

# 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  
OfficerFranklin County Data Center

**Date:** February 27, 2025

**Subject:** Agenda for the Monday, March 3, 2025, Data Processing Board Meeting

The proposed agenda for the Monday, March 3, 2025, 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 9<sup>th</sup> 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  
CourtsThe 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  
Jennifer Goodman, 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  
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, March 03, 2025

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## 9:00 A.M. Convene in Regular Session

- **Call to Order**
  - **Pledge of Allegiance**
  - **Secretary's Comments**
  - **Approve or amend the Minutes of February 3, 2025, Regular Data Board Meeting**
  - **New Business**
- **Resolution No. 25-023 Franklin County Data Center – Electronic Signature Policy ES-25**
- **Resolution No. 25-024 Franklin County Data Center – 2025 Core Service Rates**
- **Resolution No. 25-025 Franklin County Data Center – Deployment Services Associated with the FCDN Core**
- **Resolution No. 25-026 Franklin County Data Center – Fiber Lease from the City of Columbus**
- **Resolution No. 25-027 Franklin County Data Center – Network Upgrade 2025**
- **Resolution No. 25-028 Tenth District of Court of Appeals – Master Service Agreement**
- **Resolution No. 25-029 Franklin County Economic Development and Planning – 2025 Baseline Procurement and Annual Renewal**
- **Resolution No. 25-030 Franklin County Public Defender – Laptop Refresh**

**Motion to Hold an Executive Session for the purpose of considering** the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official. Pursuant to Ohio Revised Code Section 121.22 (G)(1),

**And to confer with the Franklin County Prosecutor's Office concerning pending or imminent litigation**

Pursuant to Ohio Revised Code Section 121.22 (G)(3),

**And, to consider details relative to the security arrangements and emergency response protocols for a public body or public office** if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office.

Pursuant to Ohio Revised Code Section 121.22 (G)(6) t

As authorized by O. R. C. Section 121.22, Division (G)(1), (3), and (6).

- **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. 25-031 Personnel Action – Backfill – Business Analyst 2

  - Resolution No. 25-032 Personnel Action – New Hire – IT Project Coordinator

- **Motion to Adjourn the Executive Session**

  - Roll call vote (requires a majority of the quorum)

**Reconvene in Regular Session**

  - Resolution No. 25-031 Personnel Action – Backfill – Business Analyst 2

  - Resolution No. 25-032 Personnel Action – New Hire – IT Project Coordinator


**Other Business**

**Adjourn**

**FRANKLIN COUNTY AUTOMATIC DATA PROCESSING BOARD**


**Minutes of the February 03, 2025, Regular Board Meeting**

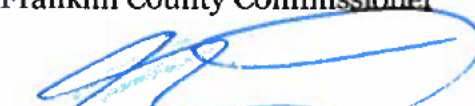
Date Approved: March 03, 2025

  
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**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor


 (for C/MS)  
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**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas


  
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**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts

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**John O'Grady**, Member  
Franklin County Commissioner

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

  
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**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer

  
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**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

*Michael Stinziano, Secretary/ Chief Administrator*

*Cheryl Brooks Sullivan • Chris Brown • Daniel O'Connor, Jr*

*John O'Grady • Maryellen O'Shaughnessy • Antone White • David Payne*

*373 S. High Street, FCDC Olympus, 9<sup>th</sup> Floor, Columbus, Ohio*

*2/3/2025*

## **Board Members present:**

The Honorable Michael Stinziano, Franklin County Auditor  
Franklin County Court of Common Pleas, Chris Brown  
Franklin County Clerk of Courts, Maryellen O'Shaughnessy  
Franklin County Board of Commissioners, Juan Torres - Delegate  
Franklin County Recorder, Daniel J. O'Connor  
Franklin County Treasurer, Dusten Kohlhorst - Delegate  
Franklin County Board of Elections, Antone White  
Franklin County Board of Elections, David Payne

## **Also Present:**

### **9:00 A.M. Convene in Regular Session**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Secretary's Comments**
- IV. Approval of Minutes of 01/13/2025, Regular Data Board Meeting**

Michael Stinziano asked for a motion to approve the following meeting minutes. Daniel J. O'Connor Jr. moved to approve the meeting minutes; Maryellen O'Shaughnessy seconded; the motion carried. A voice vote was taken, and the following board members voted to approve the minutes: Michael Stinziano, Chris Brown, Maryellen O'Shaughnessy, Juan Torres, Daniel J. O'Connor Jr., Dusten Kohlhorst, Antone White, and David R. Payne.

- V. New Business**

#### **Resolution No. 25-015 Franklin County - Technical Equipment Salvage**

Michael Stinziano asked for a motion to approve the resolution. Maryellen O'Shaughnessy moved to approve the resolution; Daniel J. O'Connor Jr. seconded; the motion carried. A voice vote was taken, and the following board members voted to approve the resolution: Michael Stinziano, Chris Brown, Maryellen O'Shaughnessy, Juan Torres, Daniel J. O'Connor Jr., Dusten Kohlhorst, Antone White, and David R. Payne.

#### **Resolution No. 25-016 Franklin County Data Center - Translate Live Translation Solution**

Michael Stinziano asked for a motion to approve the resolution. Maryellen O'Shaughnessy moved to approve the resolution; Daniel J. O'Connor Jr. seconded; the motion carried. A voice vote was taken, and the following board members voted to

## **Franklin County Automatic Data Processing Board**

***Michael Stinziano, Secretary/ Chief Administrator***

*Cheryl Brooks Sullivan • Chris Brown • Daniel O'Connor, Jr*

*John O'Grady • Maryellen O'Shaughnessy • Antone White • David Payne*

*373 S. High Street, FCDC Olympus, 9<sup>th</sup> Floor, Columbus, Ohio*

*2/3/2025*

approve the resolution: Michael Stinziano, Chris Brown, Maryellen O'Shaughnessy, Juan Torres, Daniel J. O'Connor Jr., Dusten Kohlhorst, Antone White, and David R. Payne.

### **Resolution No. 25-017 Franklin County Data Center - Managed Detection and Response Solution**

Michael Stinziano asked for a motion to approve the resolution. Maryellen O'Shaughnessy moved to approve the resolution; Daniel J. O'Connor Jr. seconded; the motion carried. A voice vote was taken, and the following board members voted to approve the resolution: Michael Stinziano, Chris Brown, Maryellen O'Shaughnessy, Juan Torres, Daniel J. O'Connor Jr., Dusten Kohlhorst, Antone White, and David R. Payne.

### **Resolution No. 25-018 Franklin County Data Center - Single Sign-On and Multi-Factor Authentication for ERP**

Michael Stinziano asked for a motion to approve the resolution. Maryellen O'Shaughnessy moved to approve the resolution; Daniel J. O'Connor Jr. seconded; the motion carried. A voice vote was taken, and the following board members voted to approve the resolution: Michael Stinziano, Chris Brown, Maryellen O'Shaughnessy, Juan Torres, Daniel J. O'Connor Jr., Dusten Kohlhorst, Antone White, and David R. Payne.

### **Resolution No. 25-019 Alcohol Drug and Mental Health of Franklin County - 2025 Baseline Procurement and Annual Renewal**

Michael Stinziano asked for a motion to approve the resolution. Chris Brown moved to approve the resolution; Daniel J. O'Connor Jr. seconded; the motion carried. A voice vote was taken, and the following board members voted to approve the resolution: Michael Stinziano, Chris Brown, Maryellen O'Shaughnessy, Juan Torres, Daniel J. O'Connor Jr., Dusten Kohlhorst, Antone White, and David R. Payne.

### **VI. Motion to Hold an Executive Session for the purpose of discussing Personnel Matters**

Michael Stinziano asked for a motion to move into executive session. The Board denied the motion and continued on with the open meeting.

### **VII. Personnel Matters**

#### **Resolution No. 25-020 - Personnel Action - Backfill - Enterprise Network Engineering Manager**

Michael Stinziano asked for a motion to approve the resolution. Chris Brown moved to approve the resolution.

## **Franklin County Automatic Data Processing Board**

***Michael Stinziano, Secretary/ Chief Administrator***

*Cheryl Brooks Sullivan • Chris Brown • Daniel O'Connor, Jr*

*John O'Grady • Maryellen O'Shaughnessy • Antone White • David Payne*

*373 S. High Street, FCDC Olympus, 9<sup>th</sup> Floor, Columbus, Ohio*

*2/3/2025*

Daniel J. O'Connor Jr. seconded; the motion carried. A voice vote was taken, and the following board members voted to approve the resolution: Michael Stinziano, Chris Brown, Maryellen O'Shaughnessy, Juan Torres, Daniel J. O'Connor Jr., Dusten Kohlhorst, Antone White, and David R. Payne.

### **Resolution No. 25-021 - Personnel Action - Backfill - Enterprise Network Engineering Manager**

Michael Stinziano asked for a motion to approve the resolution. Chris Brown moved to approve the resolution. Daniel J. O'Connor Jr. seconded; the motion carried. A voice vote was taken, and the following board members voted to approve the resolution: Michael Stinziano, Chris Brown, Maryellen O'Shaughnessy, Juan Torres, Daniel J. O'Connor Jr., Dusten Kohlhorst, Antone White, and David R. Payne.

### **Resolution No. 25-022 - Personnel Action - Promotion - Enterprise Network Engineering Manager**

Michael Stinziano asked for a motion to approve the resolution. Chris Brown moved to approve the resolution. Antone White seconded; the motion carried. A voice vote was taken, and the following board members voted to approve the resolution: Michael Stinziano, Chris Brown, Maryellen O'Shaughnessy, Juan Torres, Daniel J. O'Connor Jr., Dusten Kohlhorst, Antone White, and David R. Payne.

#### **VIII. Other Business**

##### **IX. Adjourn**

The meeting was adjourned at 09:24 AM

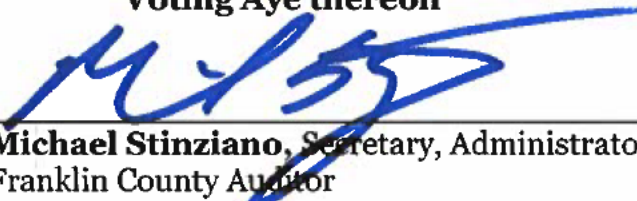


FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

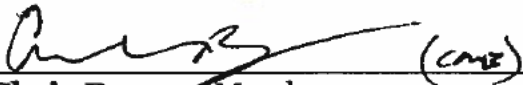
FRANKLIN COUNTY TECHNOLOGY POLICY ADOPTION  
ELECTRONIC SIGNATURE POLICY ES-25

Voting Aye thereon

Voting Nay thereon

  
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**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

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**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

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**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas


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**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas

  
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**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts

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**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts

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**John O'Grady**, Member  
Franklin County Commissioner

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**John O'Grady**, Member  
Franklin County Commissioner

  
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**Daniel O'Connor**, Member  
Franklin County Recorder

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**Daniel O'Connor**, Member  
Franklin County Recorder

**Absent**

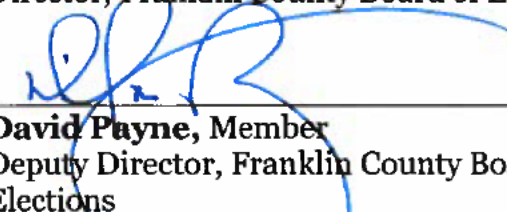
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**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer

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**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer

**ABSENT**

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**Antone White**, Member  
Director, Franklin County Board of Elections

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**Antone White**, Member  
Director, Franklin County Board of Elections

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

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



**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

**FRANKLIN COUNTY TECHNOLOGY POLICY ADOPTION  
ELECTRONIC SIGNATURE POLICY ES-25**

**WHEREAS**, Ohio Revised Code Section 307.844 provides that, the administrator may adopt such rules and regulations as are necessary for the operation of the center; and

**WHEREAS**, the Franklin County Data Center Chief Information Officer has reviewed and recommends the policy; and,

**WHEREAS**, the Chief Administrator requests the Automatic Date Processing Board approval the policy attached hereto and made a part hereof; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Franklin County Automatic Data Processing Board hereby approves Policy ES-25 attached.

**Franklin County  
Automatic Data Processing Board  
Electronic Signature Policy ES-25**

**Introduction**

Electronic signatures are an acceptable form of signature. They not only contain a signature but also traceable information regarding who signed the document and when and where it was signed. Franklin County has chosen DocuSign® and Adobe® for electronic signatures.

This electronic signature policy was developed by the Franklin County Data Center in accordance with the Uniform Electronic Transactions Act (UETA) found in the Ohio Revised Code (ORC) §§ 1306.01 – 1306.23. The Franklin County Automatic Data Processing Board reviewed and adopted the policy by approving resolution number 25-023, dated March 3, 2025.

**Purpose**

The procedures presented within this policy have been devised to ensure appropriate compliance with the intent of the Ohio Revised Code requirements and to ensure a minimum set of requirements are followed while using electronic signatures.

**Authorization**

The following sections of the ORC and Franklin County resolutions were used in the drafting of this policy:

The Electronic Signatures in Global and National Commerce Act (E-Sign Act)<sup>i</sup>

Ohio Revised Code §§ 1306.01 – 1306.23 - UETA<sup>ii</sup>

Ohio Revised Code § 147.591 – Electronic notary signature<sup>iii</sup>

Automatic Data Processing Board Resolution 20-043 dated 6/1/2020

Franklin County Board of Commissioners Resolution 0323-20 dated 5/12/2020 and Exhibit A E-Sig –1-20 dated 5/19/2020.

## **Roles and Responsibilities**

**DocuSign Administrator:** The Franklin County Data Center will administer the enterprise applications and security features. This function will also review template proposals and deploy templates enterprise-wide.

**DocuSign Instance Approver:** The Franklin County Data Center CIO or his designee(s) and the Franklin County Prosecutor or her designee(s) will review and approve all business cases before implementing an electronic signature solution.

**Group Administrator:** Each approved agency will be assigned a Group Administrator to oversee the use of electronic signatures for their agency.

**Users:** Users will create and deploy documents for signatures. Each user will require a DocuSign or Adobe Pro license on the Franklin County account.

**Signers:** Using multi-factor authentication (MFA), users will verify their identity and confirm, by executing their electronic signature, their desire and authorization to perform business and sign electronically.

## **Electronic Signature Retention**

Documents containing electronic signatures will be held to the same retention schedule as other items not containing electronic signatures.

## **Electronic Notary and Online Notary**

This policy shall follow the direction of the Ohio Secretary of State, which states<sup>iv</sup>:

A notary public with an active commission in Ohio may perform electronic notarizations without any additional authorization from our office. An electronic notarization is a notarial act performed by a notary public using his or her electronic seal and electronic signature on a digital document. An electronic notarization is an in-person act where the notarial act procedures remain the same. The requirements include personal appearance, verifying the identity of the signer, and completion of the notarial certificate by affixing the notary's electronic signature and electronic seal to the certificate.

An online notarization is a notarial act performed by an Ohio notary public who has been authorized to perform online notarizations when a signer personally appears before the notary using audio-visual technology instead of being physically present in the same location as the notary. An online notarization

requires the use of an online notarization system to perform the act as the signer is not located in the same location as the notary.

To perform an online notarization, a notary public must be authorized by the Secretary of State's Office. To be authorized, the notary must file an online authorization application showing proof of the completion of a 2-hour education program, passing a test, and stating the name of the online notarization system/vendor to be used. All notaries public authorized to perform online notarizations must be legal residents of Ohio and may only perform online notarizations when they are located in Ohio, although the signer can be outside of Ohio or outside of the United States at the time of the act.

### **Exceptions**

E-Sign and UETA contain exceptions to the general standard that electronic signatures are afforded full legal effect. These exceptions indicate when an electronically signed document is not afforded the same legal standing as a handwritten signature. This policy shall not apply to those instances.

This policy recommends that the Franklin County Prosecuting Attorney's office provide advice on the legal effect of electronic signatures.

## **Policy**

To the fullest extent permitted by law, Franklin County allows the use of electronic signatures as an acceptable alternative to an original signature for those documents requiring signature or acknowledgment in accordance with minimum standards. Minimum standards include:

1. Submission of a business analysis
2. Submission of a risk assessment
3. Submission of an Agency/instance policy
4. Approval by the Franklin County Prosecuting Attorney or designee
5. Approval by the Franklin County Data Center CIO or designee
6. Commissioner agencies: Approval by the Franklin County Board of Commissioners Clerk and CIO
7. Use of the Franklin County Enterprise DocuSign or Adobe instance
8. User authentication, including the use of MFA approved by the Franklin County Data Center Enterprise Security Office

The policy does not mandate the use of electronic signatures, nor does it limit the right or option of using signatures on paper.

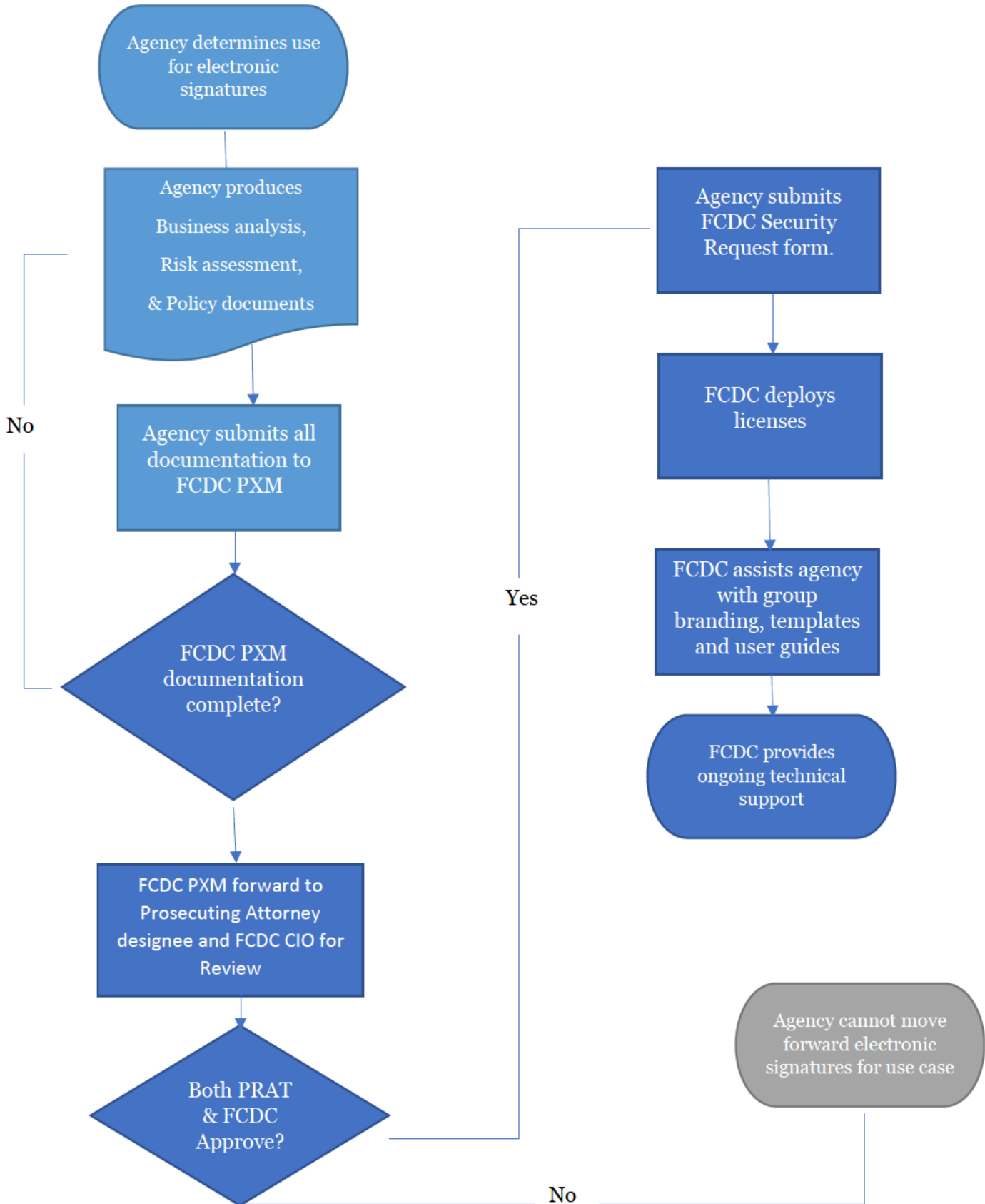
Nothing in this policy is intended to authorize any individual to sign on behalf of an individual, agency, or elected official for whom they do not have signing authority.

Before electing to use or accept an e-signature solution, the Agency, Board, or Court (Agency) must conduct and document a business analysis, risk assessment, and agency e-signature policy and submit it to their Data Center Partner Experience Manager (PXM). After ensuring the information is complete, the PXM will forward the documentation to the DocuSign or Adobe Instance Approvers, who, after reviewing the legality, function, and risk associated with the request, will approve the request, suggest an alternative or document why DocuSign or Adobe electronic signatures cannot be used.

Once approval has been obtained, the Agency will submit an FCDC Security Request Form that defines the Agency Administrator and Users. Upon receipt of the form, FCDC will assign DocuSign or Adobe licenses accordingly. The Administrator will work with the agency to implement branding, develop templates, distribute user guides, and provide training.

Approval for a use case does not constitute approval for all subsequent use cases. Each use case must be submitted during review to ensure an appropriate solution. Upon Prosecuting Attorney and Data Center approval, the solution can be utilized for the new use case.

**Process for each use case:**



## **DocuSign Governance Standards and Certifications**

FedRamp certification

Adherence to 21 CFR Part 11, Annex 11 (EU), HIPAA, SAFE-BioPharma, and Sarbanes-Oxley

Certifications: ISO 27001:2013 certification, PCI-DSS, and SOC 1 Type 2 and SOC 2 Type 2 reports

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<sup>i</sup> <https://www.fdic.gov/regulations/compliance/manual/10/x-3.1.pdf>

<sup>ii</sup> <http://codes.ohio.gov/orc/1306>

<sup>iii</sup> <http://codes.ohio.gov/orc/147.591>

<sup>iv</sup> <https://www.ohiosos.gov/notary/information/>

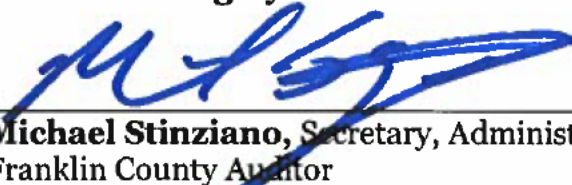


FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
2025 CORE SERVICE RATES

Voting Aye thereon

Voting Nay thereon

  
\_\_\_\_\_  
**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

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**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

 (com-B)  
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**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas

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**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas

  
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**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts

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**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts

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**John O'Grady**, Member  
Franklin County Commissioner

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**John O'Grady**, Member  
Franklin County Commissioner

  
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**Daniel O'Connor**, Member  
Franklin County Recorder

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**Daniel O'Connor**, Member  
Franklin County Recorder

Absent

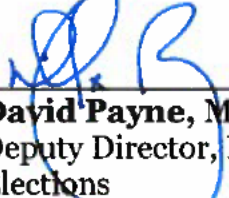
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**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer

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**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer

ABSENT

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**Antone White**, Member  
Director, Franklin County Board of Elections

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**Antone White**, Member  
Director, Franklin County Board of Elections

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

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

**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

**FRANKLIN COUNTY DATA CENTER  
2025 CORE SERVICE RATES**

**WHEREAS**, Ohio Revised Code Section 307.846 provides that the Franklin County Automatic Data Processing Board (Board) may enter into a contract with the legislative authorities of any municipal corporation, township, port authority water or sewer district, school district, library district, county law library association, health district, park district, soil, and water conservation district, conservancy district, other taxing district, the regional council established pursuant to Chapter 167 of the Revised Code, or otherwise, or with the Board of County Commissioners or the Automatic Data Processing Board of any other county, or with any other federal or state governmental agency, and such authorities may enter into contracts with the county automatic data processing board, to provide automatic data processing services to any of them. The Board shall establish a schedule of charges upon which the cost of providing such services shall be based; and,

**WHEREAS**, MAXIMUS, Inc., an independent consultant offering cost accounting services, has been engaged through the authorization provided by Commissioners' 2024 Resolution 220-24 to assist with establishing the Cost Allocation Plan, and

**WHEREAS**, the Data Center Chief Information Officer has reviewed the schedule of allocations and recommends approval; and,

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Franklin County Automatic Data Processing Board authorizes the Franklin County Data Center to use these rates with the billable agencies.



## Franklin County Automatic Data Processing Board

### 2025 Core Service Rates

Resolution: 25-024

Date: 03/03/2025

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The Data Center bills non-general fund entities for technology core services on behalf of the Franklin County Commissioners and at the direction of the Office of Management and Budget. This resolution approves the 2025 core service billing rates.

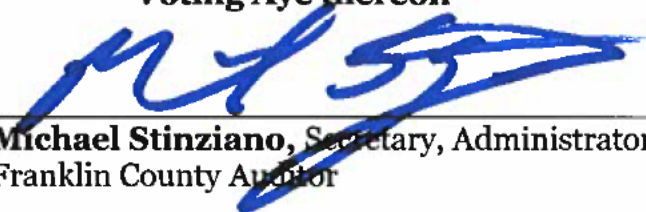
| Agency                     | Core Services |
|----------------------------|---------------|
| ADAMH                      | \$10,456      |
| Auditor Real Estate        | \$944,508     |
| Children Services          | \$88,034      |
| Clerk - Auto Title         | \$84,829      |
| COCIC                      | \$15,754      |
| CSEA                       | \$347,904     |
| Developmental Disabilities | \$149,639     |
| Emergency Management       | \$81,244      |
| Engineer                   | \$41,653      |
| Guardianship Service Board | \$48,973      |
| Human Resources, Benefits  | \$21,919      |
| Job & Family Services      | \$251,409     |
| Law Library                | \$11,720      |
| Metro Parks                | \$16,701      |
| MORPC                      | \$13,718      |
| Municipal Clerk            | \$9,925       |
| Municipal Court            | \$10,971      |
| Office on Aging            | \$183,254     |
| Public Defender            | \$553,876     |
| Public Health              | \$346,146     |
| Soil and Water             | \$2,164       |

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD


FRANKLIN COUNTY DATA CENTER  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
DEPLOYMENT SERVICES ASSOCIATED WITH THE FCDN CORE

Voting Aye thereon

Voting Nay thereon

  
Michael Stinziano, Secretary, Administrator  
Franklin County Auditor

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Michael Stinziano, Secretary, Administrator  
Franklin County Auditor

 (CM93)  
Chris Brown, Member  
Judge, Franklin County Court of Common Pleas

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

  
Maryellen O'Shaughnessy, Member  
Franklin County Clerk of Courts

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Maryellen O'Shaughnessy, Member  
Franklin County Clerk of Courts

 ZTT  
John O'Grady, Member  
Franklin County Commissioner

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John O'Grady, Member  
Franklin County Commissioner

  
Daniel O'Connor, Member  
Franklin County Recorder

\_\_\_\_\_  
Daniel O'Connor, Member  
Franklin County Recorder

Absent

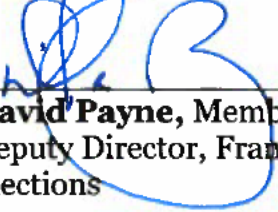
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Cheryl Brooks Sullivan, Member  
Franklin County Treasurer

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Cheryl Brooks Sullivan, Member  
Franklin County Treasurer

ABSENT

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Antone White, Member  
Director, Franklin County Board of Elections

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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

**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

**FRANKLIN COUNTY DATA CENTER  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
DEPLOYMENT SERVICES ASSOCIATED WITH THE FCDN CORE**

**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**, in the normal course of conducting Data Center business, it is necessary to purchase various goods and services; and,

**WHEREAS**, the attached detail describes those purchases the Data Center Chief Information Officer feels are required to continue the normal and usual operation of the Data Center; 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 expenditure of funds and grants the Data Center Chief Information Officer authorization to approve these requisitions in ERP.



Franklin County Automatic Data Processing Board  
Information Technology Procurement Resolution  
Resolution #: 25-025  
Dated: 03/03/2025

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|           |                                                   |
|-----------|---------------------------------------------------|
| Title:    | Deployment Services Associated with the FCDN Core |
| Agency:   | Franklin County Data Center                       |
| Amount:   | \$110,716.00                                      |
| Category: | Technology Services                               |

---

### **Business Justification**

At the center of the Franklin County Data Network (FCDN) are Cisco Core Network Switches that connect Virtual Local Area Networks (VLANs) within the network. This gateway to the FCDN and the internet is vital to all technology our partner agencies utilize. These services will provide knowledgeable and experienced engineers to ensure the successful deployment of the new infrastructure.

### **Description**

Professional services will be utilized to configure and deploy the Nexus 9K devices, build VLANS and Layer 2 attachment points, and map VLANS Network Identifiers (VNI) to the existing VLANS to provide Layer Two connectivity on both sides of the fabric. After testing and developing a migration strategy, workloads will be moved from the existing to the new environment per the vendor statement of work.

### **Fiscal Information**

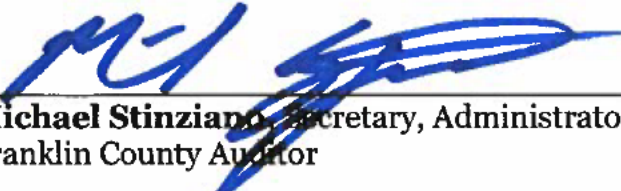
**Funding Source:** Data Center 2025 budget.

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
FIBER LEASE FROM THE CITY OF COLUMBUS

Voting Aye thereon

Voting Nay thereon

  
\_\_\_\_\_  
**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

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**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

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**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas

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**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas

  
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**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts

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**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts

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**John O'Grady**, Member  
Franklin County Commissioner

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**John O'Grady**, Member  
Franklin County Commissioner

  
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**Daniel O'Connor**, Member  
Franklin County Recorder

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**Daniel O'Connor**, Member  
Franklin County Recorder

**Absent**

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**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer

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**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer

**ABSENT**

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**Antone White**, Member  
Director, Franklin County Board of Elections

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**Antone White**, Member  
Director, Franklin County Board of Elections

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

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**David Payne**, Member  
Deputy Director, Franklin County Board of  
Election



**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

**FRANKLIN COUNTY DATA CENTER  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
FIBER LEASE FROM THE CITY OF COLUMBUS**

**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**, in the normal course of conducting Data Center business, it is necessary to purchase various goods and services; and,

**WHEREAS**, the attached detail describes those purchases the Data Center Chief Information Officer feels are required to continue the normal and usual operation of the Data Center; 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 expenditure of funds and grants the Data Center Chief Information Officer authorization to approve these requisitions in ERP.



Franklin County Automatic Data Processing Board  
Information Technology Procurement Resolution  
Resolution #: 25-026  
Dated: 03/03/2025

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Title: Fiber Lease from the City of Columbus  
Agency: Franklin County Data Center  
Amount: Not to Exceed \$150,000  
Category: Technology Services, Hardware and Software

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### **Business Justification**

Projects for the 911 Call Center move, 911 Training Center, and 80 E. Fulton's new connection have resulted in a need to lease fiber from the City of Columbus. This resolution approves the estimated deployment cost of this fiber, not to exceed \$150,000.

### **Description**

1. 900 N. Hague. Franklin County Sheriff Support Service Building for the 911 Call Center.
2. 2460 Jackson Pike for the 911 Training Center
3. 80 E. Fulton new connection associated with decommissioning the Municipal Building.

### **Fiscal Information**


**Funding Source:** The Data Center will work with OMB to identify funding.

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
NETWORK UPGRADE 2025

Voting Aye thereon

Voting Nay thereon

  
\_\_\_\_\_  
**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

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**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

  
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**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas

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Franklin County Commissioner

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**John O'Grady**, Member  
Franklin County Commissioner

  
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**Daniel O'Connor**, Member  
Franklin County Recorder

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**Daniel O'Connor**, Member  
Franklin County Recorder

**Absent**

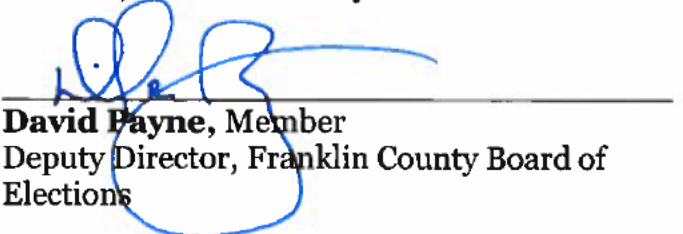
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**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer

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**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer

**ABSENT**

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**Antone White**, Member  
Director, Franklin County Board of Elections

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**Antone White**, Member  
Director, Franklin County Board of Elections

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

\_\_\_\_\_  
**David Payne**, Member  
Deputy Director, Franklin County Board of  
Election

**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

**FRANKLIN COUNTY DATA CENTER  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
NETWORK UPGRADE 2025**

**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**, in the normal course of conducting Data Center business, it is necessary to purchase various goods and services; and,

**WHEREAS**, the attached detail describes those purchases the Data Center Chief Information Officer feels are required or are required for the project of the Data Center; 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 expenditure of funds and grants the Data Center Chief Information Officer authorization to approve these requisitions in ERP.



Franklin County Automatic Data Processing Board  
Information Technology Procurement Resolution  
Resolution #: 25-027  
Dated: 03/03/2025

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|           |                                            |
|-----------|--------------------------------------------|
| Title:    | Network Upgrade 2025                       |
| Agency:   | Franklin County Data Center                |
| Amount:   | Not to Exceed \$1,025,000.00               |
| Category: | Technology Services, Hardware and Software |

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### **Business Justification**

In 2023, the Data Center began a project to upgrade the Franklin County Data Network (FCDN) and deploy a WiFi infrastructure, thus eliminating the need for expensive third-party services. Last year, the team deployed WiFi services to 48 new areas, including the Court of Common Pleas, most of the office tower, Memorial Hall (Veteran Services, Sanitary Engineer and Public Health), Fleet Management, Emergency Management and Homeland Security, the JIC, Board of Elections, and Animal Control. They also upgraded access layer switches at 45% of the locations, an SD-WAN environment at 10%, and new or redundant internet circuits at 13% of the locations.

Partners reported immediate improvements in performance and reliability, and all AT&T WiFi contracts, except one, were canceled.

### **Description**

The 2025 deployment schedule includes most remaining partners and locations and approximately 133 switches, 144 access points, and software, cabling, and deployment services.

### **Fiscal Information**

**Funding Source:** Network Reliability Fund and the Data Center 2025 budget.

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
TECHNOLOGY MASTER SERVICE AGREEMENT  
TENTH DISTRICT COURT OF APPEALS

Voting Aye thereon


Voting Nay thereon

  
\_\_\_\_\_  
**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

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**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

  
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**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas


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Franklin County Recorder

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**Daniel O'Connor**, Member  
Franklin County Recorder

**Absent**

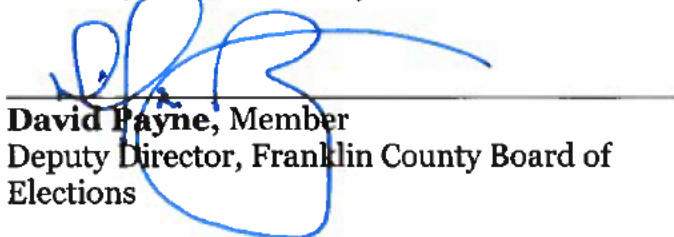
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**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer

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**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer

*ABSENT*

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**Antone White**, Member  
Director, Franklin County Board of Elections

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**Antone White**, Member  
Director, Franklin County Board of Elections

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

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**David Payne**, Member  
Deputy Director, Franklin County Board of  
Election

**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

**FRANKLIN COUNTY DATA CENTER  
TECHNOLOGY MASTER SERVICE AGREEMENT  
TENTH DISTRICT COURT OF APPEALS**

**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**, Franklin County Data Center submits this Technology Master Service Agreement (MSA) to the Automatic Data Processing Board for approval; and,

**WHEREAS**, the Data Center Chief Information Officer recommends approval of this MSA; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Franklin County Automatic Data Processing Board approves this MSA.



# Information Technology

2025 Master Service Agreement



Between the:  
Franklin County Data Center  
and  
The Tenth District Court of Appeals

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## 1.0 Master Service Agreement Overview

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This is a Master Service Agreement (MSA) between the Franklin County Data Center (FCDC) and the Tenth District Court of Appeals (CTAP). The MSA is intended to be the policies and procedures for FCDC and other partner agencies, boards, or offices utilizing services. **This document is not a contract.** However, if services are used, it is expected that CTAP will comply with the policies and procedures.

This MSA is in effect as of the date on which the Automatic Data Processing Board approves and signs the associated resolution and will remain in effect indefinitely. Either party can initiate modifications, changes, or termination of this agreement at any time.

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## 2.0 Contact Information and Authorizations

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### 2.1 Franklin County Data Center

#### Partner Experience

**Enterprise Partner Experience Manager, Sean O'Donnell:**

(614) 525-2237

373 S. High Street, 9<sup>th</sup> Floor

Columbus, Ohio 43215

**E-mail:** sean.odonnell@franklincountyohio.gov

**Team E-mail:** FCDC-PX@franklincountyohio.gov

**Enterprise Partner Service Manager, Melissa Peoples:**

(614) 525-5691

373 S. High Street, 9<sup>th</sup> Floor

Columbus, Ohio 43215

**E-mail:** melissa.peoples@franklincountyohio.gov

**Team E-mail:** FCDC-PX@franklincountyohio.gov

#### Financial Services

**Chief Financial Officer, Julie Lust:**

(614) 525-5826

373 S. High Street, 9<sup>th</sup> Floor

Columbus, Ohio 43215

**E-mail:** jalust@franklincountyohio.gov

**Team E-mail:** fcdcfinancialservices@franklincountyohio.gov

#### Help Desk

**Enterprise Support Manager, Chase McDaries:**

(614) 525-DATA (3282)

373 S. High Street, 8<sup>th</sup> Floor

Columbus, Ohio 43215

**E-mail:** chase.mcdaries@franklincountyohio.gov

**Team E-mail:** helpdesk@franklincountyohio.gov

**Service Management Portal:** helpdesk.frankincountyohio.gov

## 2.2 The Tenth District Court of Appeals

### General Information

373 S High Street, 24<sup>th</sup> Floor

Columbus, Ohio 43215

(614) 525-3624

**Court Administrator, Doug Eaton:**

(614) 525-3624

dweaton@franklincountyohio.gov

## 2.3 Contact Groups

**Information Technology Contact (IT Contact):** E-mail and Everbridge communications from FCDC will go to the following list of people. Communications may include information on scheduled maintenance, outage alerts, general information, etc. IT contacts will always have the Partner Agency lead (elected official, chief of staff, director, etc.).

**Service Management (Service):** Individuals are granted entitlements to view Service Management ticket details. <https://helpdesk.franklincountyohio.gov>

**Procurement Requestors (Procurement):** Individuals who are authorized to submit procurement requests via the FCDC Procurement system: <https://link.franklincountyohio.gov>

**Security Access Authorization Contact (Security):** Individuals who are authorized to make user management requests via the FCDC Security Form: <https://securityrequest.co.franklin.oh.us>

**Billing Management (Invoices):** Individuals who are authorized to discuss invoices and make decisions for monthly IT resources and any hardware purchases

**Website Coordinators (Website):** Individuals authorized to make requests to FCDC regarding website content.

| Name          | E-Mail                              | IT Contact | Service | Procurement | Security | Billing | Website |
|---------------|-------------------------------------|------------|---------|-------------|----------|---------|---------|
| Doug Eaton    | dweaton@franklincountyohio.gov      | X          | X       | X           | X        | X       | X       |
| Robert Linton | robertlinton@franklincountyohio.gov | X          | X       | X           | X        | X       | X       |
| Cindy Sgalla  | cjsgalla@franklincountyohio.gov     | X          | X       |             |          | X       |         |
| Joseph Wenger | jewenger@franklincountyohio.gov     |            |         | X           |          |         | X       |

*Note: IT Contacts may work with their BRM to modify the individuals on any list at any point.*

### 3.0 Core Services

**Key:**

Partner = Partner utilizes this service and provides primary support

FCDC = FCDC provides primary support

Shared = Combination support between the Partner and FCDC

N/A = Does not currently utilize the service from FCDC

Vendor = Vendor provides service

| Application Development and Enterprise Tools | Support | Notes                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Graphic Design                               | Shared  |                                                                                                                                                                                                                                                                                                                                                    |
| Mobile Application Development               | N/A     |                                                                                                                                                                                                                                                                                                                                                    |
| Web Development and Content Management       | Shared  | <p><b>Kentico Websites</b></p> <ul style="list-style-type: none"> <li>https://tenthdistrictcourt.org/ is hosted in the FCDC Kentico environment, and CTAP staff maintains the content.</li> </ul> <p>The site contains (2) custom FCDC applications that display hearing events. They are detailed in the <b>4.0 Special Support Services</b>.</p> |

| Data Analytics                      | Support | Notes |
|-------------------------------------|---------|-------|
| Data / Process Analysis             | N/A     |       |
| Reporting (Interactive/Operational) | N/A     |       |

| Engineering Services (IT for IT Departments)          | Support | Notes |
|-------------------------------------------------------|---------|-------|
| Partner Agency IT Staff access to support IT Services | N/A     |       |

| Enterprise Infrastructure         | Support | Notes |
|-----------------------------------|---------|-------|
| Data Backup Solutions             | FCDC    |       |
| Data Storage                      | FCDC    |       |
| Hi-Availability (HA) Environment  | N/A     |       |
| Server Virtualization and Hosting | N/A     |       |
| SQL Database                      | FCDC    |       |

| Enterprise Network                    | Support | Notes |
|---------------------------------------|---------|-------|
| Communications & Collaboration        | FCDC    |       |
| Internet, Firewall, and VPN Services  | FCDC    |       |
| Wide Area Network (WAN) Connectivity  | FCDC    |       |
| Wired Network Connectivity            | FCDC    |       |
| Wireless (Wi-Fi) Network Connectivity | FCDC    |       |

| Enterprise Offerings | Support | Notes                                                                                                                           |
|----------------------|---------|---------------------------------------------------------------------------------------------------------------------------------|
| Adobe Licensing      | FCDC    | CTAP leverages the FCDC enterprise Adobe licensing. FCDC will bill back the cost to CTAP as part of the annual licensing cycle. |
| Adobe Pro            | FCDC    | CTAP utilizes Adobe Pro Licenses                                                                                                |
| Adobe Creative Cloud | N/A     |                                                                                                                                 |
| DocuSign             | N/A     |                                                                                                                                 |

|                                      |                |                                                                                                                                                                                                                      |
|--------------------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Everbridge                           | <b>Partner</b> | EMA owns and administers the Everbridge Platform. CTAP is responsible for maintaining staff information/access and using this product for their office as needed                                                     |
| Geographic Information Systems (GIS) | <b>N/A</b>     |                                                                                                                                                                                                                      |
| Intellivue Document Imaging Solution | <b>N/A</b>     |                                                                                                                                                                                                                      |
| JIRA                                 | <b>Shared</b>  | CTAP submits FCDC support tickets via Jira and recently implemented a Confluence and a Jira space for its agency.                                                                                                    |
| Microsoft 365                        | <b>FCDC</b>    | CTAP leverages the FCDC enterprise licensing for Microsoft 365                                                                                                                                                       |
| Dynamics                             | <b>N/A</b>     |                                                                                                                                                                                                                      |
| SharePoint                           | <b>N/A</b>     |                                                                                                                                                                                                                      |
| OnBase Information Platform          | <b>N/A</b>     |                                                                                                                                                                                                                      |
| Zoom                                 | <b>FCDC</b>    | CTAP utilizes the following Zoom licensing: <ul style="list-style-type: none"> <li>• (6) Standard licenses</li> <li>• (2) Webinar 500 licenses (Judicial Secretary and Judicial Administrative Assistant)</li> </ul> |

| Enterprise Support                    | Support        | Notes                                                                                                                                                                                                                                                                      |
|---------------------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Centralized Help Desk and Call Center | <b>Partner</b> | <ul style="list-style-type: none"> <li>• CTAP IT staff is the first level with FCDC assisting when needed, but if the IT Director/Court Administrator is unavailable, CTAP staff can call the Help Desk</li> <li>• CTAP IT staff can view all CTAP Jira tickets</li> </ul> |
| Hardware Salvage                      | <b>FCDC</b>    | CTAP leverages FCDC to dispose of Hardware Salvage. CTAP will work with the FCDC Helpdesk by placing a JIRA ticket once the hardware is ready to be salvaged                                                                                                               |
| Remote and On-Site Support            | <b>Partner</b> | <ul style="list-style-type: none"> <li>• CTAP IT staff is the first level with FCDC assisting when needed</li> <li>• For remote support, CTAP may reach out to Help Desk for staff not connected to FCDN</li> </ul>                                                        |
| User Device Management and Imaging    | <b>Partner</b> | <ul style="list-style-type: none"> <li>• CTAP IT staff is the first level, with FCDC assisting when needed</li> <li>• CTAP IT staff have been set up with SCCM to allow them to image CTAP devices and to have remote access to staff devices</li> </ul>                   |

| iSeries Administration and Development | Support       | Notes                                                                     |
|----------------------------------------|---------------|---------------------------------------------------------------------------|
| iSeries Infrastructure Support         | <b>Vendor</b> | CTAP utilizes FCJS but is not responsible for its maintenance and support |

| Leadership and Strategy                   | Support        | Notes |
|-------------------------------------------|----------------|-------|
| Disaster Recovery and Continuity Planning | <b>Partner</b> |       |
| PFM and IT Coordination                   | <b>Partner</b> |       |
| Strategic Technology Planning             | <b>Partner</b> |       |
| vCIO (Virtual CIO)                        | <b>N/A</b>     |       |

| Procurement and Legal Contracts          | Support        | Notes |
|------------------------------------------|----------------|-------|
| Assistance with Legal Contracts and RFPs | <b>Partner</b> |       |
| IT Budget Planning                       | <b>Partner</b> |       |
| IT Procurement Assistance                | <b>Shared</b>  |       |
| Vendor and Licensing Management          | <b>Shared</b>  |       |

| Security                                                  | Support | Notes |
|-----------------------------------------------------------|---------|-------|
| Anti-Virus                                                | FCDC    |       |
| Assistance with Security Audits                           | FCDC    |       |
| Cyber Security Insurance Policy Compliance                | FCDC    |       |
| Multifactor Authentication (MFA) and Single Sign-On (SSO) | FCDC    |       |
| Security Incident Support                                 | FCDC    |       |
| Security Training and Consultation                        | FCDC    |       |
| Web Filtering                                             | FCDC    |       |

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## 4.0 Special Support Service

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### 4.1 Judges Docket - <https://tenthdistrictcourt.org/docket>

The Judges' Docket is a custom Kentico application created by FCDC. It displays judges' scheduled hearing dates for the next 30 days. FCDC entirely maintains it and utilizes data files from the current Clerk of Court's case management solution, FCJS.

**FCDC Responsibility:**

- FCDC maintains the application in the Kentico environment.
- FCDC maintains the SQL databases currently populated by extracts pushed from FCJS and CIO databases.

**CTAP Responsibility:**

- CTAP maintains their relationship with FCDC and reports any issues related to this application.
- CTAP maintains their relationship with the Clerk of Court's office and reports any issues with the information maintained within FCJS/CIO.

### 4.2 Magistrates Docket - <https://tenthdistrictcourt.org/Magistrate>

The Magistrates' Docket is a custom Kentico application created by FCDC. This displays magistrates' scheduled hearing dates for the next 30 days. It is entirely maintained by FCDC and utilizes data files from the current Clerk of Court's case management solution, FCJS.

**FCDC Responsibility:**

- FCDC maintains the application in the Kentico environment.
- FCDC maintains the SQL databases currently populated by extracts pushed from FCJS and CIO databases.

**CTAP Responsibility:**

- CTAP maintains their relationship with FCDC and reports any issues related to this application.
- CTAP maintains their relationship with the Clerk of Court's office and reports any issues with the information maintained within FCJS/CIO.

### 4.3 Mobile Teams Solution

FCDC assisted CTAP with the creation of a mobile Teams solution that allows judges to attend court proceedings remotely. The solution consists of all the components of a Microsoft Teams room (TV, Teams camera, microphone, speakers) mounted on a cart that can be moved wherever needed.

#### **FCDC Responsibility:**

- FCDC assists with any software issues related to MS Teams and its licensing
- FCDC assists with any hardware issues

#### **CTAP Responsibility:**

- CTAP performs daily operational setup
- CTAP reports any issues to FCDC

### 4.4 Opinion Search

The Court of Appeals website allows users to search Ohio Supreme Court opinions. This is done by linking directly to the search on the Ohio Supreme Court website.

#### **FCDC Responsibility:**

- FCDC acts as an advocate for CTAP to assist with any issues with the Supreme Court of Ohio

#### **CTAP Responsibility:**

- CTAP reports any issues to the Supreme Court of Ohio

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## 5.0 Budgeting and Service Charges

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### 5.1 IT Budgets

FCDC works annually on behalf of the Franklin County Office of Management & Budget (OMB) to review and recommend Partner Agency IT Budgets. OMB requires Partner Agencies to use the Budget Formulation and Management (BFM) application to submit budgeting requests. OMB provides the primary support for BFM.

When reviewing IT budgets, FCDC looks for fiscal/support opportunities through shared or enterprise efforts, elimination of duplicate technologies, prospects for standardization, security risks, etc. FCDC expects Partner Agencies to provide detailed information (business need and justification) regarding their budget request. Detailed information assists in the review process. FCDC may still reach out to the partners to obtain more information to make recommendations to OMB. FCDC can assist Partner Agencies with IT Budget planning. Allowing FCDC to assist can produce benefits, such as efficient budget review by FCDC, backup support to OMB for IT budget requests, and a higher probability for IT plan approval by OMB.

#### **Typical Annual Budget Schedule:**

- **February – April:** Identify potential IT Plans and engage with FCDC and vendors to define the request and obtain cost information.



- **May:** Prepare Budget documentation
- **June:** Submit IT Budget Plan for FCDC Approval through BFM
- **July – October:** OMB review and budget hearings are scheduled
- **December:** OMB Budget Approval & Submission of Recurring Costs Budget to FCDC for a January Data Board approval

## 5.2 FCDC IT Procurement Policy

The Data Center provides procurement governance for technology items on behalf of the Automatic Data Processing Board. Partner Agencies are required to submit all IT procurements to FCDC for a technical review, security review, and fiscal review to obtain approval for purchase. The FCDC Technology Procurement and Implementation Policy outlines the details of this process and what is included. If you need a copy of the policy or have questions, please discuss them with a Partner Experience Manager.

## 5.3 Chargeback allocations

**5.3.1 Rates:** FCDC Core Service allocation is calculated annually using a third-party accounting firm (DMG-MAXIMUS, Inc.) specializing in federal, state, and county rate studies. Annual Core Service cost will be communicated upon completion of the county-wide cost allocation plan. These are the rates used to calculate the costs charged to billable partner agencies.

**5.3.2 Annual Journal Entry for Core Services:** FCDC bills partners denoted as ‘billable’ on behalf of the Commissioners and at the direction of OMB. FCDC will process reimbursement journal entries annually in January based on the calculation in 5.4.1. Partners will receive a memo two weeks before the journal entry is submitted.

**5.3.3 Annual Journal Entry for Partner Licensing:** FCDC oversees the licensing of several software solutions/tools utilized by our partner agencies (i.e., Adobe, Microsoft 365, Zoom). FCDC will process reimbursement journal entries annually in January for the budgeted cost of this licensing. If a partner is using more licensing than budgeted, FCDC will work with the partner to determine if the quantity of licenses can be decreased. If not, the difference will be charged back via journal entry in April.

**5.3.4 Reimbursements for technology purchased on Partner Agency's behalf:** To assist partner agencies in the efficient procurement of technology, the FCDC maintains open purchase orders and can process same-day or next-day orders with vendors. Quarterly, FCDC will provide a summary of all procurements and process reimbursement journal entries. Each month following the close of a quarter, partners will receive a memo of charges mid-month, and the journal entry will be processed at the end of the month. FCDC will work closely with partners for the timing of Q4 reimbursement journal entries.

**5.3.5 Reimbursements for Project Services:** When FCDC works with partner agencies on specific projects, those projects will include a specific scope of work and a detailed cost estimate. At the completion and signoff of a project, FCDC will process a reimbursement journal entry for the amount of the cost estimate and any associated project change orders. During the project kickoff meeting, FCDC will work with partners to determine if the chargeback needs to be processed differently (i.e., multi-year projects, to meet certain funding requirements, etc.)

**Memorandums will be sent for review to:**  
**ATTENTION: Cindy Sgalla (cjsgalla@franklincountyohio.gov)**  
**Tenth District Court of Appeals**  
 373 S High Street, 24<sup>th</sup> Floor  
 Columbus, Ohio 43215

**5.3.6 Billing questions or disputes can be directed as follows:**

| # | Who                                                | Phone          | E-mail                                        |
|---|----------------------------------------------------|----------------|-----------------------------------------------|
| 1 | Financial Services                                 | N/A            | fcdcfinaancialservices@franklincountyohio.gov |
| 2 | Partner Experience Manager, Sean O'Donnell         | (614) 525-2237 | sean.odonnell@franklincountyohio.gov          |
| 3 | Enterprise Financial Services Manager, Renea Ruple | (614) 525-7392 | renea.ruple@franklincountyohio.gov            |
| 4 | Chief Financial Officer, Julie Lust                | (614) 525-5826 | jalust@franklincountyohio.gov                 |
| 5 | Chief Information Officer, Adam Frumkin            | (614) 525-3006 | adam.frumkin@franklincountyohio.gov           |

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## 6.0 Terms and Conditions

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### 6.1 Normal Business Hours

FCDC defines normal business hours as Monday through Friday, between 8:00 AM EST and 5:00 PM EST. This excludes holidays, a county government shutdown, and weekends.

### 6.2 After-hours and Emergencies

FCDC has staff on call 24/7 and can be reached by the Help Desk phone number: (614) 525-3282. The on-call staff member will assess the issues and handle them based on their criticality and needs.

### 6.3 Requests

FCDC strives to be a good partner and provide exceptional service, and there are several entry points to access FCDC services. See below:

**Incidents:**

**E-mail:** [helpdesk@franklincountyohio.gov](mailto:helpdesk@franklincountyohio.gov)

**Phone:** (614) 525-3282 (DATA)

**Service Desk Portal:** <https://helpdesk.franklincountyohio.gov>

**General requests and questions:**

**E-mail:** [FCDC-PX@franklincountyohio.gov](mailto:FCDC-PX@franklincountyohio.gov)

**Procurement System:** <https://link.franklincountyohio.gov>

*Note: The Data Center provides procurement governance for technology items on behalf of the Automatic Data Processing Board. Partners Agencies are required to submit all IT procurements to FCDC for a Technical Review, Security Review, and Fiscal Review to obtain approval for purchase. Please see FCDC's Technology Procurement and Implementation Policy or discuss it with a Partner Experience Manager for more information.*

**Projects and other work:**

**Enterprise Partner Experience Manager, Sean O'Donnell:**

**E-mail:** [sean.odonnell@franklincountyohio.gov](mailto:sean.odonnell@franklincountyohio.gov)

**Phone:** (614) 525-2237

## 6.4 Escalation/Expedition Pathway

If a partner is not receiving service in a timely or proper manner, Partners may use the following escalation path until a resolution is achieved:

| # | Who                                        | Phone          | E-mail                               |
|---|--------------------------------------------|----------------|--------------------------------------|
| 1 | Help Desk                                  | (614) 525-3282 | helpdesk@franklincountyohio.gov      |
| 2 | Partner Experience Manager, Sean O'Donnell | (614) 525-2237 | sean.odonnell@franklincountyohio.gov |
| 3 | Chief People Officer, Kassy Franz          | (614) 525-7529 | klfranz@franklincountyohio.gov       |
| 4 | Chief Information Officer, Adam Frumkin    | (614) 525-3006 | adam.frumkin@franklincountyohio.gov  |

## 6.5 Service Prioritization

FCDC follows a Service Prioritization Method by assessing the situation for specific criteria, identifying the corresponding priority, and acting accordingly. The Help Desk prioritizes issues/requests by urgency and impact to ensure appropriate response time. The FCDC prioritization outline is below:

| Priority                                                 | Criteria                                                                                                                                                                                                                                                                                                                                                                   | Response                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Priority 5 (LOWEST)</b><br>Standard Service Request   | <ul style="list-style-type: none"> <li>There is no negative impact on the business or services.</li> <li>Standard, repeatable requests (e.g., user management)</li> <li>Low effort maintenance or enhancement requests</li> <li>A method for intaking larger requests that may turn into a project but require additional information and understanding</li> </ul>         | <ul style="list-style-type: none"> <li>FCDC Staff member will be assigned and contact the requestor as an acknowledgment of the request</li> <li>FCDC will work with the requestor to establish an agreed service delivery schedule or next steps</li> </ul>                                                                            |
| <b>Priority 4 (LOW)</b><br>Minimal or No Business Impact | <ul style="list-style-type: none"> <li>Minimal impact to business or service</li> <li>No production or individual end-user is affected</li> <li>The business has an alternative approach until a fix/promotion can be established and/or can be deferred until an acceptable maintenance window can be established for resolution</li> </ul>                               | <ul style="list-style-type: none"> <li>FCDC Technician will be assigned and will strive to contact the reporting user within a business day of ticket assignment</li> <li>FCDC will attempt to resolve within 40 normal business hours</li> <li>FCDC will communicate with the reporting user until resolved</li> </ul>                 |
| <b>Priority 3 (MEDIUM)</b><br>Minor Business Impact      | <ul style="list-style-type: none"> <li>There is a degradation to a business service but not a work stoppage</li> <li>The service component or procedure is NOT critical to customer business functions</li> <li>The business has an alternative approach until resolved</li> </ul>                                                                                         | <ul style="list-style-type: none"> <li>FCDC Technician will be assigned and will strive to contact the reporting user within four (4) normal business hours of ticket assignment</li> <li>FCDC will attempt to resolve within 24 normal business hours</li> <li>FCDC will communicate with the reporting user until resolved</li> </ul> |
| <b>Priority 2 (HIGH)</b><br>Major Business Impact        | <ul style="list-style-type: none"> <li>A business service component, procedure, or application is unusable, or service degradation is very high</li> <li>The business service is isolated to one (1) Partner Agency</li> <li>Business service delivery is critically impacted</li> <li>The business is unable to use an alternative approach to deliver service</li> </ul> | <ul style="list-style-type: none"> <li>FCDC Technician will be assigned and will strive to contact the reporting user within one (1) hour of ticket assignment, during normal business hours</li> <li>If after hours, FCDC technician will be dispatched and will strive to contact the reporting user within two (2) hours</li> </ul>  |

|                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                       | <ul style="list-style-type: none"> <li>• A moderate security threat has been identified</li> </ul>                                                                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• FCDC will begin work immediately and continue until resolved</li> <li>• FCDC will communicate with the reporting user until resolved</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Priority 1 (HIGHEST)</b><br>Severe Business Impact | <ul style="list-style-type: none"> <li>• The entire Franklin County userbase or multiple Partner Agencies are experiencing loss to a production service</li> <li>• Foundational infrastructure component and/or a shared application outage (or imminent outage) with a critical impact on business services</li> <li>• Will cause a significant negative impact on Franklin County revenue</li> <li>• A substantial security threat has been identified</li> </ul> | <ul style="list-style-type: none"> <li>• FCDC Technician will be assigned and will strive to contact (any method) the reporting user within 30 minutes of ticket assignment, during normal business hours</li> <li>• If after hours, FCDC technician will be dispatched and will strive to contact the reporting user (any method) within one (1) hour</li> <li>• FCDC will begin work immediately and continue until resolved</li> <li>• FCDC will communicate with the reporting user consistently during normal business hours until resolved</li> <li>• If the Partner Agency is impacted by a Priority 1 incident but is not the reporting user, contact the Help Desk or PXM for an update</li> <li>• Partner Experience will issue an E-mail notification to all IT Contacts within one (1) business day</li> </ul> |

The above classifications are guidelines first to enable FCDC staff to concentrate on the most critical problems. FCDC assignees may also change the priority as part of their evaluation and/or during the evolution of the work. Partner Agencies may also request a higher priority by contacting the Help Desk. Escalations will be evaluated and determined on a case-by-case basis. It is also important to note that if a Partner Agency has specific Business Services needs that require an alternate support model, it should be defined in this document; otherwise, FCDC will apply this model when evaluating submissions.

**6.6 Security Audit**

As written in the Franklin County FCDC Security Policy, FCDC has the right to audit, monitor, and secure all computing environments connected to the FCDN. This would also include any agency processes related to the security of the FCDN. By gaining access to agencies' computing environments and procedures as needed, the FCDC would ensure customers and stakeholders of a simple, stable, and secure environment. Also, this policy gives the FCDC the ability to identify components that are at risk, in addition to strengthening security and privacy controls. In collaboration with the agency, the FCDC will report to and assist the agency in mitigating any findings. If you need a copy of the policy or have questions, please discuss them with your Partner Experience Manager.

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY ECONOMIC DEVELOPMENT AND PLANNING  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
2025 BASELINE PROCUREMENT AND ANNUAL RENEWAL

**Voting Aye thereon**

**Voting Nay thereon**

  
\_\_\_\_\_  
**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

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**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

  
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**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas

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**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas

  
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**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts

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**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts

**Abstain**

\_\_\_\_\_  
**John O'Grady**, Member  
Franklin County Commissioner

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**John O'Grady**, Member  
Franklin County Commissioner

  
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**Daniel O'Connor**, Member  
Franklin County Recorder

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**Daniel O'Connor**, Member  
Franklin County Recorder

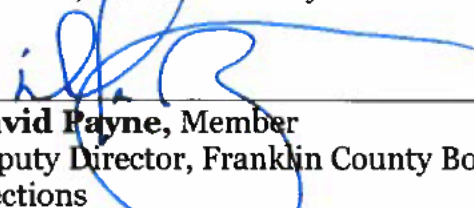
**Absent**

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**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer

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**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer

  
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**Antone White**, Member  
Director, Franklin County Board of Elections

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**Antone White**, Member  
Director, Franklin County Board of Elections

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

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**David Payne**, Member  
Deputy Director, Franklin County Board of  
Election

**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

**FRANKLIN COUNTY ECONOMIC DEVELOPMENT AND PLANNING  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
2025 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 required for continued operations or deployment of new services; 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 Automatic Data Processing Board  
 Information Technology Procurement Resolution  
 Resolution #: 25-029  
 Dated: 03/03/2025

|          |                                                   |
|----------|---------------------------------------------------|
| Title    | 2025 Baseline Procurements and Annual Renewals    |
| Agency   | Franklin County Economic Development and Planning |
| Amount   | \$173,295.00                                      |
| Category | Hardware, Software, and Technology Services       |

**Business Justification**

The Franklin County Economic Development and Planning (EDP) supports the County Board of Commissioners' mission by implementing resident-centric economic development and planning policies that strive to improve access to opportunity, work quality, and place quality. EDP collaborates with Franklin County departments and regional partners to pursue this mission.

EDP includes the Economic Development, Community Development, Geographic Information Systems, Planning and Zoning, and Building Services Divisions. EDP relies on the Data Center to provide all IT support.

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      | Cell Phone Plans                        |
| IT Software Subscription and Maintenance | SmartGov                                |
| IT Software Subscription and Maintenance | Adobe                                   |
| IT Software Subscription and Maintenance | ArcGIS                                  |
| IT Software Subscription and Maintenance | Digitization services                   |
| IT Software Subscription and Maintenance | SmartGov Permit Software Development    |
| IT Software Subscription and Maintenance | GIS Software Development and Projects   |
| IT Software Subscription and Maintenance | Neighborly                              |
| IT Software Subscription and Maintenance | Teams Conference License for Teams Room |
| IT Software Subscription and Maintenance | AutoCad                                 |
| IT Software Subscription and Maintenance | Zoom                                    |
| IT Licenses                              | Microsoft 365                           |
| IT Maintenance and Repair Agreements     | ComDoc Document Management Agreement    |
| IT Maintenance and Repair Agreements     | Xerox Copier Agreement                  |
| IT Maintenance and Repair Agreements     | Plotter Maintenance Agreement           |

## **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 EDP business and the following strategic initiatives: cost-effective technology, technical debt reduction, and decreased duplicate technology.

## **Fiscal Information**

**Funding Source:** Franklin County Economic Development and Planning approved 2025 IT budget.



FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY PUBLIC DEFENDER  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
LAPTOP REFRESH

Voting Aye thereon

Voting Nay thereon

  
\_\_\_\_\_  
**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

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**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

  
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**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas

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**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas

  
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**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts

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**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts

  
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**John O'Grady**, Member  
Franklin County Commissioner

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**John O'Grady**, Member  
Franklin County Commissioner

  
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**Daniel O'Connor**, Member  
Franklin County Recorder

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**Daniel O'Connor**, Member  
Franklin County Recorder

**Absent**

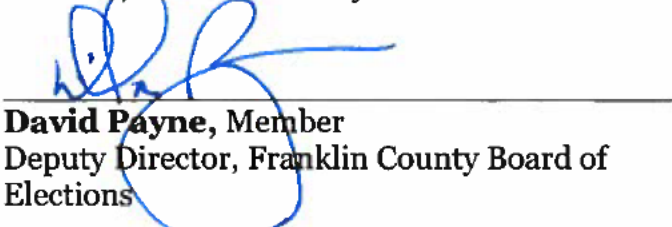
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**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer

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**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer

**ABSENT**

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**Antone White**, Member  
Director, Franklin County Board of Elections

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**Antone White**, Member  
Director, Franklin County Board of Elections

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

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**David Payne**, Member  
Deputy Director, Franklin County Board of  
Election

**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

**FRANKLIN COUNTY PUBLIC DEFENDER  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
LAPTOP REFRESH**

**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 required for continued operations or deployment of new services; 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 Automatic Data Processing Board  
Information Technology Procurement Resolution  
Resolution #: 25-030  
Dated: 03/03/2025

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Title: Laptop Refresh  
Agency: Franklin County Public Defender  
Amount: \$127,566.72  
Category: Technology Hardware

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**Business Justification**

The Public Defender’s office provides comprehensive legal representation services in criminal, juvenile, and custody proceedings to indigent persons in Franklin County to fulfill the constitutional mandate of equal justice under the law.

The office is comprised of Municipal, Juvenile, Common Pleas, and Appellate departments. As one of Ohio's largest legal services offices, each department is staffed with attorneys, social workers, law clerks, and secretaries who require technology to fulfill their mission.

**Description**

This resolution approved the procurement and deployment of 72 HP Elitebook X360.

**Fiscal Information**


**Funding Source:** Public Defender 2025 budget.

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
PERSONNEL ACTION  
BACKFILL: BUSINESS ANALYST 2

Voting Aye thereon

Voting Nay thereon

  
\_\_\_\_\_  
**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

\_\_\_\_\_  
**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

 (CMB)  
\_\_\_\_\_  
**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas

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**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas

  
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**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts

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**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts

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**John O'Grady**, Member  
Franklin County Commissioner

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**John O'Grady**, Member  
Franklin County Commissioner

  
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**Daniel O'Connor**, Member  
Franklin County Recorder

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**Daniel O'Connor**, Member  
Franklin County Recorder

**Absent**

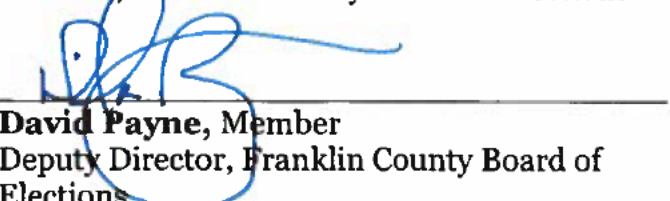
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**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer

\_\_\_\_\_  
**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer

**ABSENT**

\_\_\_\_\_  
**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

**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

**FRANKLIN COUNTY DATA CENTER  
PERSONNEL ACTION  
BACKFILL: BUSINESS 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 Franklin County Data Center Chief Information Officer has reviewed and recommends this action; and,

**WHEREAS**, the Chief Administrator requests Automatic Data Processing Board approval of Personnel Action number **25-031** 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 Personnel Action number **25-031**.

**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

**Data Center Personnel Action – Backfill – Willow Patch**

| PERSONNEL ACTION FORM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                    |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------------|--|
| TRANSACTION TYPE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | Backfill           |  |
| EMPLOYEE/CANDIDATE NAME:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | Willow Patch       |  |
| PERSONNEL ACTION NUMBER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | 25-031             |  |
| PERSONNEL ACTION DATE (BOARD)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | 03/03/2025         |  |
| DATA CENTER SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | Delivery Services  |  |
| NEW JOB POSITION / TITLE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | Business Analyst 2 |  |
| PAY GRADE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | 13                 |  |
| EFFECTIVE DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | 03/24/2025         |  |
| PAY GRADE SALARY RANGE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                    |  |
| MINIMUM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | MID       | MAXIMUM            |  |
| \$72,199                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$88,444  | \$104,689          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | BASE RATE | ANNUAL SALARY      |  |
| NEW                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$ 42.308 | \$88,000           |  |
| <b><u>KEY RESPONSIBILITIES OF THE ROLE</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                    |  |
| <ul style="list-style-type: none"> <li>▪ Develop and execute user research via interviews, surveys, usability tests, and other methods.</li> <li>▪ Conduct user research to understand user needs, behaviors, attitudes, and pain points for a product or service.</li> <li>▪ Conduct business research to understand customer missions, business goals, objectives, and problems.</li> <li>▪ Collect and analyze user feedback to inform product and feature enhancements; share feedback with Product Owners</li> <li>▪ Synthesize business and user data to provide actionable insights, system designs, and/or project goals.</li> <li>▪ Create reports and presentations for technical and non-technical audiences to communicate research findings.</li> <li>▪ Identify opportunities for process and product improvements in both business analysis and user research activities.</li> <li>▪ Collaborate with FCDC customers to elicit, document, and analyze business requirements.</li> <li>▪ Solicit approval of documented requirements from stakeholders.</li> <li>▪ Present customer-approved requirements to GX Foundry and FCDC teams to drive solution design efforts.</li> <li>▪ Collaborate with product teams to translate user insights into user-centered design goals.</li> <li>▪ Promote user feedback integration into the design and development of products and services.</li> <li>▪ Assist in project management activities, providing status updates, and aligning deliverables to project timelines.</li> </ul> |           |                    |  |

**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

- Collaborate with product owners, designers, and engineers to ensure alignment with FCDC business goals, partner goals, and user needs.
- Fearlessly challenge the status quo and promote work aligned to the customer's mission first, setting aside past practices as needed.
- Provide requirements context and clarity to FCDC team members involved with delivering a product or service.
- Advocate for the needs and interests of users in solution design discussions.
- Document client business processes using visual workflow diagrams (tools like Microsoft Visio and Lucidchart) and written verbal descriptions.
- Identify data elements used in a business process and map them to a product, service, or database when applicable.

**EMPLOYMENT NOTABLES**

- In her most recent role as the Change and Release Manager at SafeLite, Inc., she developed and implemented the infrastructure and application development process in an Agile environment.
- IT process management professional with over 15 years of experience.
- Adept at managing ITSM processes, creating technical documentation, mitigating organizational risk, and streamlining processes.

**EDUCATION & OTHER CREDENTIALS**

- ITIL- 4 Foundation- Skillsoft
- Key Concepts and the Four Dimensions of Service Management- Skillsoft
- Inclusive Leadership Training- edX

**RELEVANT WORK EXPERIENCE**

- Change and Release Manager- 1 Year
- Employer Branding & DEI Specialist- 1 Year
- Sales Acceleration Specialist- 1 Year
- Cloud Support Engineer- 4 Years
- Project Management – 3 years
- Risk Assessment – 6 years
- Service Management – 6 years

**SCREENING STATUS**

- Professional References: Completed.
- Background Check: Completed.
- Pre-employment drug testing: Completed.

Kassy Franz, Chief People Officer

# WILLOW PATCH

## IT Project Manager and Delivery Lead

IT process management professional with over 15 years of experience streamlining and standardizing processes, managing large-scale projects, and developing comprehensive IT process documentation. Skilled at conducting root cause analysis to identify process gaps and deliver data-driven solutions that drive organizational change. Adept at managing ITSM processes, creating technical documentation, mitigating organizational risk through streamlining and standardizing processes, developing and facilitating comprehensive training programs to ensure compliance. Proven track record of success in communicating and engaging with technical and non-technical stakeholders at every level of the organization.

### Areas of Expertise

Project Management (Agile, Waterfall) | Change & Release Management | Compliance | Risk Assessment | Workflow Optimization | Service Management (ITSM) | Stakeholder Engagement | Organizational Change Management | Leadership & Team Management | Training & Development | Non-Technical stakeholder Communication | Technical Writing

### Technical Skills

ServiceNow, SQL, Cloud Infrastructure (AWS, Azure), Network Analysis, ITIL Framework, Disaster Recovery, Documentation & Technical Writing, Critical Incident Management

## PROFESSIONAL EXPERIENCE

### Safelite, Inc.

#### *Change & Release Manager*

*Feb 2023– Aug 2024*

Managed enterprise-wide change and release processes for infrastructure and application development in an Agile environment. Championed organizational change through enhanced ITSM processes, ensuring compliance with internal audits and standards by developing and implementing a standardized change management process. Partnered closely with cross-functional teams, including software development, business operations, and technology teams, to mitigate organizational risk and ensure compliance.

- Increased utilization of standardized change requests by **900%**, improving process efficiency and reducing paperwork.
- Developed and implemented an onboarding training program for Change Management used by IT teams across the company.
- Spearheaded **SOC2 certification** efforts, wrote compliance documentation, and collaborated with third-party managers.
- Chaired CAB meetings and managed bi-weekly release schedules, balancing infrastructure and application deployments.

### Veeam Software (2017-2023)

#### *Employer Branding & DEI Specialist*

*Apr 2022 – Feb 2023*

Oversaw external branding and DEI initiatives to improve employee engagement and company visibility. Worked closely with HR, sales, and marketing teams to create a cohesive and inclusive work environment. Enhanced collaboration between HR and business units by promoting data-driven decision-making for talent development.

- Launched a global Employee Resource Group (ERG), achieving 10% company-wide participation and improving DEI engagement.
- Enhanced internal promotion processes by integrating ERG data with career development tools, driving diversity in leadership roles.
- Led company social media campaigns across LinkedIn, Glassdoor, and Instagram, contributing to Veeam being named a "Top 100 Places to Work."
- Founded and led a business resource group for women that gained over 300 members in less than one year.

### *Sales Acceleration Specialist*

*Jul 2021– April 2022*

Promoted from Cloud Support Engineer due to exceptional performance and communication skills. Developed and delivered technical training materials and programs to enable sales teams to understand Veeam's product offerings better. Focused on building foundational knowledge for non-technical staff and enhancing collaboration between sales and technical teams.

- Created and facilitated the "Tech Bytes" training program, which delivered tailored IT training to over 200 non-technical employees and new hires based on their current roles.



- Served as the Subject Matter Expert (SME) for Veeam’s product portfolio, providing advanced technical support for sales teams.
- Collaborated with sales, HR, and marketing to design and execute special projects that improved resource awareness and engagement.
- Developed and validated enablement materials aligned with sales acceleration strategies, increasing sales readiness by 20%.

### **Cloud Support Engineer**

*Apr 2017– July 2021*

Supported vital partners and providers by troubleshooting cloud-based solutions and resolving complex technical issues. Focused on improving product performance and reducing downtime for high-priority clients.

- Selected as a pilot member for the Critical Incidents Management program, handling high-visibility customer cases.
- Delivered a technical presentation to 350 people at VeeamON 2018, sharing insights on data protection and recovery solutions.
- Supported top 16 global partners across multiple Veeam product lines, driving efficiency in technical support processes.
- Contributed to product optimization, resulting in a 15% improvement in cloud backup and recovery performance.

### **Cloudbreak Health**

#### ***NOC/Helpdesk Manager***

*Jul 2016– April 2017*

Managed telehealth IT support for clinics and hospitals, overseeing internal and external technical support teams. Focused on improving case resolution times and expanding technical resources through documentation and training.

- Built a comprehensive knowledge base from unorganized data, reducing case resolution times by 30%.
- Managed outsourced helpdesk resources, providing administrative oversight and technical escalation support.
- Created educational materials for hospital staff to support telehealth solutions, increasing user confidence and reducing system errors.
- Acted as Junior Systems Administrator for internal employees, improving network reliability and reducing downtime by 25%.

### **Honda of America, Inc.**

#### ***Lead Manufacturing Support Technician***

*Apr 2014– June 2016*

Led IT operations on the second shift in a large automotive manufacturing plant. Responsible for managing daily IT functions, providing technical support to staff, and collaborating with management to optimize processes. Trained new hires on IT procedures, improving ramp-up time and reducing onboarding costs by 15%. Created outage documentation and collaborated with management to assign downtime, saving the department operational costs.

### **OSU Wexner Medical Center**

#### ***Data Center Operations & Help Desk Technician***

*Apr 2012– Apr 2014*

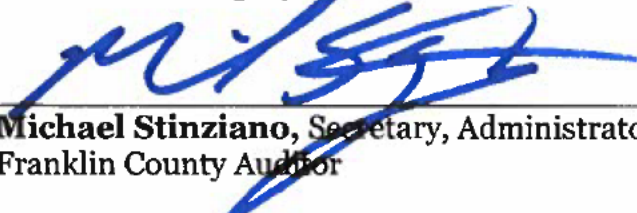
Supported data center operations and handled technical support for the Wexner Medical Center. Focused on ensuring network reliability, handling inbound IT requests, and managing backups and system health. Authored and maintained documentation to support the IHIS medical software. Managed data backups and monitored UPS systems, reducing potential system failures by 30%. Supported a user base of over 18,000, consistently resolving 20-40 tickets daily. Developed a surplus hardware documentation procedure, streamlining asset management for retired equipment.

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
PERSONNEL ACTION  
NEW HIRE: IT PROJECT COORDINATOR

Voting Aye thereon

Voting Nay thereon

  
Michael Stinziano, Secretary, Administrator  
Franklin County Auditor

Michael Stinziano, Secretary, Administrator  
Franklin County Auditor

 (cont)  
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

 ZTT  
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

Absent


Cheryl Brooks Sullivan, Member  
Franklin County Treasurer

Cheryl Brooks Sullivan, Member  
Franklin County Treasurer

ABSENT

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

**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

**FRANKLIN COUNTY DATA CENTER  
PERSONNEL ACTION  
NEW HIRE: IT PROJECT COORDINATOR**

**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 Franklin County Data Center Chief Information Officer has reviewed and recommends this action; and,

**WHEREAS**, the Chief Administrator requests Automatic Data Processing Board approval of Personnel Action number **25-032** 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 Personnel Action number **25-032**.

**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

**Data Center Personnel Action -New Hire-Charles Richardson**

| PERSONNEL ACTION FORM         |           |                        |  |
|-------------------------------|-----------|------------------------|--|
| TRANSACTION TYPE              |           | New Hire               |  |
| EMPLOYEE/CANDIDATE NAME:      |           | Charles Richardson     |  |
| PERSONNEL ACTION NUMBER       |           | 25-032                 |  |
| PERSONNEL ACTION DATE (BOARD) |           | 03/03/2025             |  |
| DATA CENTER SECTION           |           | Delivery Services      |  |
| NEW JOB POSITION / TITLE      |           | IT Project Coordinator |  |
| PAY GRADE                     |           | 10                     |  |
| EFFECTIVE DATE                |           | 03/24/2025             |  |
| PAY GRADE SALARY RANGE        |           |                        |  |
| MINIMUM                       | MID       | MAXIMUM                |  |
| \$59,451                      | \$72,828  | \$86,204               |  |
|                               | BASE RATE | ANNUAL SALARY          |  |
| NEW                           | \$ 36.058 | \$75,000               |  |

**KEY RESPONSIBILITIES OF THE ROLE**

- Initiation – Collaborate with Project Managers, Business Analysts, technical teams, and leaders during the identification of work effort goals, scope, and work breakdown structures; document tasks, assignments, and intended outcomes or deliverables.
- Collaboration – Regularly collaborate with team leaders, technical resources, and other stakeholders to document and track updated tasks, assignments, timeline commitments, decisions, and risks identified by the assembled team.
- Scheduling – Schedule collaborative, status, or other meetings as needed or requested. Develop meeting agendas with input from leaders and stakeholders. Track meeting decisions, commitments, or other outcomes in shared documentation.
- Documentation – Use assigned electronic tools for work effort documentation and task management.
- Reporting – Develop periodic status reports as directed, reporting on work progress and status to stakeholders and observers using input from the assigned team.
- Communication – Act as a central point of contact for questions about the work effort underway and relay questions to relevant experts and responsible parties, recording answers and decisions as needed.
- Problem-Solving – Where possible, address smaller risks, bottlenecks, or other issues that develop in workflows or task delivery, and raise concerns to leaders as needed to keep work moving and commitments on track.
- QA – If provided Quality Assurance (QA) goals or guidelines for a specific work effort, act as the primary QA analyst, ensuring completed tasks and deliverables meet the standards identified or reporting QA failures to team or service leaders for remediation.

**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

- Procurement Tracking — Collaborate with FCDC procurement resources to keep tabs on any relevant purchases; report on procurement status to stakeholders as needed.
- Compliance — For any work efforts with compliance or regulatory elements, document the requirements as directed by leaders and track deliverables against those requirements. Report any missed requirements to work effort leaders.
- Complete other duties as assigned.

**EMPLOYMENT NOTABLES**

- In his most recent role as the Project Manager at OSU he managed the full life cycle of projects and developed the cohort program for faculty.
- Project management and communications professional with 8 years of experience.
- Adept at managing project processes, coordinating IT professionals, and establishing long-lasting relationships.

**EDUCATION & OTHER CREDENTIALS**

- B.A. Economics- Ohio State University
- Lean Six Sigma Yellow Belt

**RELEVANT WORK EXPERIENCE**

- Project Manager- 3 Years
- Technical Specialist- 3 Years
- Systems Specialist- 4 Years

**SCREENING STATUS**

- Professional References: Completed.
- Background Check: Completed.
- Pre-employment drug testing: Completed.

Kassy Franz, Chief People Officer

# C. Cory Richardson

## Project Manger

Results-driven, performance-focused, and people-oriented professional equipped with excellent communication skills necessary in cultivating positive relationships with individuals of various levels and backgrounds. Known for providing exceptional customer service in a variety of business settings.



## SUMMARY OF QUALIFYING SKILLS

Strategic and Business Planning

Business System Analysis

Critical Thinking

Action Oriented

Contingency Management

Self-motivated

Team Building and Leadership

Research and Analysis

Written and Verbal Communication skills

Problem Solving

## WORK EXPERIENCE

### Project Manager

FAME ( Faculty Advancement, Mentoring, and Engagement ) The Ohio State University

10/2022 - 03/2024

Columbus, OH

#### Achievements/Tasks

- Responsible for the planning, execution, maintenance, and closure phases of the project life cycle of single-session and cohort-based professional development programs
- Managed the development of a new faculty cohort program and successfully completed the first year long program for over 100 faculty members.
- Directed the successful completion of 50 faculty development events/programs attended by over 800 faculty members within the College of Medicine
- Prepared detailed task breakdown structures per project and instilled shared accountability for achieving project milestones
- Worked with cross functional and diverse teams to enable accurate communication of requirements and ensure consensus while handling multiple projects simultaneously
- Organized weekly task review meetings and prepared and presented status reports to senior management

Certifications : *Lean Sigma Six Yellow Belt*

### Senior Systems Specialist

Wexner Medical Center

10/2019 - 10/2022

Columbus, OH

#### Achievements/Tasks

- Served as an internal consultant and project manager for The Ohio State University Medical Center executive leadership
- Managed, coordinated and supervised the launch of an IT support team dedicated to executive leadership
- Lead IT onboarding, education, and training for university executives and administration

### Systems Specialist

Wexner Medical Center

06/2018 - 10/2019

Columbus, OH

#### Achievements/Tasks

- Analyzed, identified, and resolved various assignments and issues by priority
- Successfully managed a Windows 10 upgrade project that physically enhanced and migrated data to 500+ devices throughout the medical center
- Coordinated training procedures to establish an efficient and productive work environment

### Technical Specialist

Apple Inc.

2015 - 2018

Columbus, OH

#### Achievements/Tasks

- Collaborated w th Apple Business team to promote and establish local businesses in our area
- Successful coordination and completion of mass software and device upgrades for to the entire store for the following: iPhone 6S/6S Plus and iOS 9 Sept. 2015, iPhone SE Mar. 2016, iPhone 7/7Plus and iOS 10 Sept. 2016, iPhone 8/8Plus and iOS 11 Sept. 2017, and iPhone X Nov. 2017
- Piloted troubleshooting for the first AirPods replacement program and single AirPods replacement issues for Polaris Apple Store location in Jan. 2017
- Implemented feedback from customers, peers and leadership to maintain a high level of documented customer success and experience

### B. A. Economics

The Ohio State University

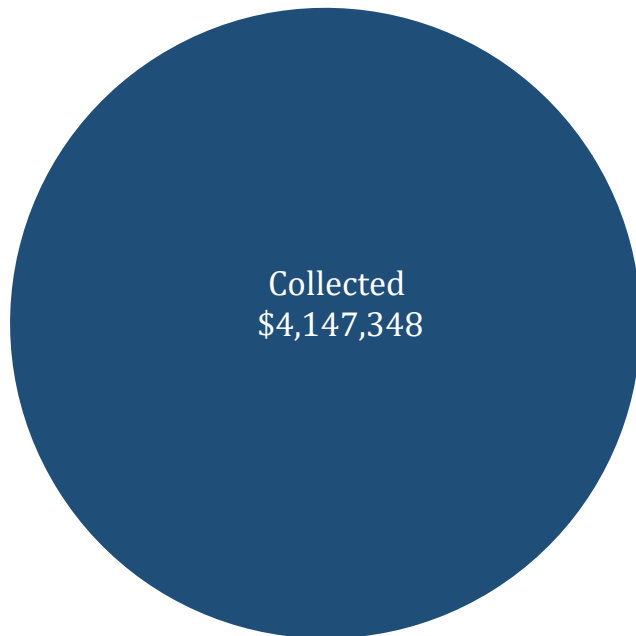
2011 - 2016

Columbus, OH

## Franklin County Data Center 2025 Financial Update as of February 25, 2025

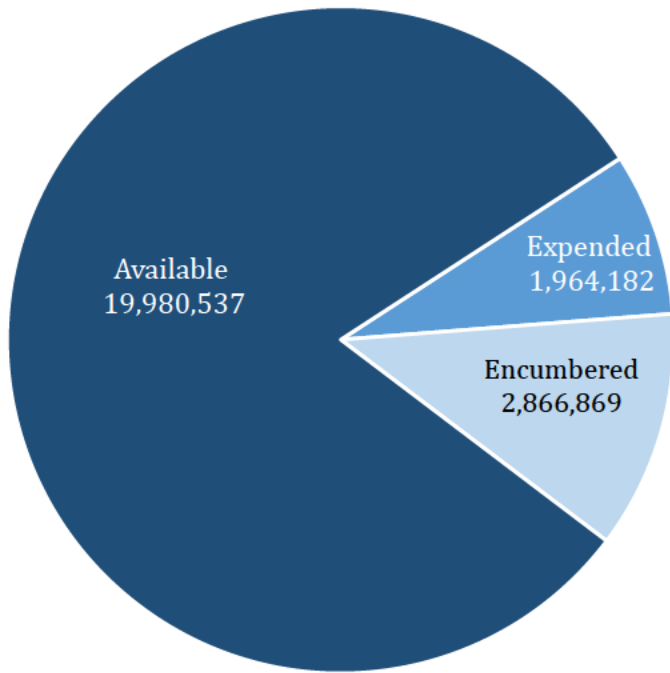
| 2025 Revenue           | Original Appropriation | Revised Budget | YTD Collected |  | Delta    | Percent Collected | Budget Outstanding |
|------------------------|------------------------|----------------|---------------|--|----------|-------------------|--------------------|
| Service Fees & Charges | 4,069,827              |                | 4,147,348     |  | (77,521) | 102%              | -2%                |

| 2025 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 |
|-----------------------------------|---------|--------------------|--------------------|--------------------|-----------------------|--------------------------|
|                                   | 58,080  | 13,686             | -                  | -                  | -                     | 71,766                   |



## Franklin County Data Center 2025 Financial Update as of February 25, 2025

| 2025 Expenses          | Original Appropriation | Revised Budget    | YTD Expended     | YTD Encumbrances | Available Budget  | Percent Expended & Encumbered | Percent Available |
|------------------------|------------------------|-------------------|------------------|------------------|-------------------|-------------------------------|-------------------|
| Salaries and Wages     | 9,198,827              | 9,420,763         | 1,421,806        | -                | 7,998,957         | 15%                           | 85%               |
| Benefits and Taxes     | 3,535,771              | 3,572,062         | 578,377          | -                | 2,993,685         | 16%                           | 84%               |
| Materials and Services | 11,818,762             |                   | (36,001)         | 2,866,869        | 8,987,894         | 24%                           | 76%               |
| Capital Investment     |                        |                   | -                | -                | -                 |                               |                   |
| <b>Total</b>           | <b>24,553,360</b>      | <b>24,811,587</b> | <b>1,964,182</b> | <b>2,866,869</b> | <b>19,980,537</b> | <b>19%</b>                    | <b>81%</b>        |





## Board Approval Provided by the Data Center Utilizing Resolution 24-093

| Resolution Number | Approval Date | Amount      | Agency | Description                                                                                             |
|-------------------|---------------|-------------|--------|---------------------------------------------------------------------------------------------------------|
| 24-093-2025092    | 1/21/2025     | \$3,150.78  | SENG   | (2) Standard 32" Dell Monitors, Keyboard and mouse, a webcam and Dell Latitude 5450 and WD22TB4 dock    |
| 24-093-2025471    | 1/21/2025     | \$1,729.68  | PBCT   | (3) HP MFP 4101fdw Printers                                                                             |
| 24-093-2025752    | 1/21/2025     | \$8,100.00  | GSB    | (6) Standard Laptops                                                                                    |
| 24-093-2025214    | 1/23/2025     | \$27,000.00 | AUDR   | (20) Standard Laptops                                                                                   |
| 24-093-2025431    | 1/23/2025     | \$665.00    | PRAT   | (5) Microsoft Visio Visio - Shayla Favor,Sundeepi Jindal,Andrea Freeman,Kendra Asiedu and Nathan George |
| 24-093-2025523    | 1/23/2025     | \$1,328.18  | SHRF   | (1) Printer Lexmark XC2326                                                                              |
| 24-093-2025051    | 1/24/2025     | \$303.80    | EDP    | (2) Poly USB Headset (2) Wireless Keyboard + Mouse Combo                                                |
| 24-093-2025432    | 1/24/2025     | \$150.00    | PRAT   | Adobe Pro - Patrick Zuelke                                                                              |
| 24-093-2025111    | 1/28/2025     | \$133.00    | AGIN   | Microsoft Visio - Jahi Harvey                                                                           |
| 24-093-2025443    | 1/28/2025     | \$950.00    | CTAP   | Zoom Webinar License - Justina Benjamin                                                                 |
| 24-093-2025531    | 1/28/2025     | \$150.00    | VETS   | Adobe Acrobat Pro - Louis O Santos                                                                      |
| 24-093-2025532    | 1/28/2025     | \$0.00      | VETS   | Zoom - Basic - Louis O. Santos                                                                          |
| 24-093-2025024    | 1/29/2025     | \$950.00    | PRCH   | Adobe Creative Cloud - Donovan Blair                                                                    |
| 24-093-2025134    | 1/29/2025     | \$0.00      | JPU    | Zoom Basic - Erin Dominguea                                                                             |
| 24-093-2025215    | 1/29/2025     | \$150.00    | AUDR   | Adobe Pro - Sandrina                                                                                    |
| 24-093-2025132    | 1/30/2025     | \$0.00      | JPU    | PowerBI Pro -Kathleen Geyer                                                                             |
| 24-093-2025133    | 1/30/2025     | \$0.00      | JPU    | Survey Monkey - Kathleen Geyer                                                                          |
| 24-093-2025216    | 1/30/2025     | \$27,000.00 | AUDR   | (20) Standard Laptops                                                                                   |
| 24-093-2025217    | 1/30/2025     | \$150.00    | AUDR   | Adobe Pro - Culver                                                                                      |
| 24-093-2025219    | 1/30/2025     | \$150.00    | AUDR   | Adobe Pro - Chapman                                                                                     |
| 24-093-2025524    | 1/30/2025     | \$1,896.00  | SHRF   | (2) PJ-883 Mobile Direct Thermal Printer                                                                |
| 24-093-2025025    | 1/31/2025     | \$0.00      | PRCH   | SurveyMonkey - Rob Turner                                                                               |
| 24-093-2025031    | 1/31/2025     | \$0.00      | FCMT   | Tattletale Edge App - To monitor alarm system at 345 E. Fifth Ave                                       |
| 24-093-2025218    | 1/31/2025     | \$208.43    | AUDR   | Power Apps - Joe Coleman                                                                                |
| 24-093-2025434    | 1/31/2025     | \$133.00    | PRAT   | Microsoft Visio - Francine Matteson                                                                     |
| 24-093-2025064    | 2/10/2025     | \$253.80    | HMRS   | (2) Adobe Express - Kimberly Kimmel and Kaylyn Leckrone                                                 |
| 24-093-2025421    | 2/10/2025     | \$1,828.00  | TREA   | (1) Dell Pro 14 Premium                                                                                 |
| 24-093-2025061    | 2/11/2025     | \$1,415.00  | HMRS   | (1) Dell Latitude 5550                                                                                  |

## Board Approval Provided by the Data Center Utilizing Resolution 24-093

| Resolution Number | Approval Date | Amount      | Agency | Description                                                                                                                                                                                                                                            |
|-------------------|---------------|-------------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 24-093-2025483    | 2/11/2025     | \$16,200.00 | CLCT   | (12) Standard Laptops                                                                                                                                                                                                                                  |
| 24-093-2025484    | 2/11/2025     | \$25,600.00 | CLCT   | (16) Standard Laptops and Docks                                                                                                                                                                                                                        |
| 24-093-2025526    | 2/11/2025     | \$68,955.00 | SHRF   | (20) Dell Latitude 5450 (20) Dell Thunderbolt 4 Dock- WD22TB4 (20)OptiPlex Micro Form Factor (Plus 7020) (30) Dell 24 Monitor - P2425H (5)Dell Latitude 7350 Detachable (5)Latitude 7350 Detachable (5) Dell EcoLoop Protective Case for Latitude 7350 |
| 24-093-2025528    | 2/11/2025     | \$1,616.37  | SHRF   | (1) Lexmark C4342 Printer                                                                                                                                                                                                                              |
| 24-093-2025013    | 2/12/2025     | \$500.00    | COMM   | (2) Dell Thunderbolt Dock - WD22TB4                                                                                                                                                                                                                    |
| 24-093-2025065    | 2/12/2025     | \$1,350.00  | HMRS   | (1) Standard Laptop                                                                                                                                                                                                                                    |
| 24-093-2025066    | 2/12/2025     | \$4,050.00  | HMRS   | (3) Standard Laptops                                                                                                                                                                                                                                   |
| 24-093-2025067    | 2/12/2025     | \$10,800.00 | HMRS   | (8) Standard Laptops                                                                                                                                                                                                                                   |
| 24-093-2025068    | 2/12/2025     | \$126.90    | HMRS   | Adobe Express - Kimberly Kimmel                                                                                                                                                                                                                        |
| 24-093-2025492    | 2/12/2025     | \$150.00    | CRNR   | Adobe Acrobat DC Pro - Jeffrey Nine                                                                                                                                                                                                                    |
| 24-093-2025436    | 2/13/2025     | \$150.00    | PRAT   | Adobe Pro - Meagan Berneaud                                                                                                                                                                                                                            |
| 24-093-2025026    | 2/14/2025     | \$2,700.00  | PRCH   | (2) Standard Laptops                                                                                                                                                                                                                                   |
| 24-093-2025063    | 2/14/2025     | \$0.00      | HMRS   | Kioware License                                                                                                                                                                                                                                        |
| 24-093-20252113   | 2/14/2025     | \$27,000.00 | AUDR   | (20) Standard Laptops                                                                                                                                                                                                                                  |
| 24-093-2025437    | 2/18/2025     | \$150.00    | PRAT   | Adobe Pro - Alexis Crabtree                                                                                                                                                                                                                            |
| 24-093-2025494    | 2/19/2025     | \$3,200.00  | CRNR   | (2) Standard Laptops and Docks                                                                                                                                                                                                                         |
| 24-093-2025496    | 2/19/2025     | \$14,850.00 | CRNR   | (11) Standard Laptops                                                                                                                                                                                                                                  |
| 24-093-20255210   | 2/19/2025     | \$3,864.00  | SHRF   | (12) Signature Pads                                                                                                                                                                                                                                    |
| 24-093-20255211   | 2/19/2025     | \$7,643.00  | SHRF   | Evolution 5150                                                                                                                                                                                                                                         |
| 24-093-20255212   | 2/19/2025     | \$34,095.50 | SHRF   | E-Citation Equipment                                                                                                                                                                                                                                   |
| 24-093-2025527    | 2/19/2025     | \$2,399.94  | SHRF   | ScanSnap ix1600s                                                                                                                                                                                                                                       |
| 24-093-2025438    | 2/20/2025     | \$39,411.60 | PRAT   | Copier Replacement                                                                                                                                                                                                                                     |
| 24-093-2025423    | 2/21/2025     | \$1,360.00  | TREA   | Dell OptiPlex Micro Plus Desktop                                                                                                                                                                                                                       |
| 24-093-2025495    | 2/21/2025     | \$3,384.00  | CRNR   | (3) Dell OptiPlex Micro (Plus 7020)                                                                                                                                                                                                                    |
| 24-093-2025027    | 2/24/2025     | \$231.00    | PRCH   | (3) Keyboard + Mouse Combo - Wireless                                                                                                                                                                                                                  |
| 24-093-2025525    | 2/24/2025     | \$13,586.44 | SHRF   | VR Training                                                                                                                                                                                                                                            |

## Board Approval Provided by the Data Center Utilizing Resolution 24-093

| Resolution Number | Approval Date | Amount       | Agency | Description                                                                                                        |
|-------------------|---------------|--------------|--------|--------------------------------------------------------------------------------------------------------------------|
| 24-093-2025652    | 2/24/2025     | \$12,000.00  | PBDF   | Matrix Reconnection                                                                                                |
| 25-016            | 2/3/2025      | \$47,481.00  | CLCT   | Translation Devices                                                                                                |
| 24-093-20252110   | 2/5/2025      | \$208.43     | AUDR   | Power Apps - Christopher                                                                                           |
| 24-093-2025433    | 2/5/2025      | \$84,962.25  | PRAT   | (45) HP Elite x360 1040 G11 2-in-1                                                                                 |
| 24-093-20252111   | 2/6/2025      | \$27,000.00  | AUDR   | (20) Standard Laptops                                                                                              |
| 24-093-2025311    | 2/6/2025      | \$4,809.00   | RCDR   | (1) Dell Latitude 5550 XCTO Base (1) Dell Mobile Precision Workstation 7680 CTO (1)Dell Performance Dock – WD19DCS |
| 24-093-20240215   | 2/7/2025      | \$49.99      | PRCH   | Adobe Express - Kayla Ridley                                                                                       |
| 24-093-2025553    | 2/7/2025      | \$2,881.60   | FCPH   | (4) Microsoft Project Professional Abigail Boeckman,Sai Garika,Kenneth Ho and Sierra Maceachron                    |
|                   |               | \$540,560.69 |        |                                                                                                                    |

## Franklin County Data Center Project Procurement Update as of February 25, 2025

| Resolution Number | Resolution Date | Resolution Amount | Expended Amount | Remaining / Savings | Status   | Description                                           |
|-------------------|-----------------|-------------------|-----------------|---------------------|----------|-------------------------------------------------------|
| 24-095            | 12/2/2024       | 11,818,762        | (36,001)        | 11,854,763          | Ongoing  | Data Center 2025 baseline budget and ongoing expenses |
| 24-074            | 9/9/2024        |                   | 5               |                     | Complete | Franklincountyohio.us                                 |
| 24-074            | 9/9/2024        |                   | 10              |                     | Complete | Franklincountyoh.org                                  |
| 24-074            | 9/9/2024        |                   | 15              |                     | Complete | Franklincountyoh.net                                  |
| 24-074            | 9/9/2024        |                   | 5               |                     | Complete | Franklincountyoh.us                                   |
| 24-074            | 9/9/2024        |                   | 500             |                     | Complete | Franklincountyoh.com                                  |
| 24-074            | 9/9/2024        |                   | 12              |                     | Complete | Franklincountyohio.net                                |
| 24-074            | 9/9/2024        |                   | 6,023           |                     | Complete | Franklincountyohio.org                                |