Franklin County Automatic Data Processing Board

Michael Stinziano, Secretary/Chief Administrator

Cheryl Brooks Sullivan ♦ Chris Brown ♦ Daniel J. O'Connor, Jr
John O'Grady ♦ Maryellen O'Shaughnessy ♦ Antone White ♦ David R. Payne

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

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

Date: January 04, 2024

Subject: Agenda for the Monday, January 08, 2024, Data Processing Board Meeting

The proposed agenda for the Monday, January 08, 2024, Franklin County Automatic Data Processing Board meeting is attached for your review. The meeting will be held in the Olympus Room (FCDC Auditorium) on the 9th floor of the Franklin County Courthouse, 373 S. High Street, Columbus, Ohio 43215.

The Board will reconvene in a 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 Chris 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 Antone White, Member, Franklin County Board of Elections
Mr. David R. Payne, Member, Franklin County Board of Elections

Jo Ellen Cline, Delegate, Franklin County Auditor
Gary Dwyer, Delegate, Franklin County Auditor
Shawn Dunlavy, Delegate, Franklin County Auditor
Susan Bedsole, Delegate, Franklin County Common Pleas Court
Andrew Byerly, Delegate, Franklin County Common Pleas Court
Adam Luckhaupt, Delegate, Franklin County Clerk of Courts
Sharlene Chance, Delegate, Franklin County Clerk of Courts
Angela Mathews, Delegate, Franklin County Clerk of Courts
Zak Talarek, Delegate, Franklin County Board of Commissioners
Juan Torres, Delegate, Franklin County Board of Commissioners
C. Chris Cupples, Delegate, Franklin County Recorder
Robert Hinton, Delegate, Franklin County Recorder
Dusten Kohlhorst, Delegate, Franklin County Treasurer
Lilly Tesfai, Delegate, Franklin County Treasurer
Orvell Johns, Delegate, Franklin County Treasurer
Victoria Troy, Delegate, Franklin County Treasurer
Steven Bulen, Delegate, Franklin County Board of Elections
Erin M. Gibbons, Delegate, Franklin County Board of Elections
Jeff Gatwood, Delegate, Franklin County Board of Elections

AGENDA-Automatic Data Processing Board Meeting, January 08, 2024

9:00 A.M. Convene in Regular Session

- **Call to Order**
- **Pledge of Allegiance**
- **Secretary's Comments**
- **Approve or amend the Minutes of December 04, 2023, Regular Data Board Meeting**
- **New Business**

—– **Resolution No. 24-001 Franklin County Technical Equipment Salvage**

—– **Resolution No. 24-002 Franklin County Public Defender's Office – 2024 Baseline Procurement and Annual Renewal**

—– **Resolution No. 24-003 Franklin County Auditor's Office – 2024 Baseline Procurement and Annual Renewal**

—– **Resolution No. 24-004 Alcohol Drug and Mental Health of Franklin County – 2024 Baseline Procurement and Annual Renewal**

—– **Resolution No. 24-005 Franklin County Emergency Management and Homeland Security – 2024 Baseline Procurement and Annual Renewal**

—– **Resolution No. 24-006 Franklin County Office on Aging – 2024 Baseline Procurement and Annual Renewal**

—– **Resolution No. 24-007 Franklin County Veterans Service Commission – 2024 Baseline Procurement and Annual Renewal**

—– **Resolution No. 24-008 Franklin County Treasurer's Office – 2024 Baseline Procurement and Annual Renewal**

—– **Resolution No. 24-009 Franklin County Recorder's Office – 2024 Baseline Procurement and Annual Renewal**

—– **Resolution No. 24-010 Franklin County Sheriff's Office – Mobile Biometric Check Application**

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. 24-011 Personnel Action – Backfill – Enterprise Network Engineer 2

  —– Resolution No. 24-012 Personnel Action – Backfill – People Operations Manager

  —– Resolution No. 24-013 Personnel Action – Backfill – Enterprise Project Manager 2

  —– Resolution No. 24-014 Personnel Action – Backfill – Enterprise Project Manager 3

  —– Resolution No. 24-015 Personnel Action – Backfill – Enterprise Vendor Risk Analyst 2

  —– Resolution No. 24-016 Personnel Action – All-Staff Base Salary Increase

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

Reconvene in Special Session

—– Resolution No. 24-011 Personnel Action – Backfill – Enterprise Network Engineer 2

—– Resolution No. 24-012 Personnel Action – Backfill – People Operations Manager

—– Resolution No. 24-013 Personnel Action – Backfill – Enterprise Project Manager 2

—– Resolution No. 24-014 Personnel Action – Backfill – Enterprise Project Manager 3

—– Resolution No. 24-015 Personnel Action – Backfill – Enterprise Vendor Risk Analyst 2

—– Resolution No. 24-016 Personnel Action – All-Staff Base Salary Increase

Other Business

Adjourn

FRANKLIN COUNTY AUTOMATIC DATA PROCESSING BOARD

Minutes of the December 04, 2023, Regular Board Meeting

Date Approved: January 08, 2024

Michael Stinziano, Secretary, Administrator
Franklin County Auditor

Abstained – CB
Chris Brown, Member
Judge, Franklin County Court of Common Pleas

Maryellen O'Shaughnessy, Member
Franklin County Clerk of Courts

FOR JOG
John O'Grady, Member
Franklin County ~~Commissioner~~

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

(CBS
Cheryl Brooks Sullivan, Member
Franklin County Treasurer

Antone White, Member
Director, Franklin County Board of Elections

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

FRANKLIN COUNTY AUTOMATIC DATA PROCESSING BOARD

- - -

Regular Board Meeting

- - -

Proceedings

Held at 373 South High Street, FCDC Auditorium, 9th Floor, Columbus, Ohio, called at 9:00 a.m., on Monday, December 4, 2023.

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Higgins & Associates
4889 Sinclair Road, Suite 102
Columbus, OH 43229-5433
**614.985.DEPO (3376) *888.244.1211*

BOARD MEMBERS:

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

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

The Honorable Maryellen O'Shaughnessy, Member, Franklin County Clerk of Courts

Mr. Juan Torres, Delegate, Franklin County Board of Commissioners

Mr. C. Chris Cupples, Delegate, Franklin County Recorder

Mr. Dusten Kohlhorst, Delegate, Franklin County Treasurer

ALSO PRESENT:

Mr. Adam Frumkin, Chief Information Officer
Ms. Julie Lust, Chief Financial Officer
Ms. Kassy Franz, Chief People Officer
Ms. Nikki Milburn, Chief Information Security Officer
Mr. John Proffitt, Chief Digital Officer
Mr. Trevor Cansler, Chief Technology Officer
Ms. Mary Ann Brooks, Executive Administrative Assistant
Ms. Jeanine Hummer, Assistant Prosecuting Attorney, Franklin County Prosecutor's Office

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AGENDA
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Morning Session

December 4, 2023

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CALL TO ORDER

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SECRETARY STINZIANO: Good morning. Welcome to the December 4th, 2023 Automatic Data Processing Board meeting. I will now be calling it to order.

Please join me in the Pledge of Allegiance.

(Pledge of Allegiance.)

SECRETARY STINZIANO: Good morning. Appreciate everyone being in attendance. And as always, appreciate the work of the wonderful members of the Data Center to make sure the meeting is prepared. Thank you all.

Without further ado, we will move to Secretary comments, full agenda.

An so, Mr. Frumkin, we will let you begin.

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SECRETARY COMMENTS

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MR. FRUMKIN: Good morning. And welcome to all of you and Delegates as well. I hope you all enjoyed our weekend, the good weather we did have.

I know this is a little early, but I want to take a moment to wish everyone here and all of you Happy Holidays, Merry Christmas, Happy Hanukkah, and Happy Kwanzaa. I hope this holiday season is healthy for all of you.

I also want to personally invite all of you to the Data Center's Fifth Annual Employee Appreciation Holiday Breakfast on Thursday, December 21st at 10:00 a.m. I and the leadership team will be making pancakes. We also have sausage, bacon, breakfast pastries, juice, et cetera. So let me know, and if you wish to attend, I will make sure you get an invite.

So from a project perspective, we currently have 42 projects in the portfolio. We are actively working on 20 of those projects. And we have not closed any this month -- or this past month, excuse me.

We are planning efforts for 2024 for the Windows 11 upgrade, as Windows 10 reaches

end-of-life in 2025. We will work with partners throughout the course of the next calendar year to ensure all devices are replaced and/or upgraded. The Data Center will provide information about new features and functionality available in the new operating system.

The Delivery Services team will be providing a project dashboard that will include all 2023 project accomplishments, as previously reported, but will also show projects currently in flight for 2024, requested projects coming into 2024 that have been budgeted, approved, status, and anticipated priority. Results will be shared at the January Tech Roundtable, and we will make sure all of you have copies of that as well.

Quick update: The UM Automation project has been launched. The infrastructure has been completed and we are working on integration in Microsoft 365. At the same time, the application configuration has begun with the Identity Management team performing that build. Next step will be to engage a couple of agencies who have completed the Role Based Access Control process for testing and feedback.

The RBAC, which is Role Based Access Control, initiative has completed 10 agencies, nine more are being reviewed by agencies for approval, and the data is being pulled for three more who have utilized and developed proposed roles, leaving only 14 agencies with varying levels of complexity. This initiative will streamline new user requests and provide security around excessive permissions.

The vendor engagement for the Security Incident Event Management solution, or SIEMs, was successful and has resulted in the automation of the alarm creation and closures in some cases. This really reduces the system's noise and enables the security team to operate even more efficiently and effectively.

With security being an ever-changing career field, employee development and training is a critical part of the equation for protecting our county as a whole. I'm very happy to say two team members acquired two security certifications this month.

Metrics for this month, for the month of November:

The Security Awareness Training

completion rate was 74.26 percent, which is up from the previous month.

Microsoft is the first line of e-mail defense. November was less active, with 17,483 phishing attempts blocked and 130 malware attempts blocked. That's a total of 17,613 bad-actor attempts that were prevented before any of you ever saw them.

The secondary, more sophisticated solution, blocked an additional 562 attempts. Of those, credential theft is still the top attempt, representing 71 percent of those attempts.

Patching in November was a little different due to the Thanksgiving holiday and power work that was happening in the building. 3,246 endpoints were patched successfully with an average completion time of 12.9 days. And production servers were patched with a revised schedule for November. November had four new requests that required vendor assessments. The vulnerability management program continues to move forward. In November, there were 985 critical or high vulnerabilities remediated across 208 endpoints. This is the first month of direct focus on

endpoints at one agency. And that focus revealed that the bulk of those vulnerabilities are related to third-party applications. Efforts will continue for endpoints the coming months.

And on the server side, this month was utilized to gather information and work with agencies in preparation for the December remediation. There are approximately 20 servers queued up for remediation this month.

With that, I will pass it over to Nikki for our security update, and a high-level of the RSM assessment and our Data Pillar.

Before I let her go, congratulations to the crew. So I had to add that.

MS. MILBURN: Thank you.

As Adam had mentioned, the RSM assessment was completed. They came in and they did assess where we were at relative to the Zero Trust Pillars. So the five different areas we've been talking about, and the strategy that's built out over the next three years for the security team. It is in line. That is kind of the fantastic news. Is our strategy aligned with where they said we should be going, and what would the

next steps be. So that is extremely exciting to have that. We will get that out to you. We will be presenting to my team and Adam next week, and then probably facilitate that out a little more after that to see the exact results. So that is exciting news. We are going down the right path with benchmarks with fellow counties, that would be kind of the maturity model, where they are at as well. So I'm looking forward to it. It does make me feel good about where our policy or where our strategy is going, and appreciate the support that has been provided to the security team over the last few years to get us where we are, and what it will take to get us to the next place. I'm extremely excited, and appreciate that.

The data pillar, in and of itself, kind of going back to that zero trust strategy, we talked about devices, endpoints and servers. We also talked about identity, which is a massive, massive space within the security field. And then data, there's actually five different components, it's not just looking at data loss prevention. So there's a breach, there's data leaking out. There's more to it than that. It's what are we

looking at, do we know what kind of data we have and where does it live. I think high level, we do. We start looking at the core infrastructure. Endpoints, we need to have a little more rigor around them. What is stored on endpoints, and why is it there. Can we do a better job of storing that more internally, making it accessible. Are we actually looking at those access rights, who can modify it, who can save it, who can download it. So there is a lot of work to gear up for the data side over the next couple years. We are going to start kind of that data in motion, where is it going, looking at those external entities, where we are sharing information, should we, and is there a better way to do it. So that is one piece of it we are going to start tackling.

The other side of that is what data lives on endpoints. So being able to see and know in the event a laptop is lost, what did we lose. Don't necessarily know right now, but this will enable us to know what is our risk level of a laptop missing from one agency versus another agency. What controls do I need to put in place. What notifications do we need to make. To be able

to have that visibility and understand the risk of our data is absolutely huge. That is kind of our next endeavor that we are going down. You will see us moving in a lot of different directions in the coming year. We'll be tackling things at all five pillars. Data, with the addition of Matt Dill at the last Data Board. He has really been able to start diving into what Microsoft is capable of. And we'll be taking that and start looking at endpoints. So that's kind of the data pillar that we have.

Other little thing, I know I didn't mention it. It is the holiday season. Please be aware of phishing, vishing, any form where someone is trying to get into our data and try to get you to go to a website. I know daily I get a whole bunch of, hey, your package can't be delivered, please click here and log in. It's really just credential harvesting is what they're trying to do. So please be aware when you get those e-mails, look at where they are coming from, do all of the typical things you would do to see if it's a phishing e-mail. I've gotten them in text now, and that's coming through more frequently as well. Be

aware and look at that.

QR codes. If you're going out to dinner and you see one, it's like, oh, here is something free. Be aware. Scanning a QR code can actually download malware, can take you to a site, you put in credentials, it can harvest those as well. It may not be legit. So please be cautious when you're doing that. Holidays they seem to proliferate significantly. My shameless plug. Please be alert, watch what you're getting, and make sure you're doing that validation.

MR. FRUMKIN: In other words, if it's too good to be true, it is.

MR. CUPPLES: Adam, I don't know if you guys are aware but Fidelity National Title Company just had a huge breach about a week or so ago, and e-mail down, system down. It was pretty bad.

MR. KOHLHORST: Quick question. I have a question for Nikki.

MS. MILBURN: Yes.

MR. KOHLHORST: Back in October you published out or made available some optional security training. What did the participation look

like in that?

MS. MILBURN: So for participation we hovered at one to two percent across the county. That's what it is when it's optional. It's much higher when it's required.

MR. KOHLHORST: Right.

MS. MILBURN: If anyone is interested, KnowB4 does have holiday, that we can put out there things to look for during the holiday, whether it's the phishing, vishing, and the QR codes. So we do have that available if anybody would like that deployed to your agency. Let me know. We can do it on an agency-to-agency basis or we can do it wholistically for the entire county. It can be required, it can be optional. It's really your call. But I would be happy to launch a training campaign for the holidays.

MR. KOHLHORST: Thank you.

MR. FRUMKIN: Thank you.

Are there any other questions? Thoughts?

This being December, there is no additional financial update until budgets are approved. So we will go from there, and barring no

other questions, I'll defer back to Auditor Stinziano, and wish to thank all of you for your support.

SECRETARY STINZIANO: Thank you for the Secretary comments.

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APPROVAL OF MINUTES

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SECRETARY STINZIANO: Next we will move and approve the meeting minutes from the November 13th, 2023 Regular Data Board meeting. Are there any amendments or corrections?

Hearing no further review, I would like to seek a motion for approval.

CLERK O'SHAUGHNESSY: I so move.

MR. CUPPLES: Second.

SECRETARY STINZIANO: It's been moved and seconded. All those in favor, please signify by voting aye.

Same sign for any opposition.

And any abstentions.

Motion is approved.

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NEW BUSINESS

RESOLUTION NO. 23-134

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SECRETARY STINZIANO: We will move to New Business. We will begin with Resolution 23-134, Franklin County Technical Equipment Salvage.

MS. LUST: Thank you.

And this is equipment that the Data Center has deemed to have reached end-of-life and should be disposed of. So there's nothing unusual on the list.

Pending any questions, we request your approval of this resolution.

SECRETARY STINZIANO: Thank you for the presentation.

Any questions or comments?

Hearing no further review, I would like to seek a motion for approval.

CLERK O'SHAUGHNESSY: I so move

MR. KOHLHORST: Second.

SECRETARY STINZIANO: It's been moved and seconded. All those in favor, please signify by voting aye.

Same sign for any opposition.

And any abstentions.

Resolution is approved.

And there is a desire to say more, Julie?

MS. LUST: Yeah, there is.

SECRETARY STINZIANO: Go for it.

MS. LUST: We are starting to run out of space for the salvage equipment. And Adam has been working with the prosecuting attorney's office to come up with a plan, a different way of getting rid of the salvage once the Data Center is done ensuring that all data has been removed.

MR. FRUMKIN: We have a policy that's finalized in draft form that we will be bringing to the Data Board in January, and then we will go to the commissioners shortly after that. I want to let you know that has been done, it's in final review, and final draft and review, and looking really good. I just want to say thank you to Jeanine and her team for all of the work they did to figure out a way for us to continue to move forward and do it in a way that's effective and efficient, but it also will help out residents in the community as well in our process.

SECRETARY STINZIANO: Any questions from Members of the Board from those updates?

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RESOLUTION NO. 23-135

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SECRETARY STINZIANO: All right. We will move then to Resolution 23-135, Franklin County Board of Elections, Electronic Poll Book Replacement. Jeff Gatwood is presenting.

MR. GATWOOD: Good morning.

I'm Jeff Gatwood, the IT Director for the Franklin County Board of Elections.

Director White and Deputy Director Payne wanted me to extend their apologies for not being here today, but we are starting our recounts this morning. So they were needed in the office.

SECRETARY STINZIANO: I would think you would be needed, too, in the office for that.

MR. GATWOOD: Not quite yet. Let them start the recount part.

Today I'm seeking the approval for two resolutions. One for our electronic pool book replacement, that will provide for improved check-in experience. And the other is for our

baseline budget items that will ensure that we will be able to maintain our current level of service to our customers.

Pending any questions, I ask for your approval of Resolution No. 23-135 and No. 23-136.

SECRETARY STINZIANO: I do have a question. Did any Members of the Board have a question?

Could you enlighten a little bit more about what the replacement is, what's different about this electronic poll book, which may be successful for county residents? I've heard from a lot of folks saying why have I been doing back to paper. My polling location actually was one of the trial ones of the new poll books so I have a little more insight. But could you enlighten the Data Board why we are back here for electronic pool books again?

MR. GATWOOD: Sure. The previous vendor, the product was successful, but it was not as successful as we would have liked it to be. It did have some challenges in terms of using interface for our poll workers. It also had some

challenges on the back end about how fast data was shared between that system and the voter registration system. Because of those challenges, we decided that relationship was not worth maintaining and decided to look for a replacement. We went with the Tenex Solution. Tenex is also our voter registration system. So it's providing much better data integration between the two entities. So just to give you an example of our previous vendor, during our early vote period, we were always 24 hours out of sync. Just because those two systems were separate and there was a manual transfer of data between the two that was done once a day. With the Tenex, it's near realtime. So as soon as somebody is checked in on the electronic pool book we know about the voter registration system. Which is valuable because that is also where we are processing our absentee ballot applications. So we have insight directly with somebody checking in or not, that we are allowed to actually give them a ballot, from absentee or any other method. So that integration is very important for us.

Plus, we found that with our trial

that the user interface to the new product was much better, pool workers found it much easier to use, and it had a much higher success rate getting people checked in correctly.

MR. FRUMKIN: Jeff, do you also want to tell them the timeline?

SECRETARY STINZIANO: That was going to be my next question. When are we deploying these? Will voters see it in the March Primary or an August special, if we are so lucky again, or just the Presidential?

MR. GATWOOD: The thing right now, what we are looking to do is for the March Primary, yes.

SECRETARY STINZIANO: Any additional questions from Members of the Board?

Hearing no further review, I would like to seek a motion for approval of Resolution 23-135.

MR. CUPPLES: So moved.

CLERK O'SHAUGHNESSY: Second.

SECRETARY STINZIANO: It's been moved and seconded. All those in favor, please signify by voting aye.

Same sign for any opposition.

And any abstentions.

SECRETARY STINZIANO: Resolution is approved.

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RESOLUTION NO. 23-136

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SECRETARY STINZIANO: Next is Resolution No. 23-136, Franklin County Board of Elections 2024 Baseline Procurement and Annual Review.

I assume, Jeff, you don't have anything additional you want to add?

MR. GATWOOD: No.

SECRETARY STINZIANO: I think it was covered.

Are there any questions or comments?

Hearing no further review, I would like to seek a motion for approval.

CLERK O'SHAUGHNESSY: I so move.

MR. KOHLHORST: Second.

SECRETARY STINZIANO: It's been moved and seconded. All those in favor, please signify by voting aye.

Same sign for any opposition.

And any abstentions.

Resolution is approved.

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RESOLUTION NO. 23-137

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SECRETARY STINZIANO: Our next Resolution is 23-137, Franklin County Clerk of Courts 2024 Baseline Procurement and Annual Renewal.

MR. LUCKHAUPT: Good morning, Members of the Board. Adam Luckhaupt, Director of Technology, on behalf of Clerk of Courts Maryellen O'Shaughnessy.

This resolution contains our baseline operating budget and baseline budget for the court case management system project.

Pending any questions, I request your approval of this resolution.

SECRETARY STINZIANO: Thank you for the presentation.

Any questions or comments from Members of the Board?

Seeing no further review, I would

like to seek a motion for approval.

MR. CUPPLES: So moved.

MR. KOHLHORST: Second.

SECRETARY STINZIANO: It's been moved and seconded. All those in favor, please signify by voting aye.

Same sign for any opposition.

And any abstentions.

CLERK O'SHAUGHNESSY: Abstain.

SECRETARY STINZIANO: Abstention noted. Resolution is approved.

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RESOLUTION NO. 23-138

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SECRETARY STINZIANO: We will move to Resolution 23-138, Franklin County Coroner's Office 2024 Baseline Procurement and Annual Renewal.

MS. WRIGHT: Good morning everyone. My name is Amanda Wright, Director of Operations for the Franklin County Coroner's Office, representing our Coroner Dr. Overmire.

We are seeking approval for our baseline procurement and annual renewal for the

2024 year. The mission of the Franklin County Coroner's office is to protect the interest of the community by maintaining the highest standard of professionalism and integrity, and determine the cause and manner of death. Information technology is required in order to achieve this mission, including the annual hardware, software and service.

Pending any questions, we ask for your approval.

Thank you.

SECRETARY STINZIANO: Thank you for the presentation.

Any questions or comments?

Seeing no further review, I would like to seek a motion for approval.

CLERK O'SHAUGHNESSY: I so move.

MR. CUPPLES: Second.

SECRETARY STINZIANO: It's been moved and seconded. All those in favor, please signify by voting aye.

Same sign for any opposition.

And any abstentions.

Resolution is approved.

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RESOLUTION NO. 23-139

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SECRETARY STINZIANO: Next is Resolution 23-139, Franklin County Sheriff's Office 2024 Baseline Procurement and Annual Renewal.

MR. CROWTHER: Shanon Crowther, Director of IT for the Sheriff's office.

This resolution will authorize the continuation of our current year's baseline renewals and procurements as listed on the document. Procurements associated with new projects or technology will be presented under a separate resolution.

Pending any questions, I request your approval of this resolution.

SECRETARY STINZIANO: Good presentation.

Any questions or comments?

Hearing no further review, I would like to seek a motion for approval.

CLERK O'SHAUGHNESSY: I so move.

MR. KOHLHORST: Second.

SECRETARY STINZIANO: It's been

moved and seconded. All those in favor, please signify by voting aye.

Same sign for any opposition.

And any abstentions.

Resolution is approved.

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RESOLUTION NO. 23-140

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SECRETARY STINZIANO: Our next Resolution is 23-140, Franklin County Economic Development and Planning 2024 Baseline Procurement and Annual Renewal.

MR. LEE: Good morning. I'm Jonathan Lee, GS Manager for the Franklin County Economic Development and Planning Department.

Today I'm seeking approval for our baseline budget items that will ensure that we will be able to maintain our current level of service to our customers and staff.

Pending any questions, I ask for your approval of Resolution 23-140.

SECRETARY STINZIANO: Thank you for your presentation.

Any questions or comments?

Hearing no further review, I would like to seek a motion for approval.

CLERK O'SHAUGHNESSY: I so move.

MR. CUPPLES: Second.

SECRETARY STINZIANO: It's been moved and seconded. All those in favor, please signify by voting aye.

Same sign for any opposition.

And any abstentions.

MR. TORRES: Board of Commissioners abstains.

SECRETARY STINZIANO: Abstention noted.

Resolution is approved.

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RESOLUTION NO. 23-141

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SECRETARY STINZIANO: Next is Resolution 23-141, Franklin County Board of Developmental Disabilities 2024 Baseline Procurement and Annual Renewal.

MR. SHERICK: Good morning. Name is Travis Sherick, and I'm the IT Director for the Board of Developmental Disabilities.

Today I'm asking for approval of this resolution related to our 2024 IT baseline budget. All items and dollar amounts are the same as submitted and reviewed in the 2024 OMB and Data Center budgeting process earlier this year. Money for these items will come from our Board and general revenue funds are being requested.

Pending any questions, I request your approval of this resolution.

SECRETARY STINZIANO: Thank you for the presentation.

Any questions or comments?

Seeing no further review, I would like to seek a motion for approval.

CLERK O'SHAUGHNESSY: I so move.

MR. KOHLHORST: Second.

SECRETARY STINZIANO: It's been moved and seconded. All those in favor, please signify by voting aye.

Same sign for any opposition.

And any abstentions.

Resolution is approved.

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RESOLUTION NO. 23-143

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SECRETARY STINZIANO: Next is Resolution 23-142, Franklin County Engineer's Office 2024 Baseline Procurement and Annual Renewal.

MR. ESKIN: Good morning, Honorable Members of the Board. I'm Val Eskin, Information Systems Manager on behalf of Franklin County Engineer, Cornell Robertson.

The mission of the Franklin County Engineer's office is to provide for safe and efficient movement of people from place to place, as well as designing and building Franklin County's roads and bridges and infrastructure for multiple modes of transportation. This resolution is for the Engineer's office yearly procurement and annual renewals. This is for recurring costs purchased using Engineer's funds.

Pending any questions, I request your approval of this resolution.

SECRETARY STINZIANO: Thank you for the presentation.

Any questions or comments?

Seeing no further review, I would

like to seek a motion for approval.

MR. CUPPLES: So moved.

CLERK O'SHAUGHNESSY: Second.

SECRETARY STINZIANO: It's been moved and seconded. All those in favor, please signify by voting aye.

Same sign for any opposition.

And any abstentions.

Resolution is approved.

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RESOLUTION NO. 23-143

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SECRETARY STINZIANO: Next is Resolution 23-143, Franklin County Prosecuting Attorney 2024 Baseline Procurement and Annual Renewal.

MR. GEORGE: Good morning. I'm Nate George, the IT Director for the Franklin County Prosecutor's office. I'm seeking approval for our baseline budget items to ensure we have the current level of services to support our office.

Pending any questions, I ask for your approval of this resolution.

SECRETARY STINZIANO: Thank you for

the presentation.

Any questions or comments?

Hearing no further review, I'd like to seek a motion for approval.

CLERK O'SHAUGHNESSY: I so move.

MR. KOHLHORST: Second.

SECRETARY STINZIANO: It's been moved and seconded. All those in favor, please signify by voting aye.

Same sign for any opposition.

And any abstentions.

Resolution is approved.

- - -

RESOLUTION NO. 23-144

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SECRETARY STINZIANO: Next is Resolution 23-144, Franklin County Animal Care and Control 2024 Baseline Procurement and Annual Renewal.

MS. RICCIARDO: Good morning. My name is April Ricciardo, Assistant Director for the Franklin County Animal Care and Control.

Today I'm seeking your approval for our baseline budget items that will ensure we are

able to maintain our current staffing and service levels.

Pending any questions, I seek your approval for this resolution.

SECRETARY STINZIANO: Thank you for the presentation.

Are there any questions or comments from Members of the Board?

Hearing no further review, I would like to seek a motion for approval.

CLERK O'SHAUGHNESSY: I so move.

MR. CUPPLES: Second.

SECRETARY STINZIANO: It's been moved and seconded. All those in favor, please signify by voting aye.

Same sign for any opposition.

And any abstentions.

MR. TORRES: Board of Commissioners abstains.

SECRETARY STINZIANO: Abstention noted.

Resolution is approved.

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RESOLUTION NO. 23-145

- - -

SECRETARY STINZIANO: Next is Resolution 23-145, Franklin County Fleet Management 2024 Baseline Procurement and Annual Renewal.

MS. ASHCRAFT: Good morning. Charlotte Ashcraft, Director of Fleet Management. We are seeking your approval of our 2024 baseline budget items. These IT needs revolve around maintaining our access to our fleet management system, as well as many online wiring diagrams and manuals. In addition, this is to maintain access to our vehicle diagnostic systems. With all of the hybrids going on in this world, we need that.

We appreciate the partnership and patience with the Data Center, it's been good. They're a great partner in our operation --

SECRETARY STINZIANO: That may have been the most enthusiastic comment I've heard today.

MS. ASHCRAFT: Pending any questions, I respectfully request passage of this resolution.

SECRETARY STINZIANO: Thank you for that wonderful presentation.

Any questions or comments from Members of the Board?

Hearing none, I would like to seek a motion for approval.

CLERK O'SHAUGHNESSY: I so move.

MR. KOHLHORST: Second.

SECRETARY STINZIANO: It's been moved and seconded. All those in favor, please signify by voting aye.

Same sign for any opposition.

And any abstentions.

MR. TORRES: Board of Commissioners abstains.

SECRETARY STINZIANO: Abstention noted.

Resolution is approved.

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RESOLUTION NO. 23-146

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SECRETARY STINZIANO: Next is Resolution 23-146, Franklin County Department of Human Resources 2024 Baseline Procurement and Annual Renewal.

MS. MARSHALL: Good morning. I

don't know how I'm supposed to follow that. I'm Maria Marshall, Senior Budget Analyst for Department of Human Resources.

I'm asking for approval of our 2024 Baseline Procurement and Annual Renewal. They will provide -- help us run efficient operations for the county for 2024.

Barring any questions, I respectfully request your approval of Resolution 23-146.

SECRETARY STINZIANO: Thank you for the presentation. You followed it up wonderfully. The shorter the better is everyone's preference.

Are there any questions or comments from Members of the Board?

Hearing no further review, I would like to seek a motion for approval.

MR. KOHLHORST: So moved.

MR. CUPPLES: Second.

SECRETARY STINZIANO: It's been moved and seconded. All those in favor, please signify by voting aye.

Same sign for any opposition.

And any abstentions.

MR. TORRES: Board of Commissioners abstains.

SECRETARY STINZIANO: Abstention noted.

Resolution is passed.

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RESOLUTION NO. 23-147

- - -

SECRETARY STINZIANO: Next is Resolution 23-147, Franklin County Public Facilities Management 2024 Baseline Procurement and Annual Renewal.

MR. WILLET: Good morning, Data Board Members. Jay Willet, Deputy Director of Facility Technology, Public Facilities Management.

Today I'm seeking your approval for the PFM 2024 IT baseline budget, Resolution 23-147, to create and maintain a safe and functional environment, PFM provides professional, technical and non-technical support and services to county staff and guests. This resolution will authorize the continuation of PFM's 2024 baseline, renewals and procurements.

If there are no questions, I seek

your approval. Thank you.

SECRETARY STINZIANO: Thank you.

Are there any questions or comments from Members of the Board?

Hearing no further review, I'd like to seek a motion for approval.

CLERK O'SHAUGHNESSY: I so move.

MR. CUPPLES: Second.

SECRETARY STINZIANO: It's been moved and two seconds. All those in favor, please signify by voting aye.

Same sign for any opposition.

And any abstentions.

MR. TORRES: Board of Commissioners abstains.

SECRETARY STINZIANO: Abstention noted.

Resolution is approved.

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RESOLUTION NO. 23-148

- - -

SECRETARY STINZIANO: Next is Resolution 23-148, Franklin County Probate Court 2024 Baseline Procurement and Annual Renewal.

MR. EVANS: Good morning. I am Brian Evans, IT Director for Probate Court.

I'm requesting approval for Probate Court's 2024 baseline budget items that will ensure that the Court will be able to maintain its current services to the public.

Pending any questions, I ask for your approval of Resolution 23-148.

SECRETARY STINZIANO: Thank you for the presentation.

Are there any questions or comments from Members of the Board?

Hearing none, I would like to seek a motion for approval.

CLERK O'SHAUGHNESSY: I so move.

MR. CUPPLES: Second.

SECRETARY STINZIANO: It's been moved and seconded. All those in favor, please signify by saying aye.

Same sign for any opposition.

And any abstentions.

Resolution is approved.

- - -

RESOLUTION NO. 23-149

- - -

SECRETARY STINZIANO: Next is Resolution 23-149, Franklin County Data Center 2024 Baseline Procurement and Annual Renewal.

MS. LUST: And the Data Center is requesting your approval of renewal for standard purchases from our 2024 baseline budget. New technology initiatives will be brought before this Board for review and approval under a separate resolution.

Pending any questions, I request your approval of this resolution.

SECRETARY STINZIANO: Thank you for the presentation.

Are there any questions or comments?

Hearing none, I will seek a motion for approval.

MR. CUPPLES: So moved.

CLERK O'SHAUGHNESSY: Second.

SECRETARY STINZIANO: It's been moved and seconded. All those in favor, please signify by voting aye.

Same sign for any opposition.

And any abstentions.

Resolution is approved.

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RESOLUTION NO. 23-150

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SECRETARY STINZIANO: Our final resolution is Resolution 23-150, Acquisition Approval of Computer Hardware, Software, and Services, 99,999.99 or less.

MS. LUST: Each year the Board provides the Data Center CIO Adam Frumkin and his designee the authority to approve some technology initiatives and procurements on your behalf. Before giving approval or having our partners present resolutions before you, the Data Center team preforms a business technology and security review of the technology. Last year, the Data Center approved 250 procurements on your behalf, while 35 baseline procurements like we saw today, and 28 resolutions for new technology were brought before this Board. This year, we request to increase that dollar amount in which the Data Center can approve on your behalf from 50,000 dollars to less than 100,000 dollars. This would have reduced new technology resolutions brought

before this Board in 2023 from 28 to 11, allowing the other 17 to be implemented faster. Regardless of the dollar amount, any technology associated with a high-risk that this Board should discuss will still be brought via resolution.

Pending any questions, we respectfully request your approval of this resolution.

SECRETARY STINZIANO: Thank you for the presentation.

Are there any questions or comments from Members of the Board?

MR. TORRES: Clarification. So can you discuss the current purchasing threshold for competitive bids at 75,000, how this does not --

MS. LUST: It's different than that dollar amount. Yes, absolutely.

The 100,000 dollar limit was chosen after we reviewed past resolutions in which procurement was pretty standard and had a low-risk. The approval by this Board is based on technology and separate from the Commissioners' procurement requirements and approval. We do, however, work with our partners when appropriate to assist them

with obtaining proper purchasing agreements or helping them with proper procurement, and we also recommend they seek assistance from purchasing or the prosecuting attorney when needed.

MR. TORRES: Thank you.

SECRETARY STINZIANO: Are there any additional questions or comments?

Hearing none, I would like to seek a motion for approval.

CLERK O'SHAUGHNESSY: I so move.

MR. CUPPLES: Second.

SECRETARY STINZIANO: It's been moved and seconded. All those in favor, please signify by voting aye.

Same sign for any opposition.

And any abstentions.

Resolution is approved.

That concludes our resolutions.

- - -

OTHER BUSINESS

- - -

SECRETARY STINZIANO: We will quickly move to Other Business. Do we have any updates from any Members of the Board?

Court of Common Pleas?

JUDGE BROWN: No. Happy holidays.

SECRETARY STINZIANO: Clerk?

CLERK O'SHAUGHNESSY: That's about it. Happy holidays.

SECRETARY STINZIANO: Board of Commissioners?

MR. TORRES: On Thursday, December 7th, the Commissioners will review the recommended budget for discussion, and then on December 12th will be the actual official vote on the 2024 budget request.

SECRETARY STINZIANO: So that's when we really find out if it's a happy holiday or not.

MR. TORRES: I will defer to the Commissioners.

SECRETARY STINZIANO: Fair enough.

Recorder's office?

MR. CUPPLES: Nope. Have a good week.

SECRETARY STINZIANO: Treasurer's office?

MR. KOHLHORST: Real quick. The Treasurer's office has been working for the past

five months on an upgrade to a core application. We did it hand-in-hand with the Data Center. It went into production Friday night. The Data Center worked great with us. We really appreciate the help. Things are running well this morning.

SECRETARY STINZIANO: We have our Board of Elections members in special meetings. We know that is important to certify and get ready for the next primary.

On the Auditor's side, an e-mail went out requesting designee acknowledgement. So if you could get that back to our office so we can get that processed and be ready for a wonderful 2024 year, that would be appreciated.

Anything else for today's meeting?

Seeing none, we are adjourned. Have a great and wonderful week.

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Thereupon, the proceeding concluded at approximately 9:35 a.m.

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C E R T I F I C A T E

- - -

THE STATE OF OHIO:
SS:
COUNTY OF FRANKLIN:

I, Angela S. Moore, a Professional Reporter and Notary Public in and for the State of Ohio, do hereby certify that the foregoing is a true, correct, and complete written transcript of the proceedings in this matter;

That the foregoing was taken by me stenographically and transcribed by me with computer-aided transcription;

That the foregoing occurred at the aforementioned time and place;

That I am not an attorney for or relative of either party and have no interest whatsoever in the event of this litigation.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal of office at Columbus, Ohio, this 2nd day of January, 2024.

_____
/s/Angela S. Moore
Notary Public, State of Ohio

My Commission Expires: February 28, 2026.

- - -

C E R T I F I C A T E

- - -

THE STATE OF OHIO:
SS:
COUNTY OF FRANKLIN:

I, Angela S. Moore, a Professional Reporter and Notary Public in and for the State of Ohio, do hereby certify that the foregoing is a true, correct, and complete written transcript of the proceedings in this matter;

That the foregoing was taken by me stenographically and transcribed by me with computer-aided transcription;

That the foregoing occurred at the aforementioned time and place;

That I am not an attorney for or relative of either party and have no interest whatsoever in the event of this litigation.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal of office at Columbus, Ohio, this 2nd day of January, 2024.

Angela S. Moore

/s/Angela S. Moore
Notary Public, State of Ohio

My Commission Expires: February 28, 2026.

- - -

RESOLUTION NO. 24-001 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER
TECHNICAL EQUIPMENT SALVAGE

Voting Aye thereon	Voting Nay thereon
Michael Stinziano, Secretary, Administrator Franklin County Auditor	**Michael Stinziano,** Secretary, Administrator Franklin County Auditor
1/8/24 **Chris Brown,** Member Judge, Franklin County Court of Common Pleas	**Chris 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
FOR JOG **John O'Grady,** Member Franklin County Commissioner	**John O'Grady,** Member Franklin County Commissioner
Daniel O'Connor, Member Franklin County Recorder	**Daniel O'Connor,** Member Franklin County Recorder
1/8/24 **Cheryl Brooks Sullivan,** Member Franklin County Treasurer	**Cheryl Brooks Sullivan,** Member Franklin County Treasurer
Antone White, Member Director, Franklin County Board of Elections	**Antone White,** 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

RESOLUTION NO. 24-001 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER
TECHNOLOGY EQUIPMENT SALVAGE

WHEREAS, it has been determined that certain County technology equipment is obsolete and unfit for Franklin County use; and,

WHEREAS, the Franklin County Data Center Chief Information Officer recommends this equipment be declared surplus for the purpose of public sale or disposal; and,

WHEREAS, a list of the 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, that the equipment be placed for public sale or disposal, the technology equipment specified in the attached list.

Franklin County Data Center

Franklin County Automatic Data Processing Board
Technical Equipment Salvage Resolution
Resolution #: 24-001
Date: 1/08/2024

Agency	Description	Number of Units
Board of Commissioners	Desktop PC	3
Board of Commissioners	Laptop PC	5
Board of Commissioners	Tablet PC	4
Board of Commissioners	Printer	5
Common Pleas, General Division	Phone	12
Community Based Correction Facility	Desktop PC	12
Community Based Correction Facility	Laptop PC	2
Community Based Correction Facility	Docking Station	2
Community Based Correction Facility	Monitor	1
Community Based Correction Facility	Printer	1
Community Based Correction Facility	Scanner	3
Community Based Correction Facility	ID Maker	1
Community Based Correction Facility	Phone	1
Community Based Correction Facility	UPS	1
Coroner	Desktop PC	1
Coroner	Laptop PC	1
Coroner	Tablet PC	2
Coroner	Docking Station	1
Coroner	Printer	2
Coroner	UPS	2
Board of Developmental Disabilities	Desktop PC	68
Board of Developmental Disabilities	Laptop PC	54
Board of Developmental Disabilities	Tablet PC	62
Board of Developmental Disabilities	Docking Station	5
Board of Developmental Disabilities	Monitor	3
Board of Developmental Disabilities	Phone	6
Board of Developmental Disabilities	Printer	5
Board of Developmental Disabilities	Access Point	40
Board of Developmental Disabilities	Router	11
Board of Developmental Disabilities	Camera	15
Board of Developmental Disabilities	DVD Player	1
Board of Developmental Disabilities	UPS	1
Sanitary Engineer	Laptop PC	5
Sanitary Engineer	Printer	1
Sheriff	Desktop PC	25
Sheriff	Laptop PC	24
Sheriff	Monitor	17

RESOLUTION NO. 24-002 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY PUBLIC DEFENDER'S OFFICE
INFORMATION TECHNOLOGY PROCUREMENT REQUEST
2024 BASELINE PROCUREMENT AND ANNUAL RENEWAL

Voting Aye thereon	Voting Nay thereon
Michael Stinziano, Secretary, Administrator Franklin County Auditor	**Michael Stinziano**, Secretary, Administrator Franklin County Auditor
Chris Brown, Member Judge, Franklin County Court of Common Pleas	**Chris 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'Connor, Member Franklin County Recorder	**Daniel O'Connor**, Member Franklin County Recorder
Cheryl Brooks Sullivan, Member Franklin County Treasurer	**Cheryl Brooks Sullivan**, Member Franklin County Treasurer
Antone White, Member Director, Franklin County Board of Elections	**Antone White**, 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

RESOLUTION NO. 24-002 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY PUBLIC DEFENDER'S OFFICE
INFORMATION TECHNOLOGY PROCUREMENT REQUEST
2024 BASELINE PROCUREMENT AND ANNUAL RENEWAL

WHEREAS, in accordance with Ohio Revised Code Section 307.84, the Franklin County Automatic Data Processing Board may authorize, in writing, any County office to purchase, lease, operate, or contract for the use of any automatic or electronic data processing or record-keeping equipment, software, or service; and,

WHEREAS, the attached detail describes the purchase(s) required for the normal operation; and,

WHEREAS, the Data Center Chief Information Officer has reviewed the technical and security aspects of the procurement and made recommendations on the attached detail; and,

WHEREAS, the Automatic Data Processing Board has determined that it is in the best interest of the County to authorize these expenditures, contingent upon the Franklin County Board of Commissioners' approval, and,

NOW, THEREFORE, BE IT RESOLVED that the Franklin County Automatic Data Processing Board authorizes the technology procurement.

Franklin County Data Center

Franklin County Automatic Data Processing Board
Information Technology Procurement Resolution
Resolution #: 24-002
Dated: 1/08/2024

Title	2024 Baseline Procurements and Annual Renewals
Agency	Franklin County Public Defender's Office
Amount	$612,596.00
Category	Hardware, Software, and Technology Services

Business Justification

The Franklin County Public Defender's Office (PBDF) provides comprehensive legal representation services in criminal, juvenile, and custody proceedings to indigent persons in Franklin County, Ohio, misdemeanor criminal matters. It does not handle civil matters associated with these criminal matters, such as Department of Licensing Administrative Hearings and traffic infractions. This resolution will authorize the continuation of the current year's baseline renewals and procurements as listed below. Procurements associated with new projects or technology will be presented under separate resolutions.

Description

Request Type	Description
IT Maintenance and Repair Agreements	MCS/DIF
IT Microsoft Licenses	SQL
IT Microsoft Licenses	Microsoft 365
IT Microsoft Licenses	Teams Room Calling Plans
IT Software Subscription and Maintenance	MTR Pro
IT Software Subscription and Maintenance	Axon
IT Software Subscription and Maintenance	Adobe
IT Software Subscription and Maintenance	Kronos
IT Software Subscription and Maintenance	Zoom

Franklin County Data Center Recommendation

The Data Center recommends the approval of the above reoccurring information technology items. The Data Center is committed to collaborating to develop and evaluate solutions that align with PBDF business and the following strategic initiatives: cost-effective technology, technical debt reduction, and decreased duplicate technology.

Fiscal Information

Funding Source: The Franklin County Public Defender's Office approved 2024 IT budget

RESOLUTION NO. 24-003 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY AUDITOR'S OFFICE
INFORMATION TECHNOLOGY PROCUREMENT REQUEST
2024 BASELINE PROCUREMENT AND ANNUAL RENEWAL

Voting Aye thereon	Voting Nay thereon
Abstained	
Michael Stinziano, Secretary, Administrator Franklin County Auditor	**Michael Stinziano,** Secretary, Administrator Franklin County Auditor
1/8/24	
Chris Brown, Member Judge, Franklin County Court of Common Pleas	**Chris 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
FOR JOG	
John O'Grady, Member Franklin County Commissioner	**John O'Grady,** Member Franklin County Commissioner
Daniel O'Connor, Member Franklin County Recorder	**Daniel O'Connor,** Member Franklin County Recorder
1/8/24	
Cheryl Brooks Sullivan, Member Franklin County Treasurer	**Cheryl Brooks Sullivan,** Member Franklin County Treasurer
Antone White, Member Director, Franklin County Board of Elections	**Antone White,** 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

RESOLUTION NO. 24-003 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY AUDITOR'S OFFICE
INFORMATION TECHNOLOGY PROCUREMENT REQUEST
2024 BASELINE PROCUREMENT AND ANNUAL RENEWAL

WHEREAS, in accordance with Ohio Revised Code Section 307.84, the Franklin County Automatic Data Processing Board may authorize, in writing, any County office to purchase, lease, operate, or contract for the use of any automatic or electronic data processing or record-keeping equipment, software, or service; and,

WHEREAS, the attached detail describes the purchase(s) required for the normal operation; and,

WHEREAS, the Data Center Chief Information Officer has reviewed the technical and security aspects of the procurement and made recommendations on the attached detail; and,

WHEREAS, the Automatic Data Processing Board has determined that it is in the best interest of the County to authorize these expenditures, contingent upon the Franklin County Board of Commissioners' approval, and,

NOW, THEREFORE, BE IT RESOLVED that the Franklin County Automatic Data Processing Board authorizes the technology procurement.

Franklin County Data Center

Franklin County Automatic Data Processing Board
Information Technology Procurement Resolution
Resolution #: 24-003
Dated: 1/08/2024

Title	2024 Baseline Procurements and Annual Renewals
Agency	Franklin County Auditor's Office
Amount	$3,645,825.00
Category	Hardware, Software, and Technology Services

Business Justification

The Franklin County Auditor's Office (AUDR) will continue its vision to make the operations and services of this office more accessible to constituents through these continued IT expenditures. The below-recurring costs represent the Appraisal, Tax Accounting, Dog Licensing, and Financial Reporting software tools vital to our statutory obligations in our services to the public, county, and local governments within Franklin County. The recurring expenditures below, paired with the budgeted IT Plan for 2024, will improve office productivity, further integrate/streamline processes, and implement tools that make the Franklin County Auditor's office more responsive to the constituents.

This resolution will authorize the continuation of the current year's baseline renewals and procurements as listed below. Procurements associated with new projects or technology will be presented under separate resolutions.

Description

Request Type	Description
IT Cellphone and Data Plan Services	Cellphones
IT Consultants	iasWorld, Tax Acctg, and RMS
IT Leases	Copier Lease
IT Microsoft Licenses	Microsoft 365
IT Software Subscription and Maintenance	Adobe
IT Software Subscription and Maintenance	Zoom
IT Software Subscription and Maintenance	WimWam
IT Software Subscription and Maintenance	ACFR
IT Software Subscription and Maintenance	VALIDIFI
IT Software Subscription and Maintenance	JotForm
IT Software Subscription and Maintenance	Kronos
IT Software Subscription and Maintenance	Shelter Buddy
IT Software Subscription and Maintenance	iasWorld Tax Accounting SAAS
IT Software Subscription and Maintenance	iasWorld CAMA

IT Software Subscription and Maintenance	GIS
IT Software Subscription and Maintenance	Calendly
IT Software Subscription and Maintenance	Apple App Store Developer
IT Software Subscription and Maintenance	Snagit
IT Software Subscription and Maintenance	Github
IT Software Subscription and Maintenance	Laserfiche
IT Software Subscription and Maintenance	AutoCad
IT Software Subscription and Maintenance	Smarty.com
IT Software Subscription and Maintenance	Visual Studio
IT Software Subscription and Maintenance	Civil 3D
IT Software Subscription and Maintenance	OrgPlus
IT Software Subscription and Maintenance	Microsoft Azure Storage
IT Software Subscription and Maintenance	GIS Printer Supplies

Franklin County Data Center Recommendation

The Data Center recommends the approval of the above reoccurring information technology items. The Data Center is committed to collaborating to develop and evaluate solutions that align with AUDR's business and the following strategic initiatives: cost-effective technology, technical debt reduction, and decreased duplicate technology.

Fiscal Information

Funding Source: Franklin County Auditor's Office approved 2024 IT budget

RESOLUTION NO. 24-004 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

ALCOHOL DRUG AND MENTAL HEALTH OF FRANKLIN COUNTY
INFORMATION TECHNOLOGY PROCUREMENT REQUEST
2024 BASELINE PROCUREMENT AND ANNUAL RENEWAL

Voting Aye thereon	Voting Nay thereon
Michael Stinziano, Secretary, Administrator Franklin County Auditor	**Michael Stinziano**, Secretary, Administrator Franklin County Auditor
Chris Brown, Member Judge, Franklin County Court of Common Pleas	**Chris 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'Connor, Member Franklin County Recorder	**Daniel O'Connor**, Member Franklin County Recorder
Cheryl Brooks Sullivan, Member Franklin County Treasurer	**Cheryl Brooks Sullivan**, Member Franklin County Treasurer
Antone White, Member Director, Franklin County Board of Elections	**Antone White**, 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

RESOLUTION NO. 24-004 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

ALCOHOL DRUG AND MENTAL HEALTH BOARD OF FRANKLIN COUNTY
INFORMATION TECHNOLOGY PROCUREMENT REQUEST
2024 BASELINE PROCUREMENT AND ANNUAL RENEWAL

WHEREAS, in accordance with Ohio Revised Code Section 307.84, the Franklin County Automatic Data Processing Board may authorize, in writing, any County office to purchase, lease, operate, or contract for the use of any automatic or electronic data processing or record-keeping equipment, software, or service; and,

WHEREAS, the attached detail describes the purchase(s) required for the normal operation; and,

WHEREAS, the Data Center Chief Information Officer has reviewed the technical and security aspects of the procurement and made recommendations on the attached detail; and,

WHEREAS, the Automatic Data Processing Board has determined that it is in the best interest of the County to authorize these expenditures, contingent upon the Franklin County Board of Commissioners' approval, and,

NOW, THEREFORE, BE IT RESOLVED that the Franklin County Automatic Data Processing Board authorizes the technology procurement.

Franklin County Data Center

Franklin County Automatic Data Processing Board
Information Technology Procurement Resolution
Resolution #: 24-004
Dated: 1/08/2024

Title	2024 Year Baseline Procurements and Annual Renewals
Agency	Alcohol Drug and Mental Health Board of Franklin County
Amount	$1,180,000.00
Category	Hardware, Software, and Technology Services

Business Justification

The Alcohol Drug and Mental Health Board of Franklin County's (ADAMH) mission is to collaborate with more than 30 behavioral health care providers located in neighborhoods throughout Franklin County. ADAMH's role is to fund, plan, and evaluate our community's mental and behavioral health care services, ensuring they keep their promise to taxpayers. ADAMH ensures the community receives the best quality services and responds to evolving community needs by expanding services whenever possible.

This resolution will authorize the continuation of the current year's baseline renewals and procurements as listed below. Procurements associated with new projects or technology will be presented under separate resolutions.

Description

Request Type	Description
IT Software Subscription and Maintenance	Streamline Support & Maintenance
IT Software Subscription and Maintenance	CRM Licensing
IT Software Subscription and Maintenance	PDFFiller Software
IT Software Subscription and Maintenance	BoardPaq Software
IT Software Subscription and Maintenance	Cerberus Software
IT Software Subscription and Maintenance	Check Point Direct Enterprise Support
IT Software Subscription and Maintenance	Digicert SSL Cert
IT Software Subscription and Maintenance	Halogen Performance SaaS Software
IT Software Subscription and Maintenance	Ivanti Software
IT Software Subscription and Maintenance	Help Desk Software
IT Software Subscription and Maintenance	Malwarebytes Software
IT Software Subscription and Maintenance	Learning Management System
IT Software Subscription and Maintenance	Lansweeper Software
IT Software Subscription and Maintenance	Nessus Network Security Scanning Software
IT Software Subscription and Maintenance	Netwrix Software
IT Software Subscription and Maintenance	PDQ Software
IT Software Subscription and Maintenance	NiNite Software
IT Software Subscription and Maintenance	Public Affairs Adobe SaaS Suite Software

IT Software Subscription and Maintenance	Meltwater Software
IT Software Subscription and Maintenance	Streamline Software
IT Software Subscription and Maintenance	SplashTop Software
IT Software Subscription and Maintenance	Desktop and Server Application Software
IT Software Subscription and Maintenance	VMWare Software
IT Software Subscription and Maintenance	Disaster Recovery Software
IT Software Subscription and Maintenance	BrightWork Software
IT Software Subscription and Maintenance	Duo Software
IT Software Subscription and Maintenance	Planet Technology Software
IT Software Subscription and Maintenance	Zoom Video Conferencing Software
IT Software Subscription and Maintenance	ApplicantStack Software
IT Software Subscription and Maintenance	JotForm Software
IT Software Subscription and Maintenance	Tableau Software
IT Software Subscription and Maintenance	Canva Software
IT Software Subscription and Maintenance	Grammarly Software
IT Software Subscription and Maintenance	DocuSign Software
IT Software Subscription and Maintenance	Replacement Help Desk Software
IT Software Subscription and Maintenance	EZ Claim Software
IT Software Subscription and Maintenance	OQ Measures Software
IT Leases	1GB Data Connection
IT Leases	AT&T T-1 Data Connection
IT Leases	Copier Leases
IT Maintenance and Repair Agreements	Park Place Technology Support
IT Data Processing Services	Streamline Hosting
IT Data Processing Services	CRM Support
IT Data Processing Services	Website Hosting and Annual Maintenance
IT Data Processing Services	Cisco Switches Support
IT Data Processing Services	Franklin County Data Center Charges
IT Data Processing Services	Constant Contact
IT Data Processing Services	SAN Maintenance Support
IT Data Processing Services	Domain Name Registration
IT Data Processing Services	Cloud Services
IT Data Processing Services	Data Processing Supplies
IT Cellphone and Data Plan Services	Verizon Wireless Cell Phone Plan
IT Consultants	Penetration Testing
IT Consultants	Sharepoint Migration to Microsoft Cloud
IT Consultants	SmartCare Development
IT Consultants	Learning Management Software Changes
IT Consultants	Hybrid Board Room Upgrade
IT Consultants	Hybrid Room #2 (Staff Conference Room)
IT Consultants	Hybrid Room #3 (Library conference room

Franklin County Data Center Recommendation

The Data Center recommends the approval of the above reoccurring information technology items. The Data Center is committed to collaborating to develop and evaluate solutions that align with ADAMH's business and the following strategic initiatives: cost-effective technology, technical debt reduction, and decreased duplicate technology.

Fiscal Information

Funding Source: Alcohol Drug and Mental Health Board of Franklin County approved 2024 IT budget.

RESOLUTION NO. 24-005 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY EMERGENCY MANAGEMENT AND HOMELAND SECURITY INFORMATION TECHNOLOGY PROCUREMENT REQUEST 2024 BASELINE PROCUREMENT AND ANNUAL RENEWAL

Voting Aye thereon	Voting Nay thereon
Michael Stinziano, Secretary, Administrator Franklin County Auditor	**Michael Stinziano,** Secretary, Administrator Franklin County Auditor
Chris Brown, Member Judge, Franklin County Court of Common Pleas	**Chris 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'Connor, Member Franklin County Recorder	**Daniel O'Connor,** Member Franklin County Recorder
Cheryl Brooks Sullivan, Member Franklin County Treasurer	**Cheryl Brooks Sullivan,** Member Franklin County Treasurer
Antone White, Member Director, Franklin County Board of Elections	**Antone White,** 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

RESOLUTION NO. 24-005 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY EMERGENCY MANAGEMENT AND HOMELAND SECURITY
INFORMATION TECHNOLOGY PROCUREMENT REQUEST
2024 BASELINE PROCUREMENT AND ANNUAL RENEWAL

WHEREAS, in accordance with Ohio Revised Code Section 307.84, the Franklin County Automatic Data Processing Board may authorize, in writing, any County office to purchase, lease, operate, or contract for the use of any automatic or electronic data processing or record-keeping equipment, software, or service; and,

WHEREAS, the attached detail describes the purchase(s) required for the normal operation; and,

WHEREAS, the Data Center Chief Information Officer has reviewed the technical and security aspects of the procurement and made recommendations on the attached detail; and,

WHEREAS, the Automatic Data Processing Board has determined that it is in the best interest of the County to authorize these expenditures, contingent upon the Franklin County Board of Commissioners' approval, and,

NOW, THEREFORE, BE IT RESOLVED that the Franklin County Automatic Data Processing Board authorizes the technology procurement.

Franklin County Data Center

Franklin County Automatic Data Processing Board
Information Technology Procurement Resolution

Resolution #: 24-005
Dated: 1/08/2024

Title	2024 Year Baseline Procurements and Annual Renewals
Agency	Franklin County Emergency Management & Homeland Security
Amount	$687,124.00
Category	Hardware, Software, and Technology Services

Business Justification

Franklin County Emergency Management & Homeland Security (EMA) coordinates and prepares for county-wide all-hazards disaster planning, community education, warning, training, grant funding, response, and recovery efforts to prepare and protect the citizens of Franklin County before, during, and after natural and man-made disasters.

This resolution will authorize the continuation of the current year's baseline renewals and procurements as listed below. Procurements associated with new projects or technology will be presented under separate resolutions.

Description

Request Type	Description
IT Cellphone and Data Plan Services	Cellphone Plans
IT Data Processing Services	Internet Service
IT Data Processing Services	Internet Service Backup
IT Data Processing Services	FCDC Core Services
IT Microsoft Licenses	Microsoft 365
IT Software Subscription and Maintenance	Zoom
IT Software Subscription and Maintenance	Adobe
IT Software Subscription and Maintenance	Everbridge Mass Notification Software
IT Software Subscription and Maintenance	VOIP Mitel Phone System
IT Software Subscription and Maintenance	Website domain renewals for two websites: FCEMHS and FCAlert site.
IT Software Subscription and Maintenance	Intellivue
IT Software Subscription and Maintenance	Visme Software
IT Software Subscription and Maintenance	Weather Warn Maintenance Agreement
IT Software Subscription and Maintenance	Master Street Address Guide
IT Software Subscription and Maintenance	Everbridge Visual Command Center

Franklin County Data Center Recommendation

The Data Center recommends the approval of the above reoccurring information technology items. The Data Center is committed to collaborating to develop and evaluate solutions that align with EMA's business and the following strategic initiatives: cost-effective technology, technical debt reduction, and decreased duplicate technology.

Fiscal Information

Funding Source: Franklin County Emergency Management & Homeland Security approved 2024 IT budget

RESOLUTION NO. 24-006 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY OFFICE ON AGING
INFORMATION TECHNOLOGY PROCUREMENT REQUEST
2024 BASELINE PROCUREMENT AND ANNUAL RENEWAL

Voting Aye thereon	Voting Nay thereon
Michael Stinziano, Secretary, Administrator Franklin County Auditor	**Michael Stinziano,** Secretary, Administrator Franklin County Auditor
1/8/24 **Chris Brown,** Member Judge, Franklin County Court of Common Pleas	**Chris 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
Abstained **John O'Grady,** Member Franklin County Commissioner	**John O'Grady,** Member Franklin County Commissioner
Daniel O'Connor, Member Franklin County Recorder	**Daniel O'Connor,** Member Franklin County Recorder
1/8/24 CBS **Cheryl Brooks Sullivan,** Member Franklin County Treasurer	**Cheryl Brooks Sullivan,** Member Franklin County Treasurer
Antone White, Member Director, Franklin County Board of Elections	**Antone White,** 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

RESOLUTION NO. 24-006 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY OFFICE ON AGING
INFORMATION TECHNOLOGY PROCUREMENT REQUEST
2024 BASELINE PROCUREMENT AND ANNUAL RENEWAL

WHEREAS, in accordance with Ohio Revised Code Section 307.84, the Franklin County Automatic Data Processing Board may authorize, in writing, any County office to purchase, lease, operate, or contract for the use of any automatic or electronic data processing or record-keeping equipment, software, or service; and,

WHEREAS, the attached detail describes the purchase(s) required for the normal operation; and,

WHEREAS, the Data Center Chief Information Officer has reviewed the technical and security aspects of the procurement and made recommendations on the attached detail; and,

WHEREAS, the Automatic Data Processing Board has determined that it is in the best interest of the County to authorize these expenditures, contingent upon the Franklin County Board of Commissioners' approval, and,

NOW, THEREFORE, BE IT RESOLVED that the Franklin County Automatic Data Processing Board authorizes the technology procurement.

Franklin County Data Center

Franklin County Automatic Data Processing Board
Information Technology Procurement Resolution
Resolution #: 24-006
Dated: 1/08/2023

Title	2024 Baseline Procurements and Annual Renewals
Agency	Franklin County Office on Aging
Amount	$1,446,864
Category	Hardware, Software, and Technology Services

Business Justification

The Franklin County Office on Aging (FCOA) primarily provides centralized access to diverse services and programs that assist older adults, dependent adults, and their families in maintaining independent living. This infrastructure ensures that staff can support our residents and that there is no disruption in service to older adults and their families. This resolution will authorize the continuation of the current year's baseline renewals and procurements as listed below. Procurements associated with new projects or technology will be presented under separate resolutions.

Description

Request Type	Description
IT Capital Software	CMS System
IT Capital Software	Citrix
IT Capital Software	VMWare
IT Capital Software	Jira
IT Capital Software	AssureCare
IT Capital Software	Document & Imaging
IT Cellphone and Data Plan Services	Cellphones
IT Cellphone and Data Plan Services	Teams Calling
IT Consultants	Project Manager for ECM
IT Leases	Emergency Response Devices
IT Maintenance and Repair Agreements	Printer Support
IT Maintenance and Repair Agreements	Server Maintenance
IT Maintenance and Repair Agreements	Copier Maintenance
IT Microsoft Licenses	Microsoft 365 Non General Fund
IT Software Subscription and Maintenance	VM Ware
IT Software Subscription and Maintenance	Beyond Trust
IT Software Subscription and Maintenance	VoIP Fax
IT Software Subscription and Maintenance	MDM Licenses
IT Software Subscription and Maintenance	Smartsheets

IT Software Subscription and Maintenance	Binary Canary
IT Software Subscription and Maintenance	Veeam
IT Software Subscription and Maintenance	DMS Made Easy
IT Software Subscription and Maintenance	Arcserve
IT Software Subscription and Maintenance	Zoom

Franklin County Data Center Recommendation

The Data Center recommends the approval of the above reoccurring information technology items. The Data Center is committed to collaborating to develop and evaluate solutions that align with the FCOA business and the following strategic initiatives: cost-effective technology, technical debt reduction, and decreased duplicate technology.

Fiscal Information

Funding Source: Franklin County Office on Aging approved 2024 IT budget

RESOLUTION NO. 24-007 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY VETERANS SERVICE COMMISSION
INFORMATION TECHNOLOGY PROCUREMENT REQUEST
2024 BASELINE PROCUREMENT AND ANNUAL RENEWAL

Voting Aye thereon	Voting Nay thereon
Michael Stinziano, Secretary, Administrator Franklin County Auditor	**Michael Stinziano**, Secretary, Administrator Franklin County Auditor
Chris Brown, Member Judge, Franklin County Court of Common Pleas	**Chris 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'Connor, Member Franklin County Recorder	**Daniel O'Connor**, Member Franklin County Recorder
Cheryl Brooks Sullivan, Member Franklin County Treasurer	**Cheryl Brooks Sullivan**, Member Franklin County Treasurer
Antone White, Member Director, Franklin County Board of Elections	**Antone White**, 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 Election

RESOLUTION NO. 24-007 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY VETERANS SERVICE COMMISSION
INFORMATION TECHNOLOGY PROCUREMENT REQUEST
2024 BASELINE PROCUREMENT AND ANNUAL RENEWAL

WHEREAS, in accordance with Ohio Revised Code Section 307.84, the Franklin County Automatic Data Processing Board may authorize, in writing, any County office to purchase, lease, operate, or contract for the use of any automatic or electronic data processing or record-keeping equipment, software, or service; and,

WHEREAS, the attached detail describes the purchase(s) required for the normal operation; and,

WHEREAS, the Data Center Chief Information Officer has reviewed the technical and security aspects of the procurement and made recommendations on the attached detail; and,

WHEREAS, the Automatic Data Processing Board has determined that it is in the best interest of the County to authorize these expenditures, contingent upon the Franklin County Board of Commissioners' approval, and,

NOW, THEREFORE, BE IT RESOLVED that the Franklin County Automatic Data Processing Board authorizes the technology procurement.

Franklin County Data Center

Franklin County Automatic Data Processing Board
Information Technology Procurement Resolution
Resolution #: 24-007
Dated: 1/08/2024

Title	2024 Year Baseline Procurements and Annual Renewals
Agency	Franklin County Veterans Service Commission
Amount	$121,113.00
Category	Hardware, Software, and Technology Services

Business Justification

The Veterans Service Commission (VETS) is a county agency dedicated to helping veterans, active-duty members of the Armed Forces of the United States, and their dependents. They advocate for and empower Veterans and their families by providing guidance, resources, immediate financial assistance, and access to benefits in order to provide a path to sustained solutions.

This resolution will authorize the continuation of the current year's baseline renewals and procurements as listed below. Procurements associated with new projects or technology will be presented under separate resolutions.

Description

Request Type	Description
IT Cellphone and Data Plan Services	Cellphone Plans
IT Software Subscription and Maintenance	eVets
IT Software Subscription and Maintenance	Adobe
IT Microsoft Licenses	Microsoft 365
IT Microsoft Licenses	Microsoft Visio
IT Software Subscription and Maintenance	Zoom
IT Maintenance and Repair Agreements	Annual Maintenance for the Commission Hearing Room communication system

Franklin County Data Center Recommendation

The Data Center recommends the approval of the above reoccurring information technology items. The Data Center is committed to collaborating to develop and evaluate solutions that align with VETS business and the following strategic initiatives: cost-effective technology, technical debt reduction, and decreased duplicate technology.

Fiscal Information

Funding Source: Franklin County Veterans Service Commission approved 2024 IT budget

RESOLUTION NO. 24-008 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY TREASURER'S OFFICE
INFORMATION TECHNOLOGY PROCUREMENT REQUEST
2024 BASELINE PROCUREMENT AND ANNUAL RENEWAL

Voting Aye thereon	Voting Nay thereon
Michael Stinziano, Secretary, Administrator Franklin County Auditor	**Michael Stinziano,** Secretary, Administrator Franklin County Auditor
1/8/24 **Chris Brown,** Member Judge, Franklin County Court of Common Pleas	**Chris 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
FOR JOG **John O'Grady,** Member Franklin County Commissioner	**John O'Grady,** Member Franklin County Commissioner
Daniel O'Connor, Member Franklin County Recorder	**Daniel O'Connor,** Member Franklin County Recorder
Abstained **Cheryl Brooks Sullivan,** Member Franklin County Treasurer	**Cheryl Brooks Sullivan,** Member Franklin County Treasurer
Antone White, Member Director, Franklin County Board of Elections	**Antone White,** 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 Election

RESOLUTION NO. 24-008 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY TREASURER'S OFFICE
INFORMATION TECHNOLOGY PROCUREMENT REQUEST
2024 BASELINE PROCUREMENT AND ANNUAL RENEWAL

WHEREAS, in accordance with Ohio Revised Code Section 307.84, the Franklin County Automatic Data Processing Board may authorize, in writing, any County office to purchase, lease, operate, or contract for the use of any automatic or electronic data processing or record-keeping equipment, software, or service; and,

WHEREAS, the attached detail describes the purchase(s) required for the normal operation; and,

WHEREAS, the Data Center Chief Information Officer has reviewed the technical and security aspects of the procurement and made recommendations on the attached detail; and,

WHEREAS, the Automatic Data Processing Board has determined that it is in the best interest of the County to authorize these expenditures, contingent upon the Franklin County Board of Commissioners' approval, and,

NOW, THEREFORE, BE IT RESOLVED that the Franklin County Automatic Data Processing Board authorizes the technology procurement.

Franklin County Data Center

Franklin County Automatic Data Processing Board
Information Technology Procurement Resolution

Resolution #: 24-008
Dated: 1/08/2024

Title	2024 Year Baseline Procurements and Annual Renewals
Agency	Franklin County Treasurer's Office
Amount	$1,671,960.00
Category	Hardware, Software, and Technology Services

Business Justification

The Franklin County Treasurer's Office (TREA) collects more than $2.6 billion in property taxes yearly from owners of more than 430,000 homes, farms, business properties, and other parcels in Franklin County. The office also administers delinquent tax collection programs and a tax escrow program for property taxpayers. In addition to the office's collection responsibilities, the Treasurer serves as the Chief Investment Officer for Franklin County.

This resolution will authorize the continuation of the current year's baseline renewals and procurements as listed below. Procurements associated with new projects or technology will be presented under separate resolutions.

Description

Request Type	Description
IT Capital Software	Experian (QAS Batch & QAS Pro)
IT Capital Software	SQL Server Analytic Software
IT Capital Software	SQL Server
IT Data Processing Services	Mapsys
IT Data Processing Services	FCTS Integration for Merchant Services
IT Data Processing Services	Intellivue
IT Data Processing Services	Smartsource Maintenance
IT Leases	Envelope Opener
IT Leases	Folder Inserter
IT Maintenance and Repair Agreements	Keycards & Camera
IT Microsoft License	Microsoft 365
IT Microsoft Licenses	Microsoft Visio
IT Software Subscription and Maintenance	Adobe Acrobat DC Pro
IT Software Subscription and Maintenance	Adobe Creative Cloud
IT Software Subscription and Maintenance	DIF
IT Software Subscription and Maintenance	IT FCTS Security Audit
IT Software Subscription and Maintenance	Digital Magazine
IT Software Subscription and Maintenance	Zoom
IT Software Subscription and Maintenance	Maligun-Bulk Email

IT Software Subscription and Maintenance	Velosio Maintenance
IT Software Subscription and Maintenance	Qualtrics
IT Software Subscription and Maintenance	Timekeeping

Franklin County Data Center Recommendation

The Data Center recommends the approval of the above reoccurring information technology items. The Data Center is committed to collaborating to develop and evaluate solutions that align with TREA's business and the following strategic initiatives: cost-effective technology, technical debt reduction, and decreased duplicate technology.

Fiscal Information

Funding Source: The Franklin County Treasurer's Office approved 2024 IT budget

RESOLUTION NO. 24-009 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY RECORDER'S OFFICE
INFORMATION TECHNOLOGY PROCUREMENT REQUEST
2024 BASELINE PROCUREMENT AND ANNUAL RENEWAL

Voting Aye thereon	Voting Nay thereon
Michael Stinziano, Secretary, Administrator Franklin County Auditor	**Michael Stinziano**, Secretary, Administrator Franklin County Auditor
1/8/24 **Chris Brown**, Member Judge, Franklin County Court of Common Pleas	**Chris 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
FOR JOG **John O'Grady**, Member Franklin County Commissioner	**John O'Grady**, Member Franklin County Commissioner
Abstained **Daniel O'Connor**, Member Franklin County Recorder	**Daniel O'Connor**, Member Franklin County Recorder
CBS **Cheryl Brooks Sullivan**, Member Franklin County Treasurer	**Cheryl Brooks Sullivan**, Member Franklin County Treasurer
Antone White, Member Director, Franklin County Board of Elections	**Antone White**, 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 Election

RESOLUTION NO. 24-009 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY RECORDER'S OFFICE
INFORMATION TECHNOLOGY PROCUREMENT REQUEST
2024 BASELINE PROCUREMENT AND ANNUAL RENEWAL

WHEREAS, in accordance with Ohio Revised Code Section 307.84, the Franklin County Automatic Data Processing Board may authorize, in writing, any County office to purchase, lease, operate, or contract for the use of any automatic or electronic data processing or record-keeping equipment, software, or service; and,

WHEREAS, the attached detail describes the purchase(s) required for the normal operation; and,

WHEREAS, the Data Center Chief Information Officer has reviewed the technical and security aspects of the procurement and made recommendations on the attached detail; and,

WHEREAS, the Automatic Data Processing Board has determined that it is in the best interest of the County to authorize these expenditures, contingent upon the Franklin County Board of Commissioners' approval, and,

NOW, THEREFORE, BE IT RESOLVED that the Franklin County Automatic Data Processing Board authorizes the technology procurement.

Franklin County
Data Center

Franklin County Automatic Data Processing Board
Information Technology Procurement Resolution
Resolution #: 24-009
Dated: 1/08/2024

Title	2024 Year Baseline Procurements and Annual Renewals
Agency	Franklin County Recorder's Office
Amount	$322,579.00
Category	Hardware, Software, and Technology Services

Business Justification

The software and maintenance agreements included in this resolution are vital to certifying, maintaining, and providing access to public records as they pertain to real estate and creating permanent microfilm records for county agencies.

This resolution will authorize the continuation of the current year's baseline renewals and procurements as listed below. Procurements associated with new projects or technology will be presented under separate resolutions.

Description

Request Type	Description
IT Maintenance and Repair Agreements	Kofile
IT Maintenance and Repair Agreements	Printer VIP Maintenance
IT Maintenance and Repair Agreements	Managed Print Services
IT Maintenance and Repair Agreements	Kofile Cloud Search Addendum
IT Maintenance and Repair Agreements	Mekel Mach 5 (1) & Mekel Mach 7 (2)
IT Maintenance and Repair Agreements	Kodak i9620 (1)
IT Maintenance and Repair Agreements	Kodak i5200 (3) Scanner Maintenance
IT Maintenance and Repair Agreements	OP600
IT Maintenance and Repair Agreements	ProStar Film Processor
IT Maintenance and Repair Agreements	Emergency Unplanned/Uncovered Maintenance
IT Microsoft Licenses	Microsoft 365
IT Software Subscription and Maintenance	Adobe
IT Software Subscription and Maintenance	TimeTrex
IT Software Subscription and Maintenance	Lansweeper
IT Software Subscription and Maintenance	Kodak Capture Pro

Franklin County Data Center Recommendation

The Data Center recommends the approval of the above reoccurring information technology items. The Data Center is committed to collaborating to develop and evaluate solutions that align with RCDR's business and the following strategic initiatives: cost-effective technology, technical debt reduction, and decreased duplicate technology.

Fiscal Information

Funding Source: Franklin County Recorder's Office approved 2024 IT budget

RESOLUTION NO. 24-010 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY SHERIFF'S OFFICE
INFORMATION TECHNOLOGY PROCUREMENT REQUEST
MOBILE BIOMETRIC CHECK APPLICATION

Voting Aye thereon	Voting Nay thereon
Michael Stinziano, Secretary, Administrator Franklin County Auditor	**Michael Stinziano,** Secretary, Administrator Franklin County Auditor
Chris Brown, Member Judge, Franklin County Court of Common Pleas	**Chris 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'Connor, Member Franklin County Recorder	**Daniel O'Connor,** Member Franklin County Recorder
Cheryl Brooks Sullivan, Member Franklin County Treasurer	**Cheryl Brooks Sullivan,** Member Franklin County Treasurer
Antone White, Member Director, Franklin County Board of Elections	**Antone White,** 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 Election

RESOLUTION NO. 24-010 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY SHERIFF'S OFFICE
INFORMATION TECHNOLOGY PROCUREMENT REQUEST
MOBILE BIOMETRIC CHECK APPLICATION

WHEREAS, in accordance with Ohio Revised Code Section 307.84, the Franklin County Automatic Data Processing Board may authorize, in writing, any County office to purchase, lease, operate, or contract for the use of any automatic or electronic data processing or record-keeping equipment, software, or service; and,

WHEREAS, the attached detail describes the purchase(s) required for the normal operation; and,

WHEREAS, the Data Center Chief Information Officer has reviewed the technical and security aspects of the procurement and made recommendations on the attached detail; and,

WHEREAS, the Automatic Data Processing Board has determined that it is in the best interest of the County to authorize these expenditures, contingent upon the Franklin County Board of Commissioners' approval, and,

NOW, THEREFORE, BE IT RESOLVED that the Franklin County Automatic Data Processing Board authorizes the technology procurement pending the Prosecuting Attorney and Board of Commissioners approval.

Franklin County Automatic Data Processing Board
Information Technology Project Resolution
Resolution #: 24-010
Dated: 1/08/2024

Title	Mobile Biometric Check Application
Agency	Franklin County Sheriff's Office
Amount	$123,000.00
Category	Hardware and Software

Business Justification

The Franklin County Sheriff's Office's (SHRF) mission is to protect the lives and property of the citizens of Franklin County, preserve the peace, and prevent crime and disorder while constantly guarding personal liberties as prescribed by law. The Mobile Biometric Check is an application that will allow deputies to use cellular devices to capture fingerprints of individuals in the AFIS database without having to connect to a cruiser or computer. This will allow for a quicker, more efficient way to take individuals' fingerprints. This is an add-on through the Sheriff's AFIS Vendor IDEMIA.

Description

This procurement request is an add-on through the Sheriff's Office AFIS Vendor IDEMIA. This includes licensing and professional services with the Installation of the Application.

Franklin County Data Center Recommendation

The partner will work with FCDC through the procurement process and through implementation and, pending the approval of the Prosecuting Attorney and Purchasing.

Fiscal Information

Funding Source: The Franklin County Sheriff's Office has worked with OMB for Funding.

RESOLUTION NO. 24-011 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER
PERSONNEL ACTION
BACKFILL: ENTERPRISE NETWORK ENGINEER 2

Voting Aye thereon	Voting Nay thereon
Michael Stinziano, Secretary, Administrator Franklin County Auditor	**Michael Stinziano,** Secretary, Administrator Franklin County Auditor
Chris Brown, Member Judge, Franklin County Court of Common Pleas	**Chris 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'Connor, Member Franklin County Recorder	**Daniel O'Connor,** Member Franklin County Recorder
Cheryl Brooks Sullivan, Member Franklin County Treasurer	**Cheryl Brooks Sullivan,** Member Franklin County Treasurer
Antone White, Member Director, Franklin County Board of Elections	**Antone White,** 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 Election

RESOLUTION NO. 24-011 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER
PERSONNEL ACTION
BACKFILL: ENTERPRISE NETWORK ENGINEER 2

WHEREAS, Ohio Revised Code Section 307.844 provides that, subject to the 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 Chief Administrator requests Automatic Data Processing Board approval of Personnel Action number **24-011** 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 personal action number **24-011**.

RESOLUTION NO. 24-011 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

Data Center Personnel Action – Backfill – Blake Kerwood

PERSONNEL ACTION FORM			
TRANSACTION TYPE		Backfill	
EMPLOYEE/CANDIDATE NAME:		Blake Kerwood	
PERSONNEL ACTION NUMBER		24-011	
PERSONNEL ACTION DATE (BOARD)		January 08, 2024	
DATA CENTER SECTION		Enterprise IT	
NEW JOB POSITION / TITLE		Enterprise Network Engineer 2	
PAY GRADE		14	
EFFECTIVE DATE		January 08, 2024	
PAY GRADE SALARY RANGE			
MINIMUM	MID	MAXIMUM	
$76,449	$93,650	$110,851	
		BASE RATE	ANNUAL SALARY
NEW		$ 45.6730	$ 95,000

KEY RESPONSIBILITIES OF THE ROLE

- Analyze network requirements in collaboration with security, server, and application teams and contribute to the design of network systems to accommodate current and future requirements
- Devise network upgrade migration plans, including step-by-step procedures that minimize downtime and maximize the odds of upgrade success
- Install and maintain local area network (LAN) hardware and software systems using contemporary network management practices and systems
- Monitor and maintain network stability and performance using a mix of manual checks, diagnostic tools, and automated monitoring and alerting platforms
- Plan network upgrade outages in collaboration with peers and application owners, and users; communicate outage event status before and after outage windows
- Build and maintain graphical and written network documentation for technical peers
- Develop strong knowledge of 802.11 Wi-Fi networking technologies, protocols, and deployment techniques, including Radio Frequency (RF) design and deployment considerations and testing tools
- Develop knowledge and experience of network access control systems, usually integrated with Active Directory, for user and device authentication using 802.1x protocols or their equivalent

- Cross-train peer engineers in networking technologies and management, actively sharing and documenting system information to avoid single points of failure in team knowledge and capability
- Build and maintain awareness of ITIL frameworks and apply them appropriately within the FCDC environment

EMPLOYMENT NOTABLES

- Managed and maintained a staff of 15 network engineers.
- Daily operations of network support department, analyzes workflow, establishes priorities, and monitors KPIs.
- Established and maintained Cybersecurity best practices; enforced PCI-DSS compliance for security service implementations.
- Production supervisor for network operations and managed maintenance data collection systems.
- Operational support for 17,000 personnel on classified and unclassified military infrastructure to ensure compliance.

EDUCATION & OTHER CREDENTIALS

- Associate in Applied Science Degree - Information Systems Management – Community College of the Air Force
- CompTIA Project+
- Cisco Certified Network Associate
- Certified Ethical Hacker
- CompTIA Security +

RELEVANT WORK EXPERIENCE

- Management – 7 years
- Networking – 7 years
- Customer Service – 7 years
- Vulnerabilities – 4 years
- Training – 4 years

SCREENING STATUS

- Professional References: Completed.
- Background Check: Results pending. Contingent offer.
- Pre-employment drug testing: Passed.

Kassy Franz, Chief People Officer

BLAKE KERWOOD

Address: [redacted]
Phone: [redacted] **Email:** [redacted]

IT Operations Manager

QUALIFICATIONS PROFILE

People-oriented IT manager; Technically inclined professional with a background in cybersecurity and computer networking. Well-versed in identifying and resolving complex technical issues; records management; and coordinating team efforts to meet operational and organizational goals. Highly effective at building rapport with clients, defining solutions, and managing deployments. ***Currently holding a Top-Secret/SCI Security Clearance.***

CORE COMPETENCIES

Project Management | Technology Solutions | Network & Systems Administration
Supervision & Training | Organizational Leadership | Team Building & Conflict Resolution

PROFESSIONAL EXPERIENCE

Logically MSSP • Dublin, Ohio

IT Operations Manager, Network Security **Jan 2022–Current**

- Directs daily operations of the network support department, analyzes workflow, establishes priorities, and monitors Key Performance Indicators (KPIs) to drive business performance initiatives.
- Performs supervisory duties, manages professional development, conducts performance reviews, and maintains staffing for a team of ~15 network engineers.
- Establishes & maintains Cybersecurity best-practices; enforces PCI-DSS compliance for security service implementations.
- Architects & oversees deployment of IT solutions in order to meet varied client requirements.
- Establishes, manages, and evolves appropriate Service Level Agreements (SLAs) to ensure exceptional customer service & profitability.
- Defines strategic goals for Cybersecurity business unit & collaborates with cross-functional teams to drive business initiatives.
- Manages schedule & personnel assignments for 24/7 on-call rotation.

United States Air Force • Eglin Air Force Base, Florida

Network Team, Shift Lead **Sep 2020–Oct 2021**

- Served as production supervisor for network operations & managed maintenance data collection systems.
- Provided operational level support for 17,000 personnel on classified & unclassified military networks.
- Performed IT asset management for all classified and unclassified network hardware.
- Responsible for implementation of network security measures & auditing of network infrastructure to ensure compliance.
- Provided after-hours on-call support to ensure availability of network services, Voice-over-IP services, and client systems.
- Supervised, trained, and evaluated performance of 5 network technicians.

BLAKE KERWOOD

Address: [redacted]
Phone: [redacted] **Email:** [redacted]

United States Air Force • Lajes Field, Azores, Portugal

Network Team, Supervisor **Sep 2019–Sep 2020**

- Acted as node site coordinator for long-haul communications circuits.
- Served as Responsible Officer for Communications Security program.
- Maintained both Voice-over-IP and analog telephony systems (POTS).
- Responsible for implementation of network security measures & auditing of network infrastructure to ensure compliance.
- Provided operational level support for 600 personnel on classified & unclassified military networks.
- Supervised, trained, and evaluated performance of 4 network technicians.

United States Air Force • Joint Base Elmendorf-Richardson, Alaska

Network Administrator **May 2016–Aug 2019**

- Performed network administration duties for 20,000 personnel on classified & unclassified military networks.
- Configured, installed, maintained, and performed lifecycle management of IT assets.
- Served as production supervisor for 3-member classified network operations team.
- Deployed tactical satellite communications equipment packages.

EDUCATION

A.A.S. Information Systems Management – Community College of the Air Force • Montgomery, AL

PROFESSIONAL DEVELOPMENT

Certifications:

2019	CompTIA Project+
2018	Cisco Certified Network Associate (CCNA) (Expired 2022)
2017	Certified Ethical Hacker (Expired 2020)
2016	CompTIA Security+ (Expired 2022)

TECHNICAL ACUMEN

Network Hardware & Applications	Cisco Enterprise Switches & Routers | Cisco Nexus Datacenter Switches Cisco Unified Communications Manager & Voice-over-IP Phones Cisco Voice Gateways | Cisco Adaptive Security Appliances Juniper Enterprise Switches | Brocade Enterprise Switches Aruba Wireless Access Points & Controllers Extreme Networks Switches & Access Points SonicWALL Firewalls, Switches, and Access Points Fortinet FortiGate Firewalls & FortiSwitches General Dynamics TACLANE Network Encryption Devices SolarWinds Network Performance Monitoring Cisco Identity Services Engine & Access Control Server Fiber Optic & Copper Cabling Termination & Installation
Software	Microsoft Office (Word, Excel, PowerPoint, and Visio) | Windows 11/10/8/7 Remedy Action Request System | CIPS Work Order Management System ConnectWise Manage | IT Glue | Kaseya

RESOLUTION NO. 24-012 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER
PERSONNEL ACTION
BACKFILL: PEOPLE OPERATIONS MANAGER

Voting Aye thereon	Voting Nay thereon
Michael Stinziano, Secretary, Administrator Franklin County Auditor	**Michael Stinziano,** Secretary, Administrator Franklin County Auditor
Chris Brown, Member Judge, Franklin County Court of Common Pleas	**Chris 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'Connor, Member Franklin County Recorder	**Daniel O'Connor,** Member Franklin County Recorder
Cheryl Brooks Sullivan, Member Franklin County Treasurer	**Cheryl Brooks Sullivan,** Member Franklin County Treasurer
Antone White, Member Director, Franklin County Board of Elections	**Antone White,** 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 Election

RESOLUTION NO. 24-012 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER
PERSONNEL ACTION
BACKFILL: PEOPLE OPERATIONS MANAGER

WHEREAS, Ohio Revised Code Section 307.844 provides that, subject to the 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 Chief Administrator requests Automatic Data Processing Board approval of Personnel Action number **24-012** 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 personal action number **24-012**.

RESOLUTION NO. 24-012 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

Data Center Personnel Action – Backfill – Kimberly Carroll

PERSONNEL ACTION FORM			
TRANSACTION TYPE	Backfill		
EMPLOYEE/CANDIDATE NAME:	Kimberly Carroll		
PERSONNEL ACTION NUMBER	24-012		
PERSONNEL ACTION DATE (BOARD)	January 08, 2024		
DATA CENTER SECTION	People Operations		
NEW JOB POSITION / TITLE	People Operations Manager		
PAY GRADE	14		
EFFECTIVE DATE	January 08, 2024		
PAY GRADE SALARY RANGE			
MINIMUM	MID	MAXIMUM	
$76,449	$93,650	$110,851	
	BASE RATE	ANNUAL SALARY	
NEW	$ 43.2692	$ 90,000	

KEY RESPONSIBILITIES OF THE ROLE

- Develop knowledge of existing and proposed local, state, and federal laws and regulations affecting human resource management; ensure compliance with policies, procedures, and reporting.
- Maintain employee handbook and administered personnel policies.
- Responsible for implementing and maintaining the HRIS software and managing the data.
- Analyze HR data to identify trends and develop strategies for improving HR processes.
- Thinks about the quality of business processes, data quality, and integrity by ensuring regular audit cadence.
- Actively identifying and resolving issues or opportunities for enhanced user experience and other HRIS integrations.
- Develops, documents, and maintains all current and new HRIS business process workflows for efficiency and compliance.
- Provide support and advice to supervisors and management with policy interpretation and compliance with regulations/laws.
- Conduct or witness employee counseling and disciplinary hearings when needed.
- Maintain updated documents and processes for onboarding new hires, including updated job descriptions.
- Centralize and maintain appropriate and accurate personnel records, ensuring confidentiality.
- Develop, implement, and maintain a performance metrics dashboard for HR programs, ensuring accurate and timely reporting of key performance indicators (KPIs).

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

EMPLOYMENT NOTABLES

- Responsible for selecting and implementing an HRIS (BambooHR).
- Budgeting and managing all aspects of the employee life cycle.
- Implementation and creation of KPIs, OKRs, and FMLA.
- She led employee training by conducting emotional awareness training, company restructuring, and continued training with managers to maintain a healthy and safe work culture.
- Responsible for payroll reports and the creation of all procedures and processes.

EDUCATION & OTHER CREDENTIALS

- Studied Business at Columbus State Community College
- Black Belt in Six Sigma – In Progress
- VPL Guiding Principles Award Recipient

RELEVANT WORK EXPERIENCE

- Management experience – 4+ years
- Human Resources experience – 3+ years
- Accounting and Payroll experience – 4 years
- Training experience – 4 years

SCREENING STATUS

- Professional References: Completed
- Background Check: Results pending. Contingent offer.
- Pre-employment drug testing: Passed.

Kassy Franz, Chief People Officer

Kimberly Carroll

[redacted]

Career Objective

Highly motivated individual seeking to apply extensive knowledge and gain more experience within the Recruiting and Human Resources field. Prepared to remain long term with a company that has an elevated career path available. Pursuing an important role where hard work and dedication will be valued. Open to relocation from Columbus or remote work.

Work History

Vantage Logistics LLC. (Logistics Brokerage, Supply Chain) (3/2023 - Current) Sunbury, OH

Human Resources Manager
Responsible for selecting and implementing an HRIS (BambooHR). Budgeting and managing all aspects of employee life cycle: sourcing, interviewing, onboarding, processing, maintenance of personnel records, and offboarding. Implementation and creation of KPIs, OKRs, and FMLA. Continuous process improvement including, communication between internal parties, compensation analysis, employee placement, and job assignment. Leading employee training by conducting emotional awareness training, company restructuring, and continued training with managers to maintain a healthy and safe work culture. Managing employee and manager relationships. Conducting company meetings, incentives, and preparations. Improving communication, team comradery, and accountability by establishing attainable goals. Responsible for creating the Employee Handbook and setting all policies in place for the company's protection.

- Company HR Restructuring
- Communication and culture improvement
- Process streamlining
- Implementation of e-filing and HRIS
- Employee life cycle creation
- Managing employee relations

VPL (SaaS, Healthcare, Pharmacy, Supply Chain) (9/2020 - 3/2023) Columbus, OH

Human Resources Generalist and Recruiter (6/2022 to 3/2023)
Managed all aspects of the employee life cycle: sourcing, interviewing, hiring, processing, and maintenance of personnel records. Continued improvement with the HRIS (BambooHR and EmpowerHR). Responsible for payroll reports and the creation of all procedures and processes. Maintain relationships with candidates and hiring managers. Fulfill all staffing needs within a growing company adding up to 10 new positions and employees each month, ranging from entry level roles to executive positions within healthcare, technology, and logistics industries. Develop recruitment strategies using Lever, LinkedIn, and BambooHR portals. Responsible for managing the ATS from sourced to hired. Implement structures within onboarding, for guaranteed success with new employees. Improve in-person interaction from the added role of office administrator, and executive assistant.

- Create accurate job descriptions for the positions available and conduct successful interviews
- Source the right candidates for each available position
- Communication improvement between internal and external relationships
- Participate in the Benefits Enrollment structure
- Hire executive, senior, and junior level positions
- Reconstruct the on-boarding process for new hires
- Problem solve to improve the company's ENPS

Data Analytic Specialist and Trainer (9/2020 to 6/2022)

- Create SOPs for all areas of the billing team
- Train individuals on all procedures of the role
- Process accurate invoices weekly to multiple healthcare facilities and universities
- Conduct a billing audit process for 11 clients to ensure compliance regulations are followed
- Identified, researched, and resolved billing discrepancies
- Conduct successful re-bills to the correct party
- Verified with various vendors to allocate data documentation

Discover Financial Services (12/2019 to 9/2020) New Albany, OH

Account Manager

- Addressed problems with accounting, billing, and service delivery to maintain and enhance client satisfaction.
- Continued to use CRM every day
- Educated clients on new products and updated account information to maintain high standards of client services.
- Liaised between account holders and various departments, communicating effectively to maintain customer satisfaction and uphold company protocols.
- Secured high-value accounts through consultative selling, effective customer solutions and promoting compelling business opportunities.
- Offered advice and assistance to customers, paying attention to special needs and wants.

Skills

- Experienced with the remodel and restructuring of company dynamics
- HRIS implementation
- Leading the creation of job positions and descriptions
- Comfortable with sourcing, interviewing, hiring, onboarding, and terminating of personnel
- Making personal connections with hiring managers and potential candidates
- Trained in the application of current Six Sigma
- Significant field experience in talent searching
- Development of manager training programs
- Create the Standard Operating Procedure documents (SOP's)
- Experience working with CRM applications
- Exceed given goals for recruitment and culture improvement
- Establish HR Policies and administration

Education

Currently studying to receive a Black Belt in Six Sigma
Business: Columbus State Community College - Columbus, OH
High School: Olentangy Orange High School - Lewis Center, OH

Awards

VPL Guiding Principles Award: Awarded for outstanding performance, meeting the company's mission statement, and exceeding the goals of the Data Analytic role at VPL

RESOLUTION NO. 24-013 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER
PERSONNEL ACTION
BACKFILL: ENTERPRISE PROJECT MANAGER 2

Voting Aye thereon	Voting Nay thereon
Michael Stinziano, Secretary, Administrator Franklin County Auditor	**Michael Stinziano,** Secretary, Administrator Franklin County Auditor
Chris Brown, Member Judge, Franklin County Court of Common Pleas	**Chris 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'Connor, Member Franklin County Recorder	**Daniel O'Connor,** Member Franklin County Recorder
Cheryl Brooks Sullivan, Member Franklin County Treasurer	**Cheryl Brooks Sullivan,** Member Franklin County Treasurer
Antone White, Member Director, Franklin County Board of Elections	**Antone White,** 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 Election

RESOLUTION NO. 24-013 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER
PERSONNEL ACTION
BACKFILL: ENTERPRISE PROJECT MANAGER 2

WHEREAS, Ohio Revised Code Section 307.844 provides that, subject to the 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 Chief Administrator requests Automatic Data Processing Board approval of Personnel Action number **24-013** 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 personal action number **24-013**.

RESOLUTION NO. 24-013 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

Data Center Personnel Action – Backfill – Bettina Huhn

PERSONNEL ACTION FORM			
TRANSACTION TYPE		Backfill	
EMPLOYEE/CANDIDATE NAME:		Bettina Huhn	
PERSONNEL ACTION NUMBER		24-013	
PERSONNEL ACTION DATE (BOARD)		January 08, 2024	
DATA CENTER SECTION		Enterprise Delivery Services	
NEW JOB POSITION / TITLE		Enterprise Project Manager 2	
PAY GRADE		13	
EFFECTIVE DATE		January 08, 2024	
PAY GRADE SALARY RANGE			
MINIMUM	MID	MAXIMUM	
$72,199	$88,444	$104,689	
		BASE RATE	ANNUAL SALARY
NEW		$ 43.2692	$ 90,000

KEY RESPONSIBILITIES OF THE ROLE

- Provides day-to-day operational management for the project team within the scope of assigned projects.
- Plans, organizes, and coordinates all aspects of assigned, highly complex technology projects to implement the Data Center IT Plan and provide IT services in response to customer project requests.
- Ensures that the goals and objectives of assigned projects are accomplished on time and within budget.
- Manages the project planning process, including identifying needed resources, developing a project plan, coordinating with stakeholders to reach an agreement on requirements and task assignments, managing and coordinating team activities, and executing the project plan.
- Develops and manages all appropriate project management documents, including project plan, resource estimates, project budget, project schedule, team roster and assignments, issue management, risk management, change control, and periodic status reports. Assumes a critical role in developing the project budget and its presentation as necessary.
- Serves as a key liaison between the project team and the customer to provide updates and obtain feedback, ensuring proper and timely communication. Uses leadership and communication skills to help communicate management goals and interact with the users in the development of business applications.

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

- Provide regular communication to the organization regarding the progress and status of projects.
- Works closely with the users to ensure that the design and development of the new or enhanced applications adequately meet the business requirements.
- Coordinates project team activities across functional areas and disciplines to accomplish project goals.
- Coordinates with customers to develop new systems and to ensure existing systems meet their needs.
- Provides leadership and coaching to assigned team members.
- Works closely with business, administrative, and technical staff to meet customer needs.

EMPLOYMENT NOTABLES

- A motivational leader skilled in directing all aspects of project management effectiveness from concept to delivery across global operations.
- Develop project assets that meet business goals and objectives, including scope, requirements, charters, schedules, and budgets.
- Facilitate stakeholder engagement through the timely communication of the big picture.
- Managed four enterprise-level data ingest and processing projects, working across multiple teams, divisions, and globally. Oversaw delivery using Agile / Scrum methodology. Controlled documentation of all project elements, including requirements, risk register, milestones, sprint planning, and resource capacity.

EDUCATION & OTHER CREDENTIALS

- Project Management Professional (PMP) Certification
- Master of Business Administration (MBA) – Western Governors University
- Master of Library and Information Management (MLIM) – Charles Sturt University
- Bachelor of Science – Charles Sturt University

RELEVANT WORK EXPERIENCE

- Project Management – 10+ years
- Risk Management – 10+ years
- Agile – 5+ years
- Scrum – 8 + years
- JIRA – 2+ years
- Confluence – 2+ years

SCREENING STATUS

- Professional References: Completed
- Background Check: Results pending. Contingent offer.
- Pre-employment drug testing: results are pending. Contingent offer.

Kassy Franz, Chief People Officer

BETTINA K. HUHN, PMP, MBA, MLIS

[redacted]

STRATEGIC PROJECT MANAGER

Achieve Quality Results by Managing Project Constraints | Build & Lead Effective Teams

Motivational leader skilled in directing all aspects of project management effectiveness from concept to delivery across global operations. Develop project assets including scope, requirements, charters, schedules, and budgets, meeting business goals and objectives. Direct projects simultaneously, defining success criteria.

Facilitate stakeholder engagement through timely communication of big picture. Empower teams in making collaborative decisions, meeting commitments by independently providing project deliverables. Build trust and harmony, applying negotiation skills, addressing issues and reaching agreements via influencing. Employ constructive conflict management techniques, achieving high performing teams.

Project Planning | Project Execution | Risk Management | Documentation Control
Requirements Identification & Management | Agile | Scrum

TECHNICAL SKILLS

MS Project | MS Visio | MS Excel | SAP | ERP | JIRA | Confluence | ServiceNow

PROFESSIONAL EXPERIENCE

OCLC, Dublin, OH

Program Manager / Project Manager / Delivery Lead 2020 - 2023

Managed 4 enterprise level data ingest and processing projects, working across multiple teams, different divisions, and globally. Oversaw delivery using Agile / Scrum methodology. Controlled documentation of all project elements, including requirements, risk register, milestones, sprint planning, and resource capacity.

- Implemented over 71 million database records, populating global library database, servicing 16,000+ member library systems, leading project teams, developers, QA, product owners, and sponsor.
- Developed Proof of Concept of Tableau for Metrics Dashboard, collaborating with internal stakeholders, including research and data analysis, determining feasibility. Corroborated business intelligence, and display and presentation of metrics.
- Implemented sync of 1.7 million German-language records into global library database, creating workflows, workarounds and working with multiple teams globally on mitigating risks involved with record overlay.
- Launched Community Agenda publication, that recommends implementation of inclusive, reparative, descriptive data, supporting DEI, working with 100+ internal & external stakeholders globally, including advisory groups.
- Created, maintained, and sustained Metadata Infrastructure and Quality Vocabulary, which was adopted by global teams. Used to promote consistency in documentation, conversation, and increase depth of knowledge through reading, listening, speaking, and writing using preferred terms globally, for internal and external customers.
- Directed assigned data ingest/processing and software development projects with primary stakeholders comprised of internal Directors, Executive Directors, and external agency founders, communicating technical information to non-technical audiences through project presentations.
- Implemented delivery service process, ensuring events, tasks, and associated artifacts were aligned for successful project delivery of complex technology projects.
- Built successful project teams using the Tuckman ladder model of forming, storming, norming, performing and adjourning, using appropriate team-building plans and activities to the size and characteristics of the team.

Senior Documentation Consultant (Metadata Strategy and Operations) 2017 - 2020

Managed enterprise project portfolio for Documentation, Training, and Metrics, working with cross-functional teams globally.

- Built out step-by-step documentation for all areas' processes, best practices and procedures, establishing, training, and monitoring global teams on use of Confluence.
- Established, planned and executed internal training sessions, educating staff, using documentation created by cross-functional teams.
- Led external focus groups to inform process inefficiencies. Built out Visio process workflows with teams, creating internal and external facing documentation, reducing Customer Support call volume, increasing Sales volume.
- Streamlined and automated data sync metrics by building out PowerBI, measuring volume, velocity, and turnaround, informing technical process delays and improving ingest throughput. Implemented customer satisfaction survey process.

INGRAM / COUTTS, Niagara Falls, ON

Manager, Technical Services / Operations 2008 - 2013

Managed large scale supply chain enterprise level projects working across multiple teams, across different departments, between the US, Canada, UK and the Netherlands

- Transitioned Operations and Technical Services to other warehouse distribution centers / facilities, rolling out new customers, streamlining shipments, and reducing shipping costs.
- Teamed with Engineer, managing real estate redesign, incorporating new functions and staff into existing floor space, initiating turnkey operations.
- Provided short and long-term project planning for department's manpower, electronic resources, and space utilization, researching technologies, recommending purchases, managing bid/proposal selection process.
- Prepared annual capital and operating budgets for Technical Services and monitoring actuals, providing reports, year-end results, and forecasts, informing future tactical plans.
- Provided strategic plans for Technical Service areas in facilities achieving educated staff, smooth workflow, controlled inventory, and seamless transition of services.

ADDITIONAL RELATED EXPERIENCE

PEEL BOARD OF EDUCATION, Mississauga, ON
Project Manager, School Library Automation

EDUCATION

Master of Business Administration (MBA), Project Management & Operations, Western Governors University, Millcreek, UT

Master of Library and Information Management (MLIM), Data Management, Charles Sturt University, Bathurst, Australia

Bachelor of Library Science, Data Science, Charles Sturt University, Bathurst, Australia

PROFESSIONAL DEVELOPMENT

Project Management Professional (PMP) Certification, 2018

ASSOCIATIONS

Project Management Institute (PMI) Central Ohio Chapter

Book Industry Study Group (BISG)

HONORS/AWARDS

Spotlight Award for Outstanding Service

RESOLUTION NO. 24-014 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER
PERSONNEL ACTION
BACKFILL: ENTERPRISE PROJECT MANAGER 3

Voting Aye thereon	Voting Nay thereon
Michael Stinziano, Secretary, Administrator Franklin County Auditor	**Michael Stinziano,** Secretary, Administrator Franklin County Auditor
1/8/24 **Chris Brown,** Member Judge, Franklin County Court of Common Pleas	**Chris 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
FOR JOG **John O'Grady,** Member Franklin County Commissioner	**John O'Grady,** Member Franklin County Commissioner
Daniel O'Connor, Member Franklin County Recorder	**Daniel O'Connor,** Member Franklin County Recorder
1 CBS **Cheryl Brooks Sullivan,** Member Franklin County Treasurer	**Cheryl Brooks Sullivan,** Member Franklin County Treasurer
Antone White, Member Director, Franklin County Board of Elections	**Antone White,** 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 Election

RESOLUTION NO. 24-014 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER
PERSONNEL ACTION
BACKFILL: ENTERPRISE PROJECT MANAGER 3

WHEREAS, Ohio Revised Code Section 307.844 provides that, subject to the 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 Chief Administrator requests Automatic Data Processing Board approval of Personnel Action number **24-014** 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 personal action number **24-014**.

RESOLUTION NO. 24-014 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

Data Center Personnel Action – Backfill – Susan Duderstadt

PERSONNEL ACTION FORM			
TRANSACTION TYPE		Backfill	
EMPLOYEE/CANDIDATE NAME:		Susan Duderstadt	
PERSONNEL ACTION NUMBER		24-014	
PERSONNEL ACTION DATE (BOARD)		January 08, 2024	
DATA CENTER SECTION		Enterprise Delivery Services	
NEW JOB POSITION / TITLE		Enterprise Project Manager 3	
PAY GRADE		14	
EFFECTIVE DATE		January 08, 2024	
PAY GRADE SALARY RANGE			
MINIMUM	MID	MAXIMUM	
$76,449	$93,650	$110,851	
		BASE RATE	ANNUAL SALARY
NEW		$ 48.0769	$ 100,000

KEY RESPONSIBILITIES OF THE ROLE

- Provides day-to-day operational management for the project team within the scope of assigned projects.
- Plans, organizes, and coordinates all aspects of assigned, highly complex technology projects to implement the Data Center IT Plan and provide IT services in response to customer project requests.
- Ensures that the goals and objectives of assigned projects are accomplished on time and within budget.
- Manages the project planning process, including identifying needed resources, developing a project plan, coordinating with stakeholders to reach an agreement on requirements and task assignments, managing and coordinating team activities, and executing the project plan.
- Develops and manages all appropriate project management documents, including project plan, resource estimates, project budget, project schedule, team roster and assignments, issue management, risk management, change control, and periodic status reports. Assumes a critical role in developing the project budget and its presentation as necessary.
- Serves as a key liaison between the project team and the customer to provide updates and obtain feedback, ensuring proper and timely communication. Uses leadership and communication skills to help communicate management goals and interact with the users in the development of business applications.

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

- Provide regular communication to the organization regarding the progress and status of projects.
- Works closely with the users to ensure that the design and development of the new or enhanced applications adequately meet the business requirements.
- Coordinates project team activities across functional areas and disciplines to accomplish project goals.
- Coordinates with customers to develop new systems and to ensure existing systems meet their needs.
- Provides leadership and coaching to assigned team members.
- Works closely with business, administrative, and technical staff to meet customer needs.

EMPLOYMENT NOTABLES

- In her current role as the Senior Director of Technology Systems at COSI, she is responsible for researching new technologies, implementing best practices for optimizing infrastructure, and improving information system performance and security.
- In her previous role as the Director of Information Technology at Community Housing Network, she was responsible for overseeing and directing the technology team and infrastructure for the entire organization.
- Before that, she was the Senior Director of Information Technology Services at ADAMH, overseeing and directing the Information Technology and SHARES Enterprise Services departments.

EDUCATION & OTHER CREDENTIALS

- Master of Public Administration Degree – Franklin University
- Bachelor of Science Degree – California University of Pennsylvania
- Information Technology Management and Leadership Professional (ITMLP)

RELEVANT WORK EXPERIENCE

- Project Management – 10+ years
- Risk Management – 10+ years
- Agile – 5+ years
- Scrum – 8 + years
- Change Management – 5+ years
- Documentation Management – 7+ years

SCREENING STATUS

- Professional References: Completed
- Background Check: Results pending. Contingent offer.
- Pre-employment drug testing: Passed.

Kassy Franz, Chief People Officer

Susan B. Duderstadt

[redacted]

EDUCATION: **Franklin University**, Columbus, OH
Master of Public Administration Degree: December 2017

California University of Pennsylvania (now known as PennWest), California, PA
Bachelor of Science Degree: August 2000
Major: Applied Computer Science
Minor: Electrical Engineering Technology

CERTIFICATIONS: **ITMLP** (Information Technology Management and Leadership Professional)

RECENT EMPLOYMENT:

Center of Science and Industry (COSI), Columbus, OH **August 2022 – Present**

Senior Director of Technology Systems

Highlights:

- Responsible for researching new technologies, driving implementation of best practices for optimizing infrastructure and improving information system performance and security.
- Developed an Information Technology strategic plan which will drive recommendations for short- and long-term IT goals and objectives and guide the technology team in planning and achieving those goals.
- Acts as a strategic partner to support COSI's mission by providing oversight of the technology used to support all aspects of the institution's business, including its retail, e-commerce, and building systems.
- Partner with the technology community to ensure the effective delivery of new services.
- Work closely with the Sr. Director of IT to prepare and adhere to the annual budget.
- Seek and evaluate emerging technologies, products, and software applications, and educate stakeholders on the potential for new technologies to deliver return on investment.
- Developing a new set of IT standards, policies, and procedures to support the institution and ensure that IT services are effectively audited and that existing practices meet compliance requirements.

Community Housing Network (CHN), Columbus, OH **August 2020 – April 2022**

Director of Information Technology

Highlights:

- Was responsible for overseeing and directing the technology team and infrastructure for the organization.
- Project management of technology related initiatives, ensuring compliance with time, function, and financial requirements.
- Managed IT vendors and negotiated contracts, aligning with annual budget and compliance.
- Partnered with Managed Services Provider for infrastructure management, monitoring, software licensing and hardware procurement.
- Assessed the state of the network, server, and disaster recovery systems and processes to create and present an IT Strategy proposal for improvements.
- Implemented an inventory system and equipment lifecycle schedule.
- Maintained an annual IT budget with a critical eye on reducing costs.
- Performed InfoSec training for new staff and implemented information security best practices.

Alcohol, Drug, and Mental Health Board of Franklin County (ADAMH), Columbus, OH **June 2014 – August 2020**

Sr. Director of Information Technology Services (September 2018 – August 2020)

Highlights:

- Was responsible for overseeing and directing the Information Technology and SHARES Enterprise Services departments. Also served as the Information Security Officer.
- Led the team to quickly replace the DRaaS solution after a vendor merger unexpectedly caused dissolution of the service. Not only did we promptly implement an interim disaster recovery solution, the ultimate DRaaS solution offered a substantial RPO/RTO improvement.
- Responsible for the IT budget and contracts. Worked with numerous vendors for hardware, software, and licensing procurement.
- Created an IT Strategic plan to re-organize the current IT Department structure, making recommendations to align with current best practices and business goals and staff development.

Director of SHARES Enterprise Services (October 2016 – September 2018)

Highlights:

- Being promoted to Director of SHARES Enterprise Services after 1 year in my prior position.
- Was responsible for project management and overseeing SHARES business processes.
- Supervised the Director of Membership Services, Claims and Enrollment team, and SHARES Business Systems Analyst.
- Produced SHARES policies and procedures, operations, and documentation manuals.
- Established performance SLA's for the helpdesk ticketing system.

SHARES Application Administrator (May 2015 – October 2016)

Highlights:

- Was promoted to SHARES Application Administrator after less than 1 year with the Board.
- Worked with multiple Provider agencies across Franklin County to enroll consumers and submit claims in the SHARES application.
- Was responsible for the project management, testing, administration, training, and implementation of the SHARES software application for the Board.
- Created numerous training materials, coordinated and presented multiple training events for the Providers tailored to their role in using the various modules of the SHARES application.

Systems Analyst 1 (June 2014 - May 2015)

Highlights:

- Provided technical support and provided staff training as needed.
- Was the technical lead to implement a multi-Board helpdesk application, which included coordinating with the vendor, creating documentation, and training staff.
- Created and regularly maintained an inventory process for all desktop equipment. Also established a PC lifecycle schedule, which included being responsible for selecting, repairing, configuring and replacing equipment.

EARLIER EMPLOYMENT:

Residential Finance Corp, Columbus, OH Feb. 2013 – Sept. 2013: **Jr. Systems Administrator** (Laid off – company had closed)

National Youth Advocate Program (NYAP), Columbus, OH Nov. 2008 – Apr. 2012: **User Support Technician**, promoted to **Supervisor of User Support**

Signature Worldwide, Dublin, OH Feb. 2006 – Feb. 2008: **Help Desk Representative**

United States Trotting Association, Columbus, OH July 2002 – Oct. 2005: **Computer Operator**; promoted to **Lead Support Technician**

RESOLUTION NO. 24-015 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER
PERSONNEL ACTION
BACKFILL: ENTERPRISE VENDOR RISK ANALYST 2

Voting Aye thereon	Voting Nay thereon
Michael Stinziano, Secretary, Administrator Franklin County Auditor	**Michael Stinziano,** Secretary, Administrator Franklin County Auditor
1/8/24 **Chris Brown,** Member Judge, Franklin County Court of Common Pleas	**Chris 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
FOR JOG **John O'Grady,** Member Franklin County Commissioner	**John O'Grady,** Member Franklin County Commissioner
Daniel O'Connor, Member Franklin County Recorder	**Daniel O'Connor,** Member Franklin County Recorder
(CBS **Cheryl Brooks Sullivan,** Member Franklin County Treasurer	**Cheryl Brooks Sullivan,** Member Franklin County Treasurer
Antone White, Member Director, Franklin County Board of Elections	**Antone White,** 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 Election

RESOLUTION NO. 24-015 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER
PERSONNEL ACTION
BACKFILL: ENTERPRISE VENDOR RISK ANALYST 2

WHEREAS, Ohio Revised Code Section 307.844 provides that, subject to the 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 Chief Administrator requests Automatic Data Processing Board approval of Personnel Action number **24-015** 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 personal action number **24-015**.

RESOLUTION NO. 24-015 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

Data Center Personnel Action – Backfill – Deneese Steele

PERSONNEL ACTION FORM			
TRANSACTION TYPE		Backfill	
EMPLOYEE/CANDIDATE NAME:		Deneese Steele	
PERSONNEL ACTION NUMBER		24-015	
PERSONNEL ACTION DATE (BOARD)		January 08, 2024	
DATA CENTER SECTION		Enterprise Security Information	
NEW JOB POSITION / TITLE		Enterprise Vendor Risk Analyst 2	
PAY GRADE		13	
EFFECTIVE DATE		January 08, 2024	
PAY GRADE SALARY RANGE			
MINIMUM	MID	MAXIMUM	
$72,199	$88,444	$104,689	
		BASE RATE	ANNUAL SALARY
NEW		$ 38.4615	$ 80,000

KEY RESPONSIBILITIES OF THE ROLE

- Assist in defining business processes and controls for the assessment of third-party providers to ensure compliance with security and regulatory requirements.
- Provide subject matter expertise supporting vendor risk management processes and solutions.
- Review vendor responses & documentation, draft of controls in place and controls not in place, and engage with the vendor, business contact, and leadership as appropriate to complete the assessment.
- Reviews, documents, tracks, and collaborates on the remediation of any third-party deficiencies.
- Writing recommendations for updates to vendor security assessment procedures, forms, RFI, RFP, questionnaires, security contract language templates, and vendor security assessment reporting and metrics
- Execute recurring assessments
- A primary point of contact for the vendor for security questionnaires, responses, and documentation
- Collaboration with auditors to provide evidence of compliance
- Acts as vendor risk management advisor on projects
- Continually improve the accuracy, depth, and efficiency of the vendor risk management program through tools and processes
- Provides recommendations for vendor security scoring
- Assists in the development of metrics for measuring the success of the vendor risk management program

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

EMPLOYMENT NOTABLES

- In her current role as the Director of Strategic Partnerships and Operations at Blackmere Consulting, she leads the organization's growth in cybersecurity recruiting.
- She also partners closely with the marketing team to identify core products and produce sales materials.
- In her previous role as the Business Development Manager at ITSecureNow, she partnered with existing leadership and technical team members to refine company focus and strategy away from managed services and towards cybersecurity consulting.
- She learned security fundamentals through shadowing SMEs on client projects, participating where appropriate, and constantly asking questions.

EDUCATION & OTHER CREDENTIALS

- Master of Arts Degree – The Ohio State University
- Bachelor of Arts Degree – The Ohio State University
- President, Board of Directors, Columbus Dance Theatre

RELEVANT WORK EXPERIENCE

- Stakeholder Management – 5+ years
- Strategic Management – 5+ years
- Cybersecurity – 3+ years
- Documentation Management – 10+ years
- Security Assessments – 2+ years
- Vendor Management – 8+ years

SCREENING STATUS

- Professional References: Completed
- Background Check: Results pending. Contingent offer.
- Pre-employment drug testing: Passed.

Kassy Franz, Chief People Officer

DENEESE M. STEELE
[redacted]

I'm an innovative and strategic management, consulting, operations, and sales leader with over fifteen years of experience across a variety of fields including cybersecurity, information technology, healthcare, and management & consulting in a variety of organizations. I'm seeking an opportunity to transition into a risk-focused information security role, ideally serving as a consultative advisor translating security risks into actionable business recommendations.

Experience

Director of Strategic Partnerships & Operations, Blackmere Consulting, January 2023-present

- Hired into a newly created role to lead organization's growth in cybersecurity recruiting
- Served as a member of the senior leadership team, contributing to strategic decisions across all areas of the business including IT, finance, HR, and legal
- Routinely reviewed and approved contracts for risk assessment purposes, including redlines of internal documents as well as external documents
- Negotiated terms with clients with an eye for risk and business optimization
- Within 30 days of hire, documented strategic goals for the next four quarters identifying areas for process improvement, new process development, and growth opportunities and strategies
- Built Channel Partner program with finance team, including contract production
- Partnered closely with marketing team to identify core products and produce sales materials accordingly
- Closed new contracts with over a dozen channel partners and new clients in just a few months of hire
- Mentored recruiting team as new clients were onboarded to ensure delivery success

Business Development Manager, ITSecureNow, July 2019-January 2023

- Partnered with existing leadership and technical team members to refine company focus and strategy away from managed services and towards cybersecurity consulting
- Built rapport with technical team while learning cybersecurity essentials from SMEs to develop working cybersecurity knowledge
- Learned security fundamentals through shadowing SMEs on client projects, participating where appropriate, and constantly asking questions.
- Reviewed and prepared responses for third-party questionnaires for managed services clients under the guidance of security SMEs
- Scoped projects with security engineers and developed new proposal template for security quotes
- Project-managed penetration tests, security and risk assessments, compliance readiness assessments, assessments for insurance renewals, policy & procedure development--ensuring projects were delivered on time and under budget
- Developed final reporting template for assessments and wrote, edited, and presented deliverables to management and c-suite client contacts
- Developed working knowledge of a variety of security and compliance frameworks as various projects required this information, including NIST, CMMC, SOC, ISO, PCI, etc.
- Developed new Master Services Agreement and Statement of Work templates to ensure appropriate legal documentation and coverage
- Routinely reviewed contract redlines, negotiated terms, and approved final agreements with an eye for potential business risk
- Developed new pricing template for managed services proposals to accurately account for all costs and predict profit margins

- Assumed business management responsibility for company in March 2022, including, finance, HR, marketing, and legal.
- Built relationships with partner organizations (managed services providers, compliance professionals, professional membership organizations, etc.) to source and trade leads
- Called on a variety of prospects, both cold and warm, to build sales pipeline for existing MSP business line as well as emerging cybersecurity business
- More than doubled company revenue in two years across all lines of business
- Increased local name recognition within the business and IT communities

Managing Director, ApTask, LLC, January 2018-June 2019

- Opened and managed Midwest market for East Coast-based IT, finance, and professional services staffing firm
- Within a year had opened accounts with four multi-billion dollar clients in finance, energy, and manufacturing spaces as well as numerous smaller clients
- Led relationship management with both end-client executives and vendor management teams
- Built and extended network to foster new relationships with clients at all levels from mid-level management to the C-suite
- Managed and coached teams of recruiters to understand client culture and requirements to ultimately meet and exceed client expectations
- Built depth within client relationships to become a trusted partner, rather than simply a vendor
- Personally vetted candidates for quality of fit with client job requirements and culture, and coached candidates through hiring process
- Set and consistently achieved or exceeded sales and revenue targets
- Utilized Hubspot to track and manage contacts, leads, and ongoing sales efforts

Account Executive/Proposal Manager, Diversified Systems, Inc., September 2015-January 2018

- Led business development and account management efforts, including relationship-building, client management, and lead generation
- Strategically grew the company's total number of accounts and key partnerships through C-suite relationships across the Central Ohio region
- Closed gross sales across project and staffing work in excess of $1,000,000 during second year with no prior direct sales experience
- Consistently achieved or exceeded sales objectives and targets
- Built cohesive team rapport around shared goals and values across sales, administrative, and recruiting teams
- Drove increased revenues and company exposure through successful proposal writing, successful acquisition of regional awards, and direct sales efforts
- Developed and managed new proposal generation process, including partner management
- Wrote, edited, and managed web content including blog posts, website copy, and social media content
- Utilized Salesforce to track and manage contacts, leads, and ongoing sales efforts

Freelance Communications Consultant, January 2014-September 2015

Recruitment and Development Specialist, Remington-Davis Clinical Research, February 2014-October 2014

- Developed and launched new strategies for more efficient and effective trial patient identification
- Took over management of struggling vaccine trial and increased enrollment by 500% within 6 months
- Developed and maintained relationships with potential investigators to open new research opportunities and increase revenues
- Independently launched and successfully managed implementation of new surgical device trial, including coordination of multiple hospital departments with surgeon's office and staff

- Coordinated with trial sponsor and new client physician to re-launch previously defunct foot fracture study
- Team-led the launch of a new osteoarthritis study with aggressive recruitment goals, leading site to be one of the top enrollers nationwide

Managing Director, My Print Market, LLC, January 2012-February 2014

Director of Operations, Kurron & Company, Inc. Columbus, OH, August 2009-January 2012

Business & Communications Coordinator, Kurron & Company, Inc. Columbus, OH, July 2007-August 2009

Clinical Research Coordinator, Remington-Davis, Inc. Columbus, OH, August 2005-May 2007

Writing Program Administrator, Dept. of English, The Ohio State University, Columbus, OH, June 2004-June 2005

Graduate Teaching Associate, **Dept. of English, The Ohio State University**, Columbus, OH, Sept. 2003-June 2005

Publications

Teaching with Rhetorical Visions: Writing and Reading in a Visual Culture. Edited with Ivonne M. García and Theresa Kulbaga. Prentice Hall, 2007.

Language Skills

- Speak and understand conversational Mandarin Chinese
- Speak and understand conversational Taiwanese
- Speak and understand conversational Spanish

Leadership and Volunteer Experience

- President, Board of Directors, Columbus Dance Theatre, 2018-present
- Vice-President, Board of Directors, Columbus Dance Theatre, 2014-2018
- Member, Board of Directors, Columbus Dance Theatre, 2010-2014
- Member, Bexley City Council, 2014-2017
- Board Member, Parents' Association, Columbus School for Girls, 2010-2016

Education and Credentials

- M.A., English Language and Literature, The Ohio State University, Columbus, OH
- B.A., English Language and Literature, pre-medical emphasis, The Ohio State University, Columbus, OH

RESOLUTION NO. 24-016 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER
ALL-STAFF BASE SALARY INCREASE

Voting Aye thereon	Voting Nay thereon
Michael Stinziano, Secretary, Administrator Franklin County Auditor	**Michael Stinziano,** Secretary, Administrator Franklin County Auditor
Chris Brown, Member Judge, Franklin County Court of Common Pleas	**Chris 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'Connor, Member Franklin County Recorder	**Daniel O'Connor,** Member Franklin County Recorder
Cheryl Brooks Sullivan, Member Franklin County Treasurer	**Cheryl Brooks Sullivan,** Member Franklin County Treasurer
Antone White, Member Director, Franklin County Board of Elections	**Antone White,** 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 Election

RESOLUTION NO. 24-016 **JANUARY 08, 2024**

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER
ALL-STAFF BASE SALARY INCREASE

WHEREAS, Ohio Revised Code Section 307.844 provides that, subject to the 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, due to increased demand for technology employees and increased average salaries in the marketplace, recruiting and retaining quality team members continues to be a challenge; and,

WHEREAS, the Data Center CIO and the Chief Administrator of the Board recommend a 3% salary increase for Data Center employees employed in their current positions as of January 1, 2024, as one measure to retain quality employees; and,

WHEREAS, the Data Center CIO and the Chief Administrator of the Board recommend an effective date of December 18, 2023, for inclusion on the January 12, 2024, pay date; and,

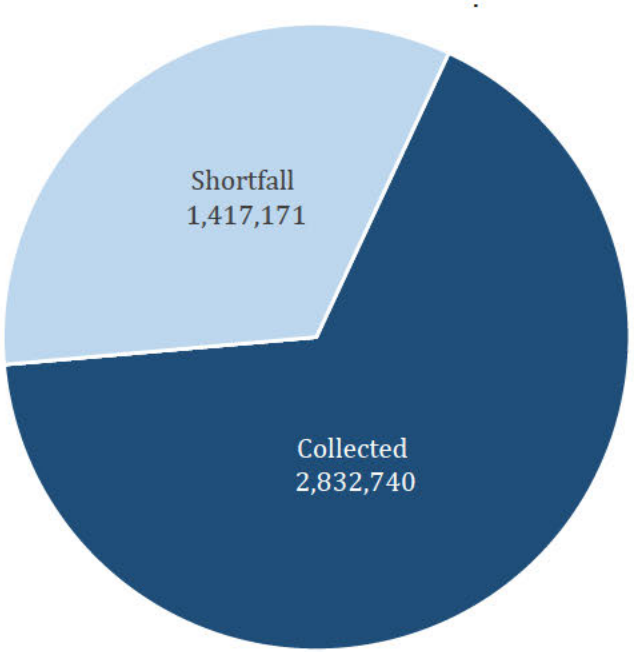
WHEREAS, funding for this personnel action is available within the Data Center Personal Services (5100) Account; and,

NOW, THEREFORE, BE IT RESOLVED that the Franklin County Automatic Data Processing Board hereby approves the transaction as described within, as recommended by the Data Board Chief Administrator.

Franklin County Data Center 2023 Financial Update as of December 31, 2023

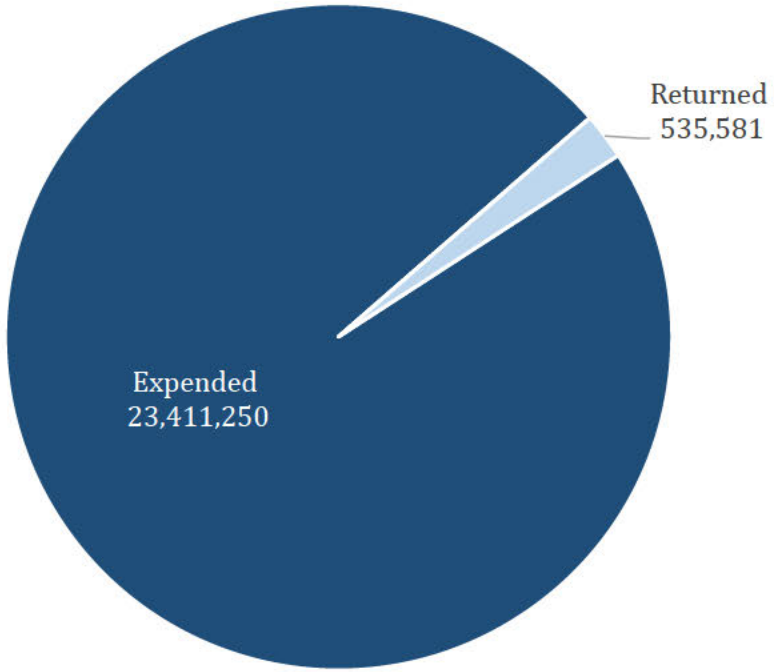
2023 Revenue	Original Appropriation	Revised Budget	YTD Collected		Delta	Percent Collected	Budget Shortfall
Service Fees & Charges	4,249,911		2,832,740		1,417,171	67%	33%

2023 Aging of Outstanding Revenue	Current	< 30 Days Past Due	< 60 Days Past Due	< 90 Days Past Due	Over 90 Days Past Due	Total Billed Outstanding



Franklin County Data Center 2023 Financial Update as of December 31, 2023

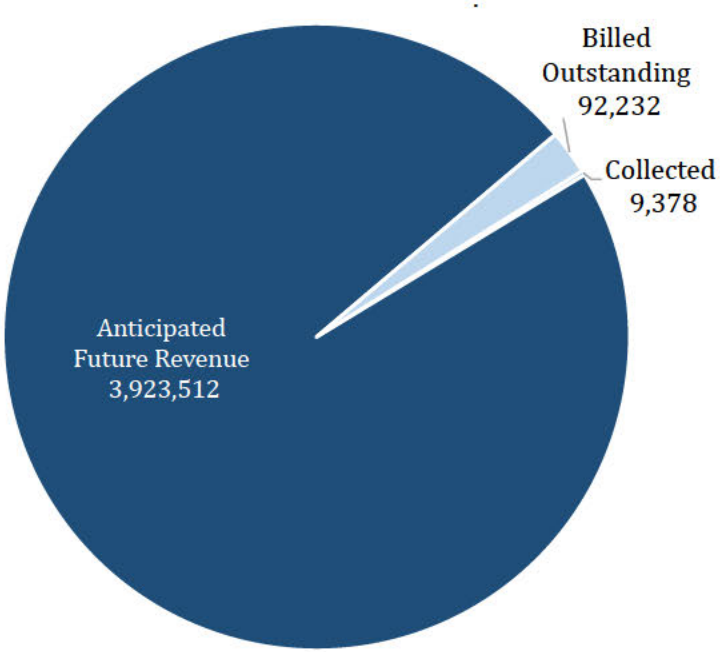
2023 Expenses	Original Appropriation	Revised Budget	Total Expended	Encumbrances	Returned Unused	Percent Expended	Percent Returned
Salaries and Wages	7,043,170	7,860,155	7,832,418	-	27,737	100%	0%
Benefits and Taxes	2,841,081	3,003,078	2,947,771	-	55,307	98%	2%
Materials and Services	12,354,138	12,354,138	11,901,602	-	452,536	96%	4%
Capital Investment	-	729,460	729,459	-	1	100%	0%
Total	22,238,389	23,946,831	23,411,250	-	535,581	98%	2%



Franklin County Data Center 2024 Financial Update as of January 3, 2024

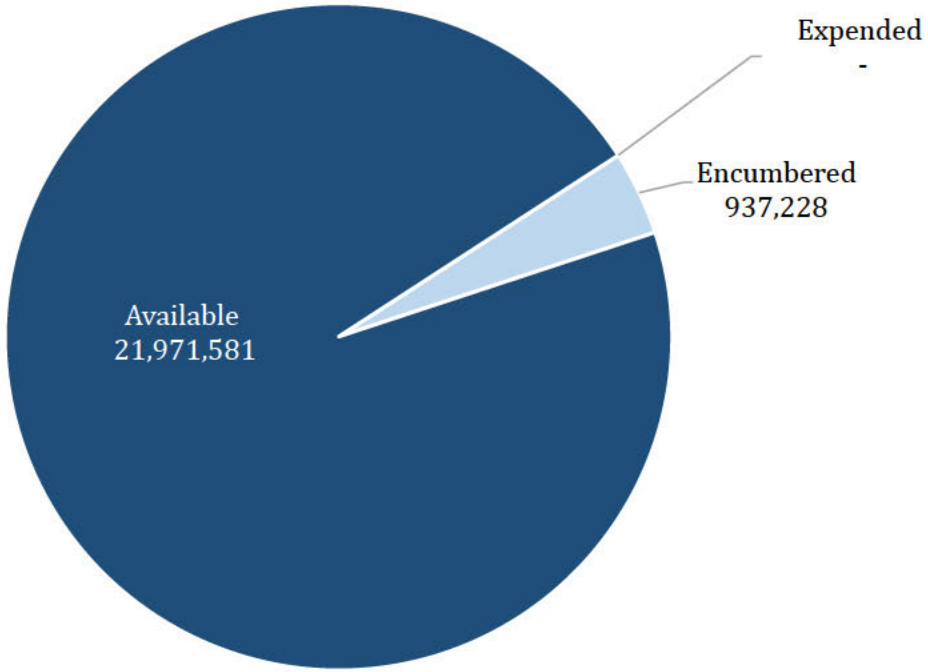
2024 Revenue	Original Appropriation	Revised Budget	YTD Collected		Delta	Percent Collected	Budget Outstanding
Service Fees & Charges	4,025,122		9,378		4,015,744	0%	100%

2024 Aging of Outstanding Revenue	Current	< 30 Days Past Due	< 60 Days Past Due	< 90 Days Past Due	Over 90 Days Past Due	Total Billed Outstanding
	42,395	22,364	3,277	13,073	11,122	92,232



Franklin County Data Center 2024 Financial Update as of January 3, 2024

2024 Expenses	Original Appropriation	Revised Budget	YTD Expended	YTD Encumbrances	Available Budget	Percent Expended & Encumbered	Percent Available
Salaries and Wages	8,080,864		-	-	8,080,864	0%	100%
Benefits and Taxes	3,153,703		-	-	3,153,703	0%	100%
Materials and Services	11,674,242		-	937,228	10,737,014	8%	92%
Capital Investment	-		-	-	-		
Total	22,908,809	-	-	937,228	21,971,581	4%	96%



Franklin County Data Center Project Procurement Update as of January 3, 2024

Resolution Number	Resolution Date	Resolution Amount	Expended Amount	Remaining / Savings	Status	Description
23-002	1/9/2023	11,566,746	11,114,210	452,536	Complete	Data Center 2023 baseline budget. $452,536 returned to the general fund unused.
23-149	12/4/2023	13,000,000	-	13,000,000	Ongoing	Data Center 2024 baseline budget and ongoing expenses

Board Approval Provided by the Data Center Utilizing Resolution 23-150

Resolution Number	Approval Date	Amount	Agency	Link	Description
23-150	1/3/2024	$225.00	Veteran Services	20235315	Zoom subscription