td>873,283</td>
<td>76,717</td>
<td>Complete</td>
<td>Supplemental funding capital Data Domain procurement</td>
</tr>
<tr>
<td>19-030</td>
<td>5/6/2019</td>
<td>275,000</td>
<td>-</td>
<td>-</td>
<td>Awaiting Procurement</td>
<td>Baseline procurement for monitoring software</td>
</tr>
<tr>
<td>19-031</td>
<td>5/6/2019</td>
<td>24,468</td>
<td>826</td>
<td>23,642</td>
<td>Ongoing Procurement</td>
<td>Baseline procurement for data destruction and consulting services, paid for by savings above</td>
</tr>
<tr>
<td>19-040</td>
<td>6/3/2019</td>
<td>30,000</td>
<td>28,177</td>
<td>1,823</td>
<td>Complete</td>
<td>Imaging Lab</td>
</tr>
<tr>
<td>19-055</td>
<td>8/5/2019</td>
<td>700,000</td>
<td>190,285</td>
<td>509,715</td>
<td>Ongoing Procurement</td>
<td>427 PCs for Microsoft® OS upgrade revised to only 230 procured</td>
</tr>
<tr>
<td>19-054</td>
<td>8/5/2019</td>
<td>100,711</td>
<td>-</td>
<td>-</td>
<td>Ongoing Procurement</td>
<td>Contracted Services, Domain consolidation</td>
</tr>
<tr>
<td>18-051 19-059</td>
<td>10/1/2018 9/9/2019</td>
<td>2,053,351</td>
<td>2,053,351</td>
<td>-</td>
<td>Ongoing Procurement</td>
<td>Microsoft® 365 licensing</td>
</tr>
</tbody>
</table>
Project Portfolio By Status

- **Active**: 10%
- **Completed**: 46%
- **on hold**: 10%
- **Pre-Charter**: 34%

- Colors: Active (light blue), Completed (orange), on hold (gray), Pre-Charter (yellow)
Portfolio Summary for October, 2019

Projects Completed

<table>
<thead>
<tr>
<th>Project</th>
<th>Agency</th>
<th>Title</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>50758</td>
<td>Franklin County</td>
<td>AD/Office365 Migration for FCCS to OIT/DAS via ODJFS</td>
<td>Migration is complete, FCCS mailboxes have been removed, traffic flow from barracuda spam filters have been eliminated.</td>
</tr>
</tbody>
</table>

Active Projects

The Project Delivery Team is actively working on 9 projects

<table>
<thead>
<tr>
<th>Project</th>
<th>Agency</th>
<th>Project Title</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>50714</td>
<td>County</td>
<td>SCCM Deployment/Windows 10 Upgrade</td>
<td>Without regular updates from Microsoft, any new found bugs and vulnerabilities in the OS run the risk of not being able to be patched. In preparation for Office 365 move working with agencies to upgrade Windows 7 devices to Windows 10.</td>
</tr>
<tr>
<td>50757</td>
<td>Commissioners</td>
<td>Office 365 Migration</td>
<td>Implementation of M365 starts on October 7th, configuration and validation of various modules is scheduled for next 4 weeks</td>
</tr>
<tr>
<td>50717</td>
<td>County</td>
<td>Windows Server EOL/EOS Upgrades</td>
<td>Evaluating the project backlog to prioritize End of life servers to be upgraded to 2016 R2.</td>
</tr>
<tr>
<td>Project ID</td>
<td>Department</td>
<td>Project Name</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>--------------</td>
<td>-------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>50680</td>
<td>Auditor Real Estate</td>
<td>OnBase Export</td>
<td>This project is currently on hold as Onbase upgrade is in progress. AUDR-443 (PRC 2005-2010 with approximately 1 million images) is in production AUDR-462 (PRC1116 with 3.4 million images) is slated for production AUDR-463 through AUDR-465 are the Informal Reviews 2011, 2014, and 2017 AUDR-466 (MH PRCs) and AUDR-467 (Special Request 2011-2018) are the newly approved projects</td>
</tr>
<tr>
<td>50732</td>
<td>Purchasing</td>
<td>Print Services Transition</td>
<td>Working with SSI and Planet Press to move print jobs for AUDR and CLCT offices to morse road print shop.</td>
</tr>
<tr>
<td>RITM0010306</td>
<td>County</td>
<td>Onbase Upgrade</td>
<td>Establish new OnBase version 18 DEV and PROD environment with migration from current OnBase 16 environment. Upgrade all client software (CSEA, AUDR-BOR, FCDC) with version 18.</td>
</tr>
<tr>
<td>50767</td>
<td>Auditor</td>
<td>Auditor Mobile App</td>
<td>The Auditor's Office needs to have an updated application for constituents to have on the go information available on various mobile devices.</td>
</tr>
<tr>
<td>50747</td>
<td>County</td>
<td>Sailpoint Integration Analysis and Implementation</td>
<td>That ability to perform access certifications on a quarterly basis is required for compliance purposes, to be able to deliver this systematically and in an easy to use system is imperative for successful completion.</td>
</tr>
<tr>
<td>50726</td>
<td>Sheriff</td>
<td>Matrix - Police - RMS Application</td>
<td>This application will provide a better solution for Offense Reporting along with a Records Management Application for the Detective Bureau. This project is in the planning stages and infrastructures needs are being assessed.</td>
</tr>
</tbody>
</table>
## Data Center Performance Indicators

### Data Center
- Tickets Resolved in 2019: 9,877

### Business Services
- Security Engineering and Technology
- Identity and Access Mgmt
- Security Operation Center
- Open Incident Tickets: 3
- Open Request Tickets: 4

### Security
- Network Services
- Infrastructure Management
- Center of Excellence
- Open Incident Tickets: 36
- Open Request Tickets: 155

### Infrastructure
- Application Development
- Enterprise Solutions
- iSeries
- Open Incident Tickets: 3
- Open Request Tickets: 43

### Enterprise Arch
- Fiscal Services
- Governance
- Data Analytics
- Open Incident Tickets: 1
- Open Request Tickets: 5

This dashboard reflects monthly measures as of September 30, 2019 and daily measures as of October 03, 2019.
Open incident tickets: 5 days, 0 hours

Average Time to Complete Security Incident Tickets

Open incident tickets:
- 24 hours without an update
- Older than 60 days

Open request tickets:
- 270 Security Incident Tickets, Year to Date
- 301 Self Service Password Resets

Security Events, Year to Date: 86
## Business Services

### Business Services: 3

<table>
<thead>
<tr>
<th>Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open incident tickets</td>
<td>0</td>
</tr>
<tr>
<td>24 hours without an update</td>
<td>0</td>
</tr>
<tr>
<td>Older than 60 days</td>
<td>0</td>
</tr>
<tr>
<td>Open request tickets</td>
<td>3</td>
</tr>
<tr>
<td>Older than 60 days</td>
<td>2</td>
</tr>
<tr>
<td>Customer Touchpoints</td>
<td>329</td>
</tr>
<tr>
<td>Completed MSAs</td>
<td>8</td>
</tr>
</tbody>
</table>
Portfolio Management Office: 2.5

NR  Projects on time

95%  Projects on budget

2  Projects completed YTD

11  Active projects

1  Project status reports over 14 days
## Infrastructure

### Network Services: 2.5
- 2 Open incident tickets
- 1 Open incident tickets: 24 hours without an update
- 0 Open incident tickets: Older than 60 days
- 10 Open request tickets
- 4 Open request tickets: Older than 60 days
- ### Minutes of unscheduled network downtime year to date
- 65% Inbound bandwidth utilized
- 61% Outbound bandwidth utilized

### Infrastructure Management: 1.9
- 10 Open incident tickets
- 7 Open incident tickets: 24 hours without an update
- 1 Open incident tickets: Older than 60 days
- 29 Open request tickets
- 14 Open request tickets: Older than 60 days
- 938 Minutes of unscheduled server downtime year to date
- 0 Minutes of unscheduled email downtime year to date
- 65% Inbound bandwidth utilized
- 30% Storage capacity consumed
- 70% Backup capacity consumed

### Center of Excellence: 1.9
- 24 Open incident tickets
- 17 Open incident tickets: 24 hours without an update
- 0 Open incident tickets: Older than 60 days
- 116 Open request tickets
- 0 Open request tickets: Older than 60 days
- 9582 Total tickets year to date
- 88% Tickets resolved on first contact
- 63% User Management tickets resolved within 24 hours
## Enterprise Architecture

### Application Development: 2.3
- **Open incident tickets**: 0
- **Open incident tickets: 24 hours without an update**: 0
- **Open incident tickets: Older than 60 days**: 0
- **Open request tickets**: 28
- **Open request tickets: Older than 60 days**: 12
- **Minutes of unscheduled web downtime year to date**: 0
- **Production deployments**: 523
- **Successful deployments**: 503

### Enterprise Solutions: 2.9
- **Open incident tickets**: 1
- **Open incident tickets: 24 hours without an update**: 1
- **Open incident tickets: Older than 60 days**: 0
- **Open request tickets**: 4
- **Open request tickets: Older than 60 days**: 1

### iSeries: 2.2
- **Open incident tickets**: 2
- **Open incident tickets: 24 hours without an update**: 0
- **Open incident tickets: Older than 60 days**: 0
- **Open request tickets**: 11
- **Open request tickets: Older than 60 days**: 5
Human Resources: 2.8

- 97% Post-Training Proposals Completed of Total Due
- 51% Diversity of Minorities and Women
- 0 Open positions over 90 Days
- 8% Employee turnover rate
- 3 Employee engagement activities
# Fiscal and Governance

## Financial Services: 2.4
- **13%** Past-due Invoices
- **8%** Unbudgeted Procurement YTD
- **20** Current Open LINK Requests
- **0.01** LINK SLA Breaches YTD
- **295** Processed LINK Requests YTD
- **3.0** Contracts Overall

## Governance: 3
- **0** Open Incident Tickets
- **0** Open Incident Tickets: 24hr without an Update
- **0** Open Incident Tickets: Older than 60 Days
- **2** Open Request Tickets
- **1** Open Request Tickets: Older than 60 Days

## Data Analytics: 3
- **1** Open incident tickets
- **0** Open incident tickets: 24 hours without an update
- **1** Open incident tickets: Older than 60 days
- **3** Open request tickets
- **3** Open request tickets: Older than 60 days
- **0** Hours