

# Franklin County Automatic Data Processing Board

**Michael Stinziano, Secretary/Chief Administrator**

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

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

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

**Date:** May 03, 2024

**Subject:** Agenda for the Monday, May 06, 2024, Data Processing Board Meeting

The proposed agenda for the Monday, May 06, 2024, Franklin County Automatic Data Processing Board meeting is attached for your review. The meeting will be held in the Olympus Room (FCDC Auditorium) on the 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 Courts  
The Honorable Antone White, Member, Franklin County Board of Elections  
Mr. David R. Payne, Member, Franklin County Board of Elections

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

# AGENDA-Automatic Data Processing Board Meeting, May 06, 2024

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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 April 01, 2024, Regular Data Board Meeting**
- **New Business**

- **Resolution No. 24-048 Franklin County Data Center – Network Infrastructure for the ADAMH Crisis Center**
- **Resolution No. 24-049 Franklin County Data Center – Cohesity Back-up Solutions**
- **Resolution No. 24-050 Franklin County Data Center – Network Infrastructure for the Board of Developmental Disabilities**
- **Resolution No. 24-051 Franklin County Clerk of Courts – FCJS Maintenance**
- **Resolution No. 24-052 Franklin County Sheriff's Office – Training Academy Technology Equipment**
- **Resolution No. 24-053 Franklin County Children Services – Master Service Agreement**

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

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

- **Second, the Motion to Hold an Executive Session**  
Roll call vote (requires a majority of the quorum)
- **Move to Executive Session**
- **Executive Session**
  - Resolution No. 24-054 Personnel Action – Backfill – Enterprise Financial Analyst 2
  - Resolution No. 24-055 Personnel Action – Promotion – Enterprise Support Analyst 2
  - Resolution No. 24-056 Personnel Action – Pay Increase – Chief People Officer
- **Motion to Adjourn the Executive Session**  
Roll call vote (requires a majority of the quorum)

## Reconvene in Special Session

-- **Resolution No. 24-054 Personnel Action – Backfill – Enterprise Financial Analyst 2**

-- **Resolution No. 24-055 Personnel Action – Promotion – Enterprise Support Analyst 2**

-- **Resolution No. 24-056 Personnel Action – Pay Increase – Chief People Officer**

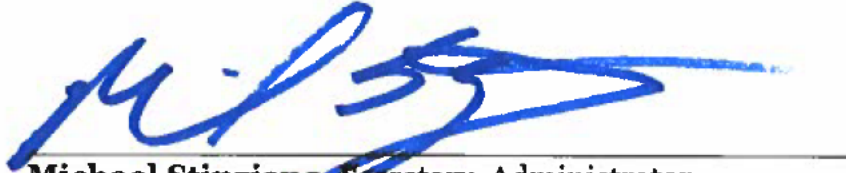
**Other Business**

**Adjourn**

**FRANKLIN COUNTY AUTOMATIC DATA PROCESSING BOARD**

**Minutes of the April 01, 2024, Regular Board Meeting**

Date Approved: May 06, 2024



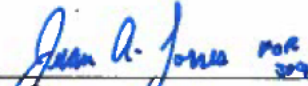
**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor



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



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



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



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



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



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

**ABSENT**

**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*

*April 1, 2024*

### **Board Members present:**

The Honorable Michael Stinziano, Franklin County Auditor

Judge Chris Brown, Franklin County Court of Common Pleas

Angela Mathews, Chief of Staff, Franklin County Clerk of Courts

Juan Torres, CIO Board of Commissioners, Franklin County Board of Commissioners

Daniel O'Connor Jr., Franklin County Recorder

Dusten Kohlhorst, IT Director, Franklin County Treasurer

### **Also Present:**

Adam Frumkin, Chief Information Officer, Franklin County Data Center

Julie Lust, Chief Financial Officer, Franklin County Data Center

Kassy Franz, Chief People Officer, Franklin County Data Center

Mary Ann Brooks, Executive Administrative Assistant, Franklin County Data Center

Jeanine Hummer, Assistant Prosecuting Attorney, Franklin County Prosecutor's Office

### **9:01 A.M. Convene in Regular Session**

#### **I. Call to Order**

#### **II. Pledge of Allegiance**

#### **III. Secretary's Comments**

#### **IV. Approval of Minutes of March 4, 2024, Regular Data Board Meeting**

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

#### **V. New Business**

##### **A. Resolution No. 24-028 Franklin County Disposal of County-Owned Personal Property Policy**

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

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

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

April 1, 2024

resolution: Michael Stinziano, Chris Brown, Angela Mathews, Daniel O'Connor Jr., and Dusten Kohlhorst. Juan Torres abstained from Voting. Antone White and David Payne were absent.

### **B. Resolution No. 24-029 Franklin County Technical Equipment Salvage**

Michael Stinziano asked for a motion to approve the resolution. Angela Mathews moved to approve the resolution; Daniel 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, Angela Mathews, Juan Torres, Daniel O'Connor, Jr., and Dusten Kohlhorst. Antone White and David Payne were absent.

### **C. Resolution No. 030 Franklin County Data Center- Disposal of eWaste, Technology Equipment**

Michael Stinziano asked for a motion to approve the resolution. Dusten Kohlhorst moved to approve the resolution; Daniel 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, Angela Mathews, Juan Torres, Daniel O'Connor, Jr., and Dusten Kohlhorst. Antone White and David Payne were absent.

### **D. Resolution No. 031 Franklin County Data Center- Canva Enterprise Design Tool**

Michael Stinziano asked for a motion to approve the resolution. Angela Mathews moved to approve the resolution; Daniel 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, Angela Mathews, Juan Torres, Daniel O'Connor, Jr., and Dusten Kohlhorst. Antone White and David Payne were absent.

### **E. Resolution No. 032 Franklin County Data Center- Franklin County Phone System, EMA (POC)**

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

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

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

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

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

April 1, 2024

### **F. Resolution No. 033 Franklin County Data Center- Endpoint Detection and Incident Response Solution**

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

### **G. Resolution No. 034 Franklin County Data Center- Google Maps API**

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

### **H. Resolution No. 035 Franklin County Data Center- Trello Enterprise Work Visualization Tool**

Michael Stinziano asked for a motion to approve the resolution. Angela Mathews moved to approve the resolution; Daniel 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, Angela Mathews, Juan Torres, Daniel O'Connor, Jr., and Dusten Kohlhorst. Antone White and David Payne were absent.

### **I. Resolution No. 036 Franklin County Child Support Enforcement Agency- Master Service Agreement**

Michael Stinziano asked for a motion to approve the resolution. Dusten Kohlhorst moved to approve the resolution, Angela Matthews. seconded; the motion carried. A voice vote was taken, and the following board members voted to approve the resolution: Michael Stinziano, Chris Brown, Angela Mathews, Juan Torres abstained from voting, Daniel O'Connor, Jr., and Dusten Kohlhorst. Antone White and David Payne were absent.

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

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

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

April 1, 2024

### **J. Resolution No. 037 Franklin County Coroner's Office- Master Service Agreement**

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

### **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 with the open meeting.

### **VII. Personnel Matters**

#### **A. Resolution No. 24-038 Personnel Action- New Hire- Enterprise Collaboration Engineer 1**

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

#### **B. Resolution No. 24-039 Personnel Action- New Hire- Enterprise Identity Access Management**

Michael Stinziano asked for a motion to approve the resolution. Angela Mathews moved to approve the resolution; Daniel 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, Angela Mathews, Juan Torres, Daniel O'Connor, Jr., and Dusten Kohlhorst. Antone White and David Payne were absent.

#### **C. Resolution No. 24-040 Personnel Action-Backfill- Enterprise Security Analyst 2**

Michael Stinziano asked for a motion to approve the resolution. Angela Mathews moved to approve the resolution; Dusten Kohlhorst seconded; the motion carried. A voice vote was taken, and the following board members voted to approve the



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

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

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

April 1, 2024

resolution: Michael Stinziano, Chris Brown, Angela Mathews, Juan Torres, Daniel O'Connor, Jr., and Dusten Kohlhorst. Antone White and David Payne were absent.

### **D. Resolution No. 24-041 Personnel Action- Backfill- Enterprise Security Engineer 2**

Michael Stinziano asked for a motion to approve the resolution. Angela Mathews moved to approve the resolution; Daniel 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, Angela Mathews, Juan Torres, Daniel O'Connor, Jr., and Dusten Kohlhorst. Antone White and David Payne were absent.

### **E. Resolution No. 24-042 Personnel Action- Backfill- Enterprise Support Manager**

Michael Stinziano asked for a motion to approve the resolution. Dusten Kohlhorst moved to approve the resolution; Daniel 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, Angela Mathews, Juan Torres, Daniel O'Connor, Jr., and Dusten Kohlhorst. Antone White and David Payne were absent.

### **F. Resolution No. 24-043 Personnel Action- Promotion-Enterprise Support Manager**

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

### **G. Resolution No. 24-044 Personnel Action- Promotion- Enterprise Database Engineer 2**

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

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April 1, 2024

### **H. Resolution No. 24-045 Personnel Action-Promotion- Enterprise Financial Analyst 2**

Michael Stinziano asked for a motion to approve the resolution. Angela Matthews moved to approve the resolution; Daniel 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, Angela Mathews, Juan Torres, Daniel O'Connor, Jr., and Dusten Kohlhorst. Antone White and David Payne were absent.

### **I. Resolution No. 24-046 Personnel Action-Promotion- Enterprise Infrastructure Engineer 2**

Michael Stinziano asked for a motion to approve the resolution. Chris Brown moved to approve the resolution; Daniel 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, Angela Mathews, Juan Torres, Daniel O'Connor, Jr., and Dusten Kohlhorst. Antone White and David Payne were absent.

### **J. Resolution No. 24-047 Personnel Action- Pay Increase- Enterprise Infrastructure Engineer 1**

Michael Stinziano asked for a motion to approve the resolution. Chris Brown moved to approve the resolution; Daniel 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, Angela Mathews, Juan Torres, Daniel O'Connor, Jr., and Dusten Kohlhorst. Antone White and David Payne were absent.

### **VIII. Other Business**

#### **IX. Adjourn**


Meeting was adjourned at 9:33

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
NETWORK INFRASTRUCTURE FOR THE ADAMH CRISIS CENTER

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

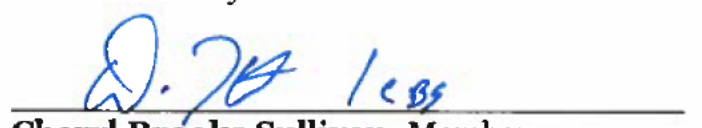
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**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts

  
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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

  
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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

**ABSENT**  
\_\_\_\_\_  
**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  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
NETWORK INFRASTRUCTURE FOR ADAMH CRISIS CENTER**

**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 list 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 MUNIS.



Franklin County Automatic Data Processing Board  
Information Technology Project Resolution  
Resolution #: 24-048  
Dated: 05/06/2024

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Title	Network Infrastructure for the ADAMH Crisis Center
Agency	Franklin County Data Center
Amount	\$163,878.43
Category	Hardware

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### **Business Justification**

The Alcohol, Drug, and Mental Health Board of Franklin County (ADAMH) is partnering with community stakeholders to address the continuum of crisis care in our community. The cornerstone of this continuum is the development of a new crisis center that will be the central and preferred destination in Franklin County for mental health and addiction crisis needs.

The crisis center will provide a safe and secure location offering a full array of services with integrated peer support at all levels. Most importantly, it will offer a no-wrong-door approach to ensure any adult arriving at the center receives services. This new resource is intended to benefit everyone, from individuals in crisis and their families to the overcrowded hospitals and first responders currently stretched to their limits.

### **Description**

The Data Center will deploy an SD-WAN network infrastructure to ensure that the center's technology needs are met in a way consistent with the countywide network infrastructure upgrade project.

### **Franklin County Data Center Recommendation**

The Data Center CIO recommends this project.

### **Fiscal Information**

**Funding Source:** Public Facility Management

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
COHESITY BACK-UP SOLUTIONS

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

  
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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  
Elections

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

**FRANKLIN COUNTY DATA CENTER  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
COHESITY BACK-UP SOLUTION**

**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 list 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 MUNIS.



Franklin County Automatic Data Processing Board  
Information Technology Project Resolution  
Resolution #: 24-049  
Dated: 05/06/2024

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Title	Cohesity Back-up Solution
Agency	Franklin County Data Center
Amount	\$908,352.00
Category	Software, services, hardware, and maintenance

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### **Business Justification**

Data backup (having a second copy of data) and recovery services (restoring a file from a point in time) are vital for public records requests, disaster recovery, business continuity, and corruption or ransomware attacks. As the County's reliance on our technology infrastructure and backup & recovery solution has increased with the dependence on technology for our day-to-day operations, the software purchased in 2015 with our Data Domain hardware no longer meets our needs.

Cohesity is an American-held technology company that specializes in data security and management. Their product, Data Protect, safeguards data against sophisticated cyber threats and offers the most comprehensive policy-based protection for cloud, SaaS, and traditional on-premise sources. It protects virtual and physical workloads, databases, and applications, allowing recovery of mission-critical applications from any point in time, just seconds before the disaster hit.

Timely procurement and implementation are important because the current Avamar software expires on August 2, 2024.

### **Description**

The Data Center infrastructure team will work with Cohesity to deploy Data Protect and then retire the existing Avamar software. This is a three-year procurement.

### **Franklin County Data Center Recommendation**

The Data Center CIO recommends this procurement as vital to stable and secure technology infrastructure.

### **Fiscal Information**

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




FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
NETWORK INFRASTRUCTURE FOR THE BOARD OF DEVELOPMENTAL  
DISABILITIES

Voting Aye thereon

Voting Nay thereon

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

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

 (For CB)  
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**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas

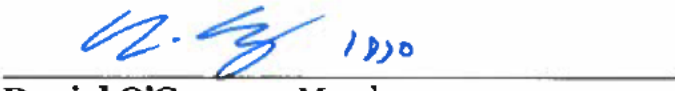
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**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas

  
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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

 For Job  
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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

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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

**ABSENT**  
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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  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
NETWORK INFRASTRUCTURE FOR THE BOARD OF DEVELOPMENTAL  
DISABILITIES**

**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 list 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 MUNIS.



Franklin County Automatic Data Processing Board  
Information Technology Project Resolution  
Resolution #: 24-050  
Dated: 05/06/2024

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Title	Network Infrastructure for the Board of Developmental Disabilities
Agency	Franklin County Data Center
Amount	\$110,632.16
Category	Hardware and Services

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### **Business Justification**

Franklin County Board of Developmental Disabilities (BDD) provides educational, employment, and support services to children and adults of all ages with developmental disabilities. Services are provided or supported in early childhood programs, schools, adult day programs, and other settings. These services require a secure, effective, highly available network infrastructure that facilitates connections with each location, county resources, applications, and the internet.

### **Description**

The Data Center will deploy an SD-WAN network infrastructure to ensure that the board's technology needs are met in a manner consistent with the countywide network infrastructure upgrade project. The project includes procuring firewall hardware and ASEoD circuits for data transmission.

BDD will continue to manage the switch environment. The Data Center and BDD will continue to partner and evaluate the technology environment to determine whether redundant ASEoD circuits and switch upgrades should be implemented in the future.

One-time Firewall Procurement	\$ 71,224.16
Annual ASEoD Service	<u>\$ 39,408.00</u>
	\$ 110,632.16

### **Franklin County Data Center Recommendation**

The Data Center CIO recommends this project.

### **Fiscal Information**


**Funding Source:** The Data Center will work closely with OMB to identify funding for this core service.

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY CLERK OF COURTS  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
FCJS MAINTENANCE

Voting Aye thereon

Voting Nay thereon

  
Michael Stinziano, Secretary, Administrator  
Franklin County Auditor

Michael Stinziano, Secretary, Administrator  
Franklin County Auditor


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

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

Abstained

Maryellen O'Shaughnessy, Member  
Franklin County Clerk of Courts


Maryellen O'Shaughnessy, Member  
Franklin County Clerk of Courts

 For July  
John O'Grady, Member  
Franklin County Commissioner


John O'Grady, Member  
Franklin County Commissioner

 1000  
Daniel O'Connor, Member  
Franklin County Recorder

Daniel O'Connor, Member  
Franklin County Recorder

 / CBS  
Cheryl Brooks Sullivan, Member  
Franklin County Treasurer

Cheryl Brooks Sullivan, Member  
Franklin County Treasurer

  
Antone White, Member  
Director, Franklin County Board of Elections

Antone White, Member  
Director, Franklin County Board of Elections

ABSENT

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

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

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

**FRANKLIN COUNTY CLERK OF COURTS  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
FCJS MAINTENANCE**

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

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

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

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

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



Franklin County Automatic Data Processing Board  
Information Technology Project Resolution  
Resolution #: 24-051  
Dated: 05/06/2024

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Title	FCJS Maintenance
Agency	Franklin County Clerk of Courts
Amount	Not to Exceed \$500,000.00
Category	Services

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### **Business Justification**

The Franklin County Clerk of Courts is responsible for processing court case records in the Franklin County Justice System (FCJS). Maintaining this important and highly accessed system is vital to the day-to-day operations of the Clerk’s office, the Court of Common Pleas—General Division, the Court of Common Pleas—Domestic and Juvenile Branch, the Probate Court, and the 10<sup>th</sup> District Court of Appeals.

### **Description**

MAPSYS will provide mandated updates, evening support for batch jobs, general stability services for FCJS, and support for the Probate Courts CMS system in an amount not exceeding \$500,000 per the contract amendment.

### **Franklin County Data Center Recommendation**

The Data Center CIO recommends this procurement.

### **Fiscal Information**

**Funding Source:** Franklin County Clerk of Courts

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY SHERIFF'S OFFICE  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
TRAINING ACADEMY TECHNOLOGY EQUIPMENT

Voting Aye thereon

Voting Nay thereon

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

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

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

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

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

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

 For 304  
\_\_\_\_\_  
**John O'Grady**, Member  
Franklin County Commissioner

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

 (D)  
\_\_\_\_\_  
**Daniel O'Connor**, Member  
Franklin County Recorder

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

 (CBS)  
\_\_\_\_\_  
**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer

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

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

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

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

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

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

**FRANKLIN COUNTY SHERIFF'S OFFICE  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
TRAINING ACADEMY TECHNOLOGY EQUIPMENT**

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

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

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

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

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





Franklin County Automatic Data Processing Board  
Information Technology Project Resolution  
Resolution #: 24-052  
Dated: 05/06/2024

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Title	Training Academy Technology Equipment
Agency	Franklin County Sheriff's Office
Amount	\$128,035.72
Category	Hardware

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### **Business Justification**

The Franklin County Sheriff's Office's mission is to protect the lives and property of the citizens of Franklin County, preserve the peace, and prevent crime and disorder while constantly guarding personal liberties as prescribed by law.

This resolution will authorize technology hardware enhancements to the Sheriff's Office Training Facility to assist new cadets in training and continual education for Deputies and Sheriff's Office Employees.

### **Description**

Hardware list included in Resolution:

- Smartboards
- Laptops
- Printers
- Laptop Cart

### **Franklin County Data Center Recommendation**

The Franklin County Data Center recommends this hardware for the Franklin County Sheriff's Office.

### **Fiscal Information**

**Funding Source:** The Sheriff's Office will use Continual Professional Training (CPT) Funds from the State of Ohio for this purchase.

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
INFORMATION TECHNOLOGY MASTER SERVICE AGREEMENT  
FRANKLIN COUNTY CHILDREN SERVICES

Voting Aye thereon

Voting Nay thereon

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

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

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

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

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


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

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

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

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


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

  
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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

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

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

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

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

**FRANKLIN COUNTY DATA CENTER  
TECHNOLOGY MASTER SERVICE AGREEMENT  
FRANKLIN COUNTY CHILDREN SERVICES**

**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.

**NOW, THEREFORE, BE IT RESOLVED** that the Franklin County Automatic Data Processing Board approves this MSA and authorizes the Data Center CIO to sign all associated documents.

# Information Technology

2024 Master Service Agreement



Between the:  
Franklin County Data Center  
and  
Franklin County Children Services

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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 Franklin County Children Services (FCCS). The purpose of this MSA is to identify the basic services and any agreed-upon specialized services to be provided by FCDC regarding information technology for FCCS. **This document is not a contract.** However, if services are used, it is expected that FCCS 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

**Partner Experience Manager, Cheri Speakman:**

(614) 525-6154

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

Columbus, Ohio 43215

**E-mail:** cheri.speakman@franklincountyohio.gov

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

**Chief People Officer, Kassy Franz:**

(614) 525-7529

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

Columbus, Ohio 43215

**E-mail:** klfranz@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 Franklin County Children Services

### General Information

855 W. Mound Street

Columbus, Ohio 43223

(614) 229-7100

**Executive Director, Charles (Chip) M. Spinning:**

**Email:** cmspinni@fccs.us

## Locations

Main Office	Intake, Assessment, and Investigations	Provider Agency Concerns
855 W. Mound Street Columbus, Ohio 43223	4071 E. Main Street Whitehall, Ohio 43227 24x7 Operations	855 W. Mound Street Columbus, Ohio 43223

## 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
Chip Spinning	cmspinni@fccs.us	X					
Billing Contact	itpurchasing@fccs.us					X	
FCCS Security Team	infosec@fccs.us		X		X		X
Julie Dickson	jadickso@fccs.us	X	X	X	X		
FCCS IT Management	it_mgmt_team@fccs.us	X					
Eric Kershner	elkershn@fccs.us		X		X		
Jeanne Middleton	jamiddle@fccs.us	X	X	X			
Daniel Shook	dwshook@fccs.us			X		X	
Michael Townsend	metownse@fccs.us				X		
Leah Zuck	lkzuck@fccs.us			X		X	

Note: IT Contacts may work with their PXM 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
- State** = The State of Ohio | Department of Job and Family Services (ODJFS)
- N/A** = Does not currently utilize the service from FCDC
- Vendor** = Vendor provides service

Application Development and Enterprise Tools	Support	Notes
Graphic Design	<b>Shared</b>	Graphical design services can be requested (e.g., portal slides.) FCCS creates their imagery or may use external services for graphic design
Mobile Application Development	<b>N/A</b>	
Web Development and Content Management	<b>Partner</b>	FCCS maintains and hosts their website: www.fccs.us

Data Analytics	Support	Notes
Data / Process Analysis	<b>N/A</b>	
Reporting (Interactive/Operational)	<b>N/A</b>	

Engineering Services (IT for IT Departments)	Support	Notes
Partner Agency IT Staff access to support IT Services	<b>N/A</b>	

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

Enterprise Network	Support	Notes
Communications & Collaboration	<b>Shared</b>	FCCS maintains their phone system in which they work with the State of Ohio for support

Internet, Firewall, and VPN Services	<b>State</b>	FCCS relies on the State of Ohio for Network support and services
Wide Area Network (WAN) Connectivity	<b>State</b>	FCCS relies on the State of Ohio for Network support and services. There is still a small network presence at FCCS locations that is primarily used by other partner agencies that occupy space at the FCCS locations
Wired Network Connectivity	<b>Shared</b>	FCCS relies on the State of Ohio for Network support and services. There is still a small network presence at FCCS that is primarily used by other partner agencies that occupy space at the FCCS locations
Wireless (Wi-Fi) Network Connectivity	<b>State</b>	FCCS relies on the State of Ohio for Network support and services

Enterprise Offerings	Support	Notes
Adobe Licensing	<b>Partner</b>	FCCS maintains their own Adobe Licenses
DocuSign	<b>N/A</b>	
Everbridge	<b>Vendor</b>	Franklin County Emergency Management and Homeland Security own and administer the Everbridge platform
Geographic Information Systems (GIS)	<b>N/A</b>	
Intellivue Document Imaging Solution	<b>N/A</b>	
Microsoft 365	<b>State</b>	FCCS is on the State of Ohio Domain and receives licensing through them
Dynamics	<b>Partner</b>	FCCS maintains a Dynamics Application
SharePoint	<b>Partner</b>	FCCS has a robust and independent SharePoint environment that they maintain
Enterprise ERP (Munis)	<b>Vendor</b>	The Franklin County Auditor's Office is responsible for the application
OnBase Information Platform	<b>Partner</b>	FCCS maintains an independent OnBase platform
Zoom	<b>Partner</b>	FCCS maintains their own Zoom licenses

Enterprise Support	Support	Notes
Centralized Help Desk and Call Center	<b>Partner</b>	FCCS has its own Help Desk and Call Center <ul style="list-style-type: none"> <li>itservicedesk@fccs.us (614) 275-2534</li> </ul>
Hardware Salvage	<b>Shared</b>	FCCS works with FCDC to obtain Data Board approval for salvage activities
Remote and On-Site Support	<b>Partner</b>	
User Device Management and Imaging	<b>Partner</b>	

iSeries Administration and Development	Support	Notes
iSeries Application Development and Support	<b>N/A</b>	
iSeries Infrastructure Support	<b>N/A</b>	

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



Procurement and Legal Contracts	Support	Notes
Assistance with Legal Contracts and RFPs	<b>Partner</b>	
IT Budget Planning	<b>Partner</b>	FCCS submits its budget directly to OMB
IT Procurement Assistance	<b>Partner</b>	FCCS will work with ODJFS and OMB for guidance to determine what should be presented at the the Data Board
Vendor and Licensing Management	<b>Partner</b>	

Security	Support	Notes
Anti-Virus	<b>Partner/State</b>	
Assistance with Security Audits	<b>Shared</b>	FCDC may assist with audits as it pertains to systems or applications that are related to Franklin County Data Network (FCDN)
Cyber Security Insurance Policy Compliance	<b>N/A</b>	
Multifactor Authentication (MFA) and Single Sign-On (SSO)	<b>State</b>	
Security Incident Support	<b>State</b>	
Security Training and Consultation	<b>State</b>	
Web Filtering	<b>Vendor/State</b>	

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## 4.0 Special Support Services

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**4.1 FCDC provides no special support services at this time.**

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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 primary support for BFM. FCCS also works annually with ODJFS to determine what identified costs will be covered as part of being on the ODJFS network (endpoints).

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 contact the partners to obtain more information to share with OMB. FCDC can assist Partner Agencies with IT Budget planning. Allowing FCDC to assist can produce benefits, such as efficient budget review by FCDC, support to OMB for IT budget requests, and a higher probability for IT plan approval by OMB.

#### Typical Annual Budget Schedule:

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

- **May:** Prepare budget documentation and submit it to the FCCS Chief Financial Officer.
- **June:** Submit IT Budget Plan for ODJFS Approval through BFM; FCDC will be engaged by ODJFS or OMB, as needed.
- **July – October:** ODJFS and OMB review budgets and will schedule hearings as required. Adjustments are made as needed; FCDC will be engaged by ODJFS or OMB as needed
- **November:** Actual ODJFS is released after mid-November (they can begin allocating resources against this budget after November 11th – to be billed in December and paid in January)
- **November:** OMB Recommended Budget is released
- **December:** OMB Budget Approval & Submission of Recurring Costs Budget to FCDC for a January Data Board approval

**Funding:**

- Levy Funding
- Children's Fund

**Funding Source:**

- Levy/local tax revenues through a 3.1-million-dollar levy and a 1.9-million-dollar levy
- Federal revenues
- State revenues
- Donations received by the agency

**5.2 FCDC IT Procurement Policy**

The Data Center provides procurement county 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 Business Relationship 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: [itpurchasing@fccc.us](mailto:itpurchasing@fccc.us)**  
**Franklin County Children Services**

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

#	Who	Phone	E-mail
1	Financial Services	N/A	<a href="mailto:fcdcfinancialservices@franklincountyohio.gov">fcdcfinancialservices@franklincountyohio.gov</a>
2	Partner Experience Manager, Cheri Speakman	(614) 525-6154	<a href="mailto:cheri.speakman@franklincountyohio.gov">cheri.speakman@franklincountyohio.gov</a>
3	Enterprise Financial Services Manager, Renea Ruple	(614) 525-7392	<a href="mailto:renea.ruple@franklincountyohio.gov">renea.ruple@franklincountyohio.gov</a>
4	Chief Financial Officer, Julie Lust	(614) 525-5826	<a href="mailto:jalust@franklincountyohio.gov">jalust@franklincountyohio.gov</a>
5	Chief Information Officer, Adam Frumkin	(614) 525-3006	<a href="mailto:adam.frumkin@franklincountyohio.gov">adam.frumkin@franklincountyohio.gov</a>

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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 24x7 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; 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 must 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.*

**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	<a href="mailto:helpdesk@franklincountyohio.gov">helpdesk@franklincountyohio.gov</a>
2	Partner Experience Manager, Cheri Speakman	(614) 525-6154	<a href="mailto:cheri.speakman@franklincountyohio.gov">cheri.speakman@franklincountyohio.gov</a>
3	Chief People Officer, Kassy Franz	(614) 525-7529	<a href="mailto:klfranz@franklincountyohio.gov">klfranz@franklincountyohio.gov</a>
4	Chief Information Officer, Adam Frumkin	(614) 525-3006	<a href="mailto:adam.frumkin@franklincountyohio.gov">adam.frumkin@franklincountyohio.gov</a>

**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> 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> Minimal or No Business Impact	<ul style="list-style-type: none"> <li>Minimal impact on 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 this within 40 normal business hours</li> <li>FCDC will communicate with the reporting user until resolved</li> </ul>
<b>Priority 3 (MEDIUM)</b> Minor Business Impact	<ul style="list-style-type: none"> <li>There is a degradation to a business service but not a work stoppage</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> </ul>

	<ul style="list-style-type: none"> <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 will attempt to resolve this within 24 normal business hours</li> <li>• FCDC will communicate with the reporting user until resolved</li> </ul>
<b>Priority 2 (HIGH)</b> 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 delivering service</li> <li>• A moderate security threat has been identified</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, an FCDC technician will be dispatched and will strive to contact the reporting user within two (2) hours</li> <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> 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, an 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>• The Partner Experience Team 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

Although FCCS maintains a minimal number of FCDN network accounts, those accounts are still subject to all Franklin County security governance. 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 Business Relationship Manager.


All FCCS staff maintain network accounts on the State network and are subject to the monitoring and security policies set forth by ODJFS.

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
PERSONNEL ACTION  
BACKFILL: ENTERPRISE FINANCIAL ANALYST 2

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

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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

ABSENT  
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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  
PERSONNEL ACTION  
BACKFILL: ENTERPRISE FINANCIAL ANALYST 2**

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

**WHEREAS**, the Chief Administrator requests Automatic Data Processing Board approval of Personnel Action number **24-054** attached hereto and made a part hereof; and,

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

**NOW, THEREFORE, BE IT RESOLVED** that the Franklin County Automatic Data Processing Board hereby approves personal action number **24-054**.



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

**Data Center Personnel Action – Backfill – Brittany English**

PERSONNEL ACTION FORM			
TRANSACTION TYPE		Backfill	
EMPLOYEE/CANDIDATE NAME:		Brittany English	
PERSONNEL ACTION NUMBER		24-054	
PERSONNEL ACTION DATE (BOARD)		May 06, 2024	
DATA CENTER SECTION		Enterprise Financial Services	
NEW JOB POSITION / TITLE		Enterprise Financial Analyst 2	
PAY GRADE		11	
EFFECTIVE DATE		May 06, 2024	
PAY GRADE SALARY RANGE			
MINIMUM	MID	MAXIMUM	
\$ 63,701	\$ 78,034	\$ 92,366	
	BASE RATE	ANNUAL SALARY	
NEW	\$ 32.6923	\$ 68,000.00	
<b><u>KEY RESPONSIBILITIES OF THE ROLE</u></b>			
<ul style="list-style-type: none"> <li>• Works with partner agencies, technical staff, and vendors to procure IT equipment in compliance with the Ohio Revised Code (O.R.C.) and Data Center Purchasing Policy.</li> <li>• Works with partner agencies and technical staff to bill and allocate monthly computer resources and annual miscellaneous IT costs in compliance with Federal OMB Circular A-87 and 2 CFR Part 225.</li> <li>• Processes Accounts Receivable and maintains year-to-date revenue and monthly aging reports.</li> <li>• Processes Accounts Payable and maintains State of Ohio Findings of Recovery, proper public procurement proof, Terms and Conditions, and proof of purchase documentation.</li> <li>• Processes Data Center payroll and time-off earned and utilized accounts.</li> <li>• Assist the Financial Services Manager in leading the monthly financial review process and present reports to leadership.</li> </ul>			
<b><u>EMPLOYMENT NOTABLES</u></b>			
<ul style="list-style-type: none"> <li>• Most recent position was at AEP, working as a Project Cost Analyst, she prepared detailed reports on project financials highlighting key performance indicators and areas of improvement throughout the project life cycle.</li> <li>• She generated ad hoc reports requested by management.</li> <li>• At Landmark 24 Homes, as a Budget Analyst, collaborated with department heads to develop long-term fiscal plans while maintaining a realistic budget.</li> <li>• Completed percentage reports and budget estimates.</li> </ul>			

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

- She was also a student assistant at Valdosta State University in Georgia, where she earned her degree.

**EDUCATION & OTHER CREDENTIALS**

- Master of Business Administration - Valdosta State University
- Bachelor of Arts in Business Administration - Valdosta State University

**RELEVANT WORK EXPERIENCE**

- Customer Service – 6 years
- Budget Forecasting – 2.5 years
- Financial Reporting – 2.5 years
- Excel Spreadsheets – 9 years
- Procurements – 2.5 years

**SCREENING STATUS**

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

Kassy Franz, Chief People Officer

## EDUCATION

07/2022

**Valdosta State University** |

Valdosta, GA, US

Master of Business

Administration (M.B.A.):

Business Administration

12/2020

**Valdosta State University** |

Valdosta, GA, US

Bachelor of Arts (B.A.):

Business Management

## Extracurricular Activities

- National Society of Leadership and Success
- Blazin' Brigade Marching Band - Drumline

## SKILLS

- Microsoft Office
- Financial Analysis
- Problem Solving
- Performance Measurement
- Variance Analysis
- Risk Assessment
- Process Improvement
- Cash Flow Analysis
- Forecasting
- Team Collaboration

# BRITTANY ENGLISH



[REDACTED]



[REDACTED]



[REDACTED]

## PROFESSIONAL SUMMARY

Diligent individual with experience in cost estimation and analysis for large-scale construction projects. Skilled in utilizing cost estimating software and Excel to create cost models. Hardworking, highly motivated and eager to lend combined knowledge and skills to enhance business performance. Operates well in both individual and team capacities, leveraging seasoned work ethic to quickly adapt to different processes and drive company objectives.

## EXPERIENCE

12/2022 - Present

### Project Cost Analyst

**Insight Global - American Electric Power (AEP)** | Insight Global - American Electric Power (AEP), New Albany, OH

- Prepared detailed reports on project financials, highlighting key performance indicators and areas for improvement throughout the project life cycle.
- Generated ad hoc reports as requested by management in order to provide insight into current projects.
- Prepared weekly, monthly, quarterly financial projections for assigned projects using historical data.
- Successfully managed project budgets and tracked costs against actuals to ensure accurate forecasting of expenses.

10/2021 - 10/2022

### Budget Analyst

**Landmark 24 Homes** | Landmark 24 Homes, Savannah, GA

- Collaborated with department heads to develop long-term fiscal plans that support organizational objectives while maintaining a realistic budget.
- Developed and maintained budget models in Excel to track spending and forecast future financial needs.
- Completed percentage reports and budget estimates to predict sales price of pre-released communities and homes, as well as assisting in cost tracking to forecast the sales

market and material changes.

- Created and updated purchase orders while maintaining communication with vendors to ensure accuracy.

*11/2020 - 10/2021*

**Off-Site Lead/ Sales Associate**

**Bath & Body Works** | Bath & Body Works, Lawrenceville, GA

- Operated cash register and POS to handle purchases, refunds, and exchanges for customers.
- Kept signage and merchandise displays organized and up-to-date, promoting visual presentation standards.
- In charge of unpacking shipment and sorting throughout the store, as well as storage of excess inventory in our off-site location.
- Boosted customer satisfaction levels through exceptional service, addressing concerns promptly, and providing a welcoming store environment.

*01/2020 - 07/2020*

**Student Assistant**

**Valdosta State University** | Valdosta State University, Valdosta, GA

- Student assistant for the computer science lab.
- Maintained clean and organized computer labs to present pleasant and inviting atmosphere to visitors and students.
- Provided excellent customer service to students and staff at the front desk, addressing inquiries and concerns promptly.

*06/2015 - 08/2017*

**Assistant Accountant/ Data Entry**

**Wades Septic Tank LLC.** | Wades Septic Tank LLC., Douglas, GA

- Handled day-to-day accounting processes to drive financial accuracy.
- Ensured accurate data entry into the general ledger by monitoring financial transactions and verifying supporting documentation.
- Maintained compliance with federal, state, and local tax laws by filing all required forms accurately and promptly with the assistance of a licensed accountant.
- Streamlined month-end closing processes, resulting in reduced time spent on financial reporting tasks.
- Assisted in the field with installment of septic tanks and drain lines when needed.

**LINKEDIN**



FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
PERSONNEL ACTION  
PROMOTION: ENTERPRISE SUPPORT ANALYST 2

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

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

*ABSENT*  
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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  
PERSONNEL ACTION  
PROMOTION: ENTERPRISE SUPPORT ANALYST 2**

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

**WHEREAS**, the Chief Administrator requests Automatic Data Processing Board approval of Personnel Action number **24-055** 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 **24-055**.

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

**Data Center Personnel Action – Promotion – Zachary Cramer**


PERSONNEL ACTION FORM			
TRANSACTION TYPE		Promotion	
EMPLOYEE/CANDIDATE NAME:		Zachary Cramer	
PERSONNEL ACTION DATE (BOARD)		May 06, 2024	
DATE HIRED		January 23, 2023	
YEARS WITH DATA CENTER		1 year, 3 months, 13 days	
CURRENT DATA CENTER SECTION		Enterprise IT	
NEW DATA CENTER SECTION		Enterprise IT	
CURRENT JOB POSITION / TITLE		Enterprise Support Analyst 1	
NEW JOB POSITION / TITLE		Enterprise Support Analyst 2	
PAY GRADE		7	
PAY GRADE SALARY RANGE			
MINIMUM	MID	MAXIMUM	
\$ 47,403	\$ 58,069	\$ 68,734	
	BASE RATE	ANNUAL SALARY	
PREVIOUS	\$ 26.2452	\$ 54,590.12	
Increase			
NEW	\$ 28.8461	\$ 60,000.00	
MISCELLANEOUS ACTIONS / COMMENTS			
<p>Zach has proven he has command of the basic IT troubleshooting skills as defined. He's brought experience with iOS, MacOS, and Chrome devices into the team. His understanding of iOS (iPhone) made him an easy choice when needing assistance with Intune deployments for our partner agencies. Zach used the experience to create the documentation for the rest of the team. All support team members can now enroll, troubleshoot, and lightly administer Intune-enrolled devices. Zach brings network knowledge and troubleshooting, which the team regularly relies on before escalating to the network team for resolution. His experience with Meraki allowed FCDC to utilize Zach during the rollout of the new WiFi solution to ANCL. In his short time with FCDC, Zach has formally grown his knowledge, earning both his A+ and ITIL Foundations certificates. Zach lives and breathes technology. He understands our user base and treats them with the customer service they expect when calling our helpdesk. Zach embraces our culture here at FCDC, and in turn, we would like to adopt him and reward him for his hard work and perseverance.</p>			
Kassy Franz, Chief People Officer			

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
PERSONNEL ACTION  
PAY INCREASE: CHIEF PEOPLE OFFICER

Voting Aye thereon

Voting Nay thereon

  
Michael Stinziano, Secretary, Administrator  
Franklin County Auditor

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Michael Stinziano, Secretary, Administrator  
Franklin County Auditor

  
Chris Brown, Member  
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Director, Franklin County Board of Elections

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Antone White, Member  
Director, Franklin County Board of Elections

**ABSENT**  
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  
PERSONNEL ACTION  
PAY INCREASE: CHIEF PEOPLE OFFICER**

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

**WHEREAS**, the Chief Administrator requests Automatic Data Processing Board approval of Personnel Action number **24-056** attached hereto and made a part hereof; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Franklin County Automatic Data Processing Board hereby approves Personnel Action number **24-056**.

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

**Data Center Personnel Action – Pay Increase – Kassy Franz**

PERSONNEL ACTION FORM			
TRANSACTION TYPE		Pay Increase	
EMPLOYEE/CANDIDATE NAME:		Kassy Franz	
PERSONNEL ACTION DATE (BOARD)		May 6, 2024	
DATE HIRED		March 6, 2017	
YEARS WITH FRANKLIN COUNTY		7 years, 2 months	
CURRENT DATA CENTER SECTION		Executive Leadership	
NEW DATA CENTER SECTION		Executive Leadership	
CURRENT JOB POSITION / TITLE		Chief People Officer	
NEW JOB POSITION / TITLE		Chief People Officer	
PAY GRADE		18	
PAY GRADE SALARY RANGE			
MINIMUM	MID	MAXIMUM	
\$ 114,694	\$ 140,500	\$ 166,306	
	BASE RATE	ANNUAL SALARY	
PREVIOUS	\$ 60.7494	\$ 126,358.70	
Increase			
NEW	\$ 66.3462	\$ 138,000.00	
MISCELLANEOUS ACTIONS / COMMENTS			
<p>Since joining the Data Center in March of 2017, Kassy has taken on an ever-growing position both in her position and has been instrumental in the success and growth of the Franklin County Data Center. Throughout her tenure, she has built a strong relationship with our team. Starting this past January, I asked her to use her previous skills and experience to help lead the BRM team. In this temporary endeavor, Kassy has garnered the admiration of both the BRM team and our partners. Kassy has been instrumental in helping the BRM team organize and focus on their perspective partners and helping each of them grow in the direction of giving an even better partner experience with a true solution-focused mindset. Kassy's proactive approach is evident in her continuous pursuit of knowledge and training, which is aligned with her growth in the People Experience Team and now the Partner Experience Team. Her people-first growth mindset not only benefits her professional development but also contributes to the overall progress and future readiness of her two teams and Franklin County as a whole.</p>			

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

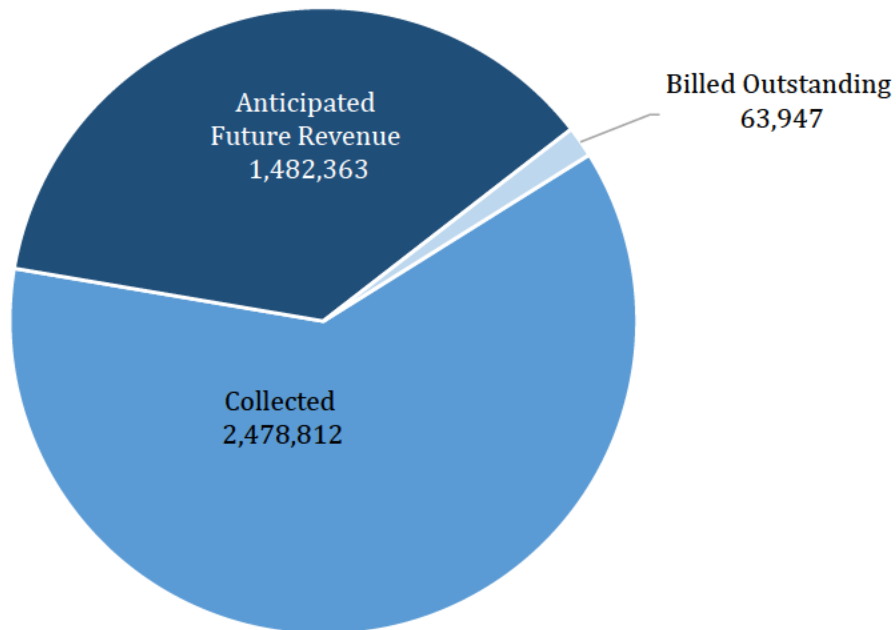
With this in mind, I have asked her to take on the leadership of the Partner Experience (BRM) Team permanently. I feel that Kassy greatly deserves this pay increase, and we look forward to the positive contributions she will continue to make for the Data Center and Franklin County.

Adam Frumkin, CIO

## Franklin County Data Center 2024 Financial Update as of April 25, 2024

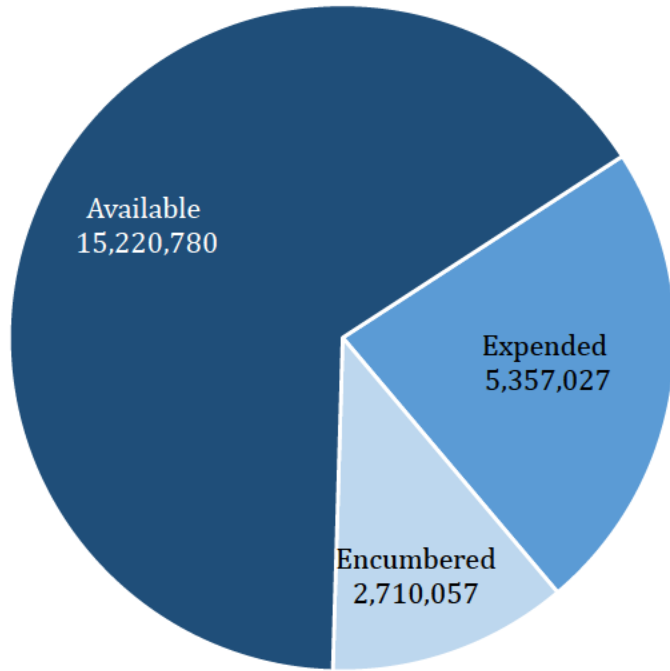
2024 Revenue	Original Appropriation	Revised Budget	YTD Collected	Delta	Percent Collected	Budget Outstanding
Service Fees & Charges	4,025,122		2,478,812	1,546,310	62%	38%

2024 Aging of Outstanding Revenue	Current	< 30 Days Past Due	< 60 Days Past Due	< 90 Days Past Due	Over 90 Days Past Due	Total Billed Outstanding
	40,566	-	2,565	2,565	18,251	63,947



## Franklin County Data Center 2024 Financial Update as of April 25, 2024

2024 Expenses	Original Appropriation	Revised Budget	YTD Expended	YTD Encumbrances	Available Budget	Percent Expended & Encumbered	Percent Available
Salaries and Wages	8,080,864	8,406,649	2,531,092	-	5,875,557	31%	69%
Benefits and Taxes	3,153,703	3,206,973	1,029,949	-	2,177,024	33%	67%
Materials and Services	11,674,242	11,674,242	1,795,985	2,710,057	7,168,199	39%	61%
Capital Investment	-	-	-	-	-	-	-
<b>Total</b>	<b>22,908,809</b>	<b>23,287,864</b>	<b>5,357,027</b>	<b>2,710,057</b>	<b>15,220,780</b>	<b>35%</b>	<b>65%</b>



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

Resolution Number	Resolution Date	Resolution Amount	Expended Amount	Remaining / Savings	Status	Description
23-149	12/4/2023	13,000,000	1,795,985	11,204,015	Ongoing	Data Center 2024 baseline budget and ongoing expenses

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

Resolution Number	Approval Date	Amount	Agency	Description
23-150-2024111	3/20/2024	\$ 118.00	AGIN	Acrobat Pro
23-150-2024217	3/20/2024	\$ 118.00	AUDR	Adobe Pro for Ragina Morgan
23-150-2024496	3/20/2024	\$ 73.39	CRNR	Webcam
23-150-2024624	3/20/2024	\$ 118.00	EMA	Adobe Acrobat
23-150-2024057	3/25/2024	\$ 626.79	EDP	New staff members, docking station, headset, keyboard
23-150-2024436	3/25/2024	\$ 118.00	PRAT	Acrobat for Attorney
23-150-2024443	3/25/2024	\$ 748.60	CTAP	Inventory Shelves
23-150-2024451	3/25/2024	\$ 225.00	CTCP	Paid Zoom License
23-150-20245219	3/25/2024	\$ 11,994.00	SHRF	Laptops for CROs
23-150-20245226	3/25/2024	\$ 3,526.00	SHRF	Laptops For Interns RDEI
23-150-2024043	3/27/2024	\$ 1,399.98	FLET	Mobile Office Printers
23-150-20242111	3/28/2024	\$ 225.00	AUDR	Zoom License for Melissa
23-150-2024218	3/28/2024	\$ 225.00	AUDR	Zoom License Demarcus P.
23-150-2024219	3/28/2024	\$ 225.00	AUDR	Zoom License for Will S.
23-150-20245227	3/28/2024	\$ 118.00	SHRF	Adobe Acrobat
23-150-2024625	3/28/2024	\$ 4,050.00	EMA	New Laptops
23-150-2024017	3/29/2024	\$ 154.00	COMM	2 Keyboards
23-150-2024056	4/1/2024	\$ 1,328.10	EDP	Printers
23-150-20242112	4/2/2024	\$ 118.00	AUDR	Adobe Pro LeeAnn Sapp
23-150-2024483	4/2/2024	\$ 118.00	CLCT	Adobe for Gregory Kerr
23-150-20245315	4/2/2024	\$ -	VETS	Software - New Employee
23-150-2024018	4/3/2024	\$ 1,520.00	COMM	Docking Stations and Monitors for new cubes
23-150-20245316	4/5/2024	\$ 514.15	VETS	5Poly Headsets & Adapters
23-150-2024313	4/9/2024	\$ 21,260.00	RCDR	2024 - PC Refresh
23-150-20245229	4/9/2024	\$ 1,812.86	SHRF	Lexmark C2326s
23-150-2024082	4/10/2024	\$ 8,015.58	CSEA	Color Laser Jet
23-150-20242290	4/10/2024	\$ 159.98	FCDC	ADAMH Netgear 5-Port
23-150-2024423	4/10/2024	\$ -	TREA	Dell laptop loaner
23-150-2024444	4/10/2024	\$ 384.00	CTAP	Adobe and Visio Licenses
23-150-20245230	4/11/2024	\$ 1,600.00	SHRF	Laptop and Dock

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

Resolution Number	Approval Date	Amount	Agency	Description
23-150-20245231	4/11/2024	\$ 1,592.08	SHRF	Adobe Premiere Pro
23-150-2024101	4/15/2024	\$ 950.00	FCDJFS	Zoom Accounts
23-150-20245232	4/15/2024	\$ 118.00	SHRF	Adobe For RDEI Director
23-150-20245233	4/17/2024	\$ 2,700.00	SHRF	Two Laptops For JAK
23-150-2024113	4/18/2024	\$ 3,139.46	AGIN	iPad Pro
23-150-20242299	4/18/2024	\$ 17,936.03	FCDC	ADAMH Poly Teams Room
23-150-2024424	4/18/2024	\$ 6,138.00	TREA	Laptop purchase
23-150-2024438	4/18/2024	\$ 118.00	PRAT	Adobe Pro
23-150-20245235	4/18/2024	\$ 118.00	SHRF	Adobe For RDEI User
23-150-2024114	4/19/2024	\$ 118.00	AGIN	Acrobat Pro
23-150-20241312	4/19/2024	\$ 237.99	JPU	Adobe Pro & Canva Pro
23-150-20241314	4/19/2024	\$ 1,350.00	JPU	Spare Laptop
23-150-20242113	4/19/2024	\$ 118.00	AUDR	Adobe Pro Rosita Primrose
23-150-2024485	4/19/2024	\$ 3,699.00	CLCT	Laptop, docking station and monitors for Comm Director
23-150-2024486	4/19/2024	\$ 15,000.00	CLCT	AutoTitle App Migration
23-150-20245234	4/19/2024	\$ 12,156.00	SHRF	Tablets For Deployment
23-150-2024751	4/19/2024	\$ 157.89	GSB	Grammarly
23-150-2024643	4/23/2024	\$ 146.78	CBCF	Webcam Quote Request
23-150-2024445	4/24/2024	\$ 118.00	CTAP	Acrobat Pro license
23-150-20245317	4/24/2024	\$ 118.00	VETS	Adobe Pro for Thomas Roberts
		\$ 126,922.66		