

Franklin County Automatic Data Processing Board

Michael Stinziano, Secretary/Chief Administrator

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

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

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

Date: September 28, 2022

Subject: Agenda for the Monday, October 03, 2022, Data Processing Board Meeting

The proposed agenda for the Monday, October 03, 2022, Franklin County Automatic Data Processing Board meeting is attached for your review. The meeting will be held in the FCDC Auditorium on the 9th floor of the Franklin County Courthouse, 373 S. High Street, Columbus, Ohio 43215.

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

Cc: The Honorable Cheryl Brooks Sullivan, Member, Franklin County Treasurer
The Honorable Kim Brown, Member, Franklin County Court of Common Pleas
The Honorable Daniel J. O'Connor Jr., Member, Franklin County Recorder
The Honorable John O'Grady, Member, Franklin County Board of Commissioners
The Honorable Maryellen O'Shaughnessy, Member, Franklin County Clerk of Courts
The Honorable 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
Christopher Scott, Delegate Franklin County Common Pleas Court
Adam Luckhaupt, Delegate, Franklin County Clerk of Courts
Sharlene Chance, Delegate, Franklin County Clerk of Courts
Tammy Seelig, 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
Jim Holmes, Delegate, Franklin County Treasurer
Victoria Troy, Delegate, Franklin County Treasurer
Foni Picinane, Delegate, Franklin County Treasurer
Steven Bulen, Delegate, Franklin County Board of Elections
Erin M. Gibbons, Delegate, Franklin County Board of Elections

AGENDA-Automatic Data Processing Board Meeting, October 03, 2022

9:00 A.M. Convene in Regular Session

- **Call to Order**
- **Pledge of Allegiance**
- **Secretary's Comments**
- **Approve or amend the Minutes of September 12, 2022, Regular Data Board Meeting**
- **New Business**

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. 22-102 Personnel Action – Backfill – Enterprise Business Relationship Manager 1

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

Reconvene in Special Session

— Resolution No. 22-102 Personnel Action – Backfill – Enterprise Business Relationship Manager 1

Other Business

Adjourn

FRANKLIN COUNTY AUTOMATIC DATA PROCESSING BOARD

Minutes of the September 12, 2022, Regular Board Meeting

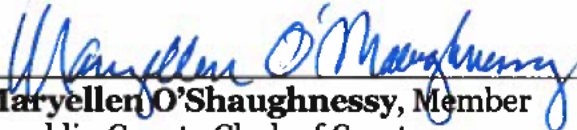
Date Approved: October 03, 2022



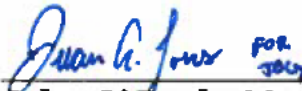
Michael Stinziano, Secretary, Administrator
Franklin County Auditor



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



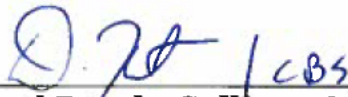
Maryellen O'Shaughnessy, Member
Franklin County Clerk of Courts



John O'Grady, Member
Franklin County Commissioner



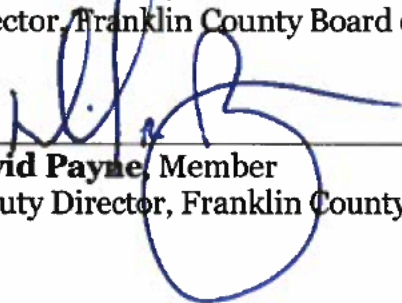
Daniel J. O'Connor Jr., Member
Franklin County Recorder



Cheryl Brooks Sullivan, Member
Franklin County Treasurer



Antone White, Member
Director, Franklin County Board of Elections



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

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FRANKLIN COUNTY AUTOMATIC DATA PROCESSING BOARD

- - -

Regular Board Meeting

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Proceedings

Held at 373 South High Street, FCDC Auditorium,
9th Floor, Columbus, Ohio, called at 9:00 a.m.,
on Monday, September 12, 2022.

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

1 BOARD MEMBERS:

2 The Honorable Michael Stinziano, Franklin County
Auditor, Secretary/Administrator, FCADPB3
4 The Honorable Kim Brown, Member, Franklin County
Court of Common Pleas5 The Honorable Antone White, Franklin County Board
of Elections6
7 Ms. Angela Mathews, Delegate, Franklin County Clerk
of Courts8 Mr. Juan Torres, Delegate, Franklin County Board of
Commissioners9
10 Mr. C. Chris Cupples, Delegate, Franklin County
Recorder11 Mr. Dusten Kohlhorst, Delegate, Franklin County
Treasurer

12

13 ALSO PRESENT:

14 Mr. Adam Frumkin, FCDC Chief Information Officer
15 Mr. John Proffitt, Deputy Chief, Chief Technology
Officer16 Ms. Mary Ann Brooks, Executive Administrative
Assistant17 Ms. Tasha Hyler, Chief Operations and
Communications Officer18 Ms. Nikki Milburn, Chief Information Security
Officer19 Ms. Jeanine Hummer, Assistant Prosecuting
Attorneys, Franklin County Prosecutor's Office

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1 Monday Morning Session

2 September 12, 2022

3 - - -

4 CALL TO ORDER

5 - - -

6 SECRETARY STINZIANO: Good morning
7 everyone. We will start with the September 12,
8 2022 Automatic Data Processing Board meeting. We
9 are now calling it to order.

10 The Recorder's office, do you mind
11 leading us in the Pledge of Allegiance.

12 (Pledge of Allegiance.)

13 SECRETARY STINZIANO: As I
14 mentioned, it is September; so pumpkin spice is out
15 there. The Browns won for the first time to open a
16 season, the Bengals didn't. I hope everyone had a
17 great weekend. Appreciate the staff for preparing
18 this room so we can continue to meet our statutory
19 obligation of in-person meetings. With that, we
20 will move to Mr. Frumkin for Secretary comments.

21 - - -

22 SECRETARY COMMENTS

23 - - -

24 MR. FRUMKIN: Good morning. Welcome
25 Data Board members, to all of you. I appreciate

1 you being here. I hope everyone stayed safe and
2 enjoyed the weekend. It was nicer here than where
3 I was in California. It was 111 degrees when I was
4 gone. It's cooler, even though it's 80. Besides
5 that, I'm back in Buckeye country, and we had a
6 win.

7 Today, oddly enough is Programmers
8 Day -- actually tomorrow. Programmers Day will be
9 celebrated tomorrow, September 13. It is also the
10 256th day of the year. Programmers Day honors
11 programmers around the world. There is hardly
12 anyone in the modern world who does not benefit
13 from the services of a programmer. Be it
14 transportation, medicine, finance or education,
15 programming is essential to the smooth function of
16 everything we do. Almost all major businesses
17 require programmers to maintain their IT
18 infrastructure. Programmers also help with
19 maintaining security, society and entertainment.
20 We need programmers for the latest in protection,
21 design, and of course, innovation. Our programmers
22 here at the Data Center will continue to work hard
23 for you, our partner agencies, and the people and
24 businesses of Franklin County.

25 So from a project management

1 perspective:

2 The team has completed 31 projects
3 thus far this year, and an additional 34 projects
4 of varying sizes and complexity are currently in
5 flight. Some of those notable achievements this
6 period are:

7 The Franklin County Public Health
8 collaboration built a website that allows
9 streamlined collection of data from partners for
10 processing before being imported into the Public
11 Health overdose surveillance system. The project
12 is officially accepted and closed.

13 The project team completed a new
14 website for the Commissioners DEI stakeholder
15 group.

16 Efforts to upgrade the Auditor MUNIS
17 platform are in progress. Validation of the core
18 functionality is complete, and the project team is
19 scheduling partner agency training for the October
20 launch.

21 Shameless plug, please make sure
22 your teams are getting into those trainings and
23 doing them, this is nonstop, has to be done
24 implementation. So I don't want anybody to be
25 caught off guard. So if you have people in MUNIS

1 let them know, please.

2 Multiple efforts are in progress for
3 the Board of Elections, working in collaboration
4 with PFM and the State of Ohio to complete the
5 directive work. And many sub-projects are
6 coordinated as part of this initiative as well.

7 A few significant projects that are
8 in progress:

9 Mobile Device Management solution
10 implementation;

11 Sheriff body-worn camera project;

12 Sheriff Volunteer Form project;

13 And the RMS replacement with Tyler
14 solution project with the Auditor's office.

15 From a security perspective:

16 Automated account creation and
17 disablement testing has been completed in a testing
18 environment and will be moving into production this
19 upcoming month;

20 Role creation for on-boarding access
21 is being worked on with partner agencies and will
22 continue throughout the rest of the year;

23 And vendor risk questionnaire
24 development has been completed and will be utilized
25 for new vendor requests;

1 Previous vendor assessments will be
2 loaded into the vendor risk management solution;

3 Final testing of the upgraded Secure
4 File Transfer solution will take place this week
5 and be ready for use.

6 And solution users will see no
7 impact, but there are new options available, and
8 the information security team will be working with
9 the most frequent users on what those new features
10 are.

11 With that, I'd like to turn it over
12 to Nikki for a brief security update.

13 MS. MILBURN: Good morning everyone.
14 Kind of a plug for next month, being Cybersecurity
15 Awareness Month. We will be launching a campaign
16 for KnowBe4. They are optional. You have that.
17 You will have kind of imaging and stuff out there
18 you can use if you want to put them up around your
19 office, completely welcome.

20 Other thing we are offering is if
21 you want anyone with the team to come and discuss a
22 security topic within your agency, whether for a
23 team meeting, anything like that, please reach out
24 to me and let me know. We do have some very
25 specialized people that -- like Michael does a

1 great job when it comes to identity, protecting
2 identity. He's phenomenal with that. And our
3 phishing campaign. And what we are trying to
4 accomplish, it might make it a little easier for
5 people to understand. So he is one that
6 absolutely, if you want someone to talk about those
7 things, that's fine. Vendor, Audrey does a great
8 job. If you want somebody to discuss value in
9 vendor assessment, understanding what they are
10 doing and touching the environment. Please reach
11 out. Happy to have somebody attend and educate on
12 security.

13 That's it.

14 MR. FRUMKIN: With that said, I will
15 also give a shameless plug. Nikki and I get the
16 opportunity to speak to a national group in
17 Washington, D.C. in October around cybersecurity,
18 and what we are doing here, and how we work
19 together.

20 So with that, I will turn this over
21 to Julie for monthly financials.

22 MS. LUST: Thank you.

23 Good morning. The year-to-date the
24 Data Center has collected \$2.5 million, or
25 63 percent of our budgeted revenue. We have

1 another half million that has been billed and is
2 outstanding. And we do believe we will meet the
3 budgeting revenue by the end of the year with the
4 collection of another \$863,000. Expenses are where
5 we would expect them to be in September.
6 Year-to-date we've expended 10 million of our
7 19-million-dollar budget and have another 2.2
8 million encumbered, but not yet spent. The Data
9 Center does expect to require part of our 2022
10 vacancy credit and we will continue to work with
11 OMB on unbudgeted technology requirements as they
12 take place.

13 Pending any questions, this does
14 complete the financial update.

15 MR. FRUMKIN: Barring any questions
16 or comments or concerns, I will defer back to
17 Auditor Stinziano. And wish to thank you for your
18 support.

19 SECRETARY STINZIANO: Thank you for
20 the presentations.

21 Are there any questions or comments?

22 Hearing none, that will conclude the
23 Secretary comments.

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25 APPROVAL OF MINUTES

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2 SECRETARY STINZIANO: Next, we will
3 move to the approval of the minutes from the
4 August 1st, 2022 Regular Board meeting. Any
5 amendments or corrections?

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

8 DIRECTOR WHITE: Move to accept the
9 minutes.

10 MR. CUPPLES: Second.

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

14 Same sign for any opposition.

15 And any abstention.

16 Minutes are approved.

17 (Vote taken; motion passed)

18 - - -

19 NEW BUSINESS

20 RESOLUTION NO. 22-094

21 - - -

22 SECRETARY STINZIANO: We will begin
23 with our first resolution 22-094, Franklin County
24 Technical Equipment Salvage.

25 MS. LUST: Thank you.

1 This is equipment the Data Center
2 has deemed reached end-of-life and should be
3 disposed of.

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

6 SECRETARY STINZIANO: Thank you.

7 Any comments or questions?

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

10 MR. KOHLHORST: So moved.

11 DIRECTOR WHITE: Second.

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

15 Same sign for any opposition.

16 And any abstentions.

17 Resolution is approved.

18 (Vote taken; motion passed)

19 - - -

20 RESOLUTION NO. 22-095

21 - - -

22 SECRETARY STINZIANO: Next is
23 Resolution 22-095, Franklin County Public Health
24 Quality Solutions.

25 MS. BURNS: Good morning. My name

1 is Sandra Burns, Supervisor for Franklin County
2 Public Health. And it's been a pleasure working
3 with the Data Center, Nikki's team, as well as
4 Melissa. We are on-boarding our new survey
5 software, on track for HSP development. And it is
6 pending your approval.

7 If you have any questions, let me
8 know.

9 SECRETARY STINZIANO: Is this the
10 first time you have been to a Data Board meeting?

11 MS. BURNS: It's the first time I
12 had to speak.

13 SECRETARY STINZIANO: Very good.
14 Are there any other questions or
15 comments?

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

18 DIRECTOR WHITE: So moved.

19 MR. CUPPLES: Second.

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

23 Same sign for any opposition.

24 And any abstentions.

25 Resolution is approved.

1 (Vote taken; motion passed)

2 - - -

3 RESOLUTION NO. 22-096

4 - - -

5 SECRETARY STINZIANO: Next is
6 Resolution 22-096, Franklin County Prosecutor's
7 Office Matrix Renewal.

8 MR. GEORGE: Good morning. My name
9 is Nate George, IT Director for the Prosecuting
10 Attorney's Office. This request is to renew the
11 annual maintenance on our Matrix Case Management
12 system. Matrix serves as a case management system
13 for every division of our office, as well as custom
14 applications for civil and tax foreclosures.
15 Matrix also supports web portals to allow other
16 agencies to submit investigative packets to our
17 office, defense counsel to retrieve discovery, and
18 probation officers to access case details. This
19 maintenance renewal will keep our support active
20 and also upgrade to the newest version of Matrix
21 that's currently underway.

22 Please approve this request.

23 SECRETARY STINZIANO: Thank you for
24 the presentation and the plea.

25 Any questions or comments?

1 Hearing nothing further review, is
2 there a motion for approval?

3 MS. MATTHEWS: So moved.

4 DIRECTOR WHITE: Second.

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

8 Same sign for any opposition.

9 And any abstentions.

10 Resolution is approved.

11 (Vote taken; motion passed)

12 - - -

13 RESOLUTION NO. 22-097

14 - - -

15 SECRETARY STINZIANO: Next is
16 Resolution 22-097, Franklin County Sheriff's
17 Office, Master Service Agreement.

18 MS. SPEAKMAN: Good morning. My
19 name is Cheri Speakman, Business Relationship
20 Manager for the Franklin County Data Center. Today
21 we seek approval for the Master Service Agreement
22 between the Franklin County Sheriff's Office and
23 Franklin County Data Center.

24 Over the last year we have worked
25 closely to understand and improve the technology

1 within the Sheriff's Office and the Data Center's
2 environment. The Data Center is excited to work
3 collaboratively with the Sheriff's office to better
4 acclimate. Please note that today's MSA addresses
5 the current state of the Sheriff's technological
6 environment and does not include initiatives that
7 are currently in progress. FCDC will partner with
8 the Sheriff and provide assistance when necessary.

9 If there's no questions, we
10 respectfully request your approval of Resolution
11 22-097.

12 SECRETARY STINZIANO: Thank you.

13 Are there any questions or comments
14 from members of the board?

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

17 MR. CUPPLES: So move.

18 DIRECTOR WHITE: Second.

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

22 Same sign for any opposition.

23 And any abstentions.

24 Resolution is approved.

25 (Vote taken; motion passed)

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RESOLUTION NOS. 22-098; 22-099; 22-100; 22-101

- - -

SECRETARY STINZIANO: We now will move to our four personnel actions on today's agenda. Always want to check to see if there's any interest in going into executive session.

Seeing heads shaking no, and no objections, Kassy I believe, will present all four and we will come back and vote on each.

MS. FRANZ: Good morning. We are seeking approval for four personnel actions this morning.

The first is Resolution No. 22-098, this is for an Enterprise Network Engineer 2, Christopher Hicks to join our team. He's actually currently the Infrastructure Specialist 3 at FCCS. He's is ready to come on board to the Data Center to be able to fully focus on network engineering itself. Currently he kind of does everything in IT. And he's working to grow his career in networking. We are really excited to have his expertise join us and his personality is amazing, too.

Next resolution is Resolution

1 No. 22-099. This is for an Enterprise Network
2 Engineer 3, John Shields. He's currently the
3 Senior Network Security Engineer at Ohio Health.
4 We have all kind of heard what's going on at Ohio
5 Health. We are lucky enough to swoop him up and
6 have him join our network team. He's coming with a
7 lot of experience and just really excited to have
8 his caliber join our team. And our first Network
9 Engineer 3; so that's exciting.

10 The next resolution we are seeking
11 approval for is Resolution No. 22-100. This is for
12 an Enterprise IT Program Manager to join our team,
13 Eric Lauterbach. Some of you might recognize that
14 name. He has actually worked at the Data Center
15 previously. He also has worked at the Clerk of
16 Courts, then went to the State, and he is currently
17 at Meta. We are excited for him to be joining our
18 team again. Since leaving us, he has been able to
19 really focus on program management. At the State,
20 he worked -- was over the PMO team and BRM team and
21 really worked to grow that partnership, and that's
22 something we are really excited for him to be
23 working with Tasha here as well. Furthermore, he's
24 excited to join our team back again with the new
25 culture we have and coming back to the county. We

1 are excited for him to join us as well.

2 And then the last resolution we are
3 seeking your approval for is Resolution No. 22-101.
4 This is for a promotion for Vince Smithers. Some
5 of you might hear his name. He's currently on our
6 Help Desk team, and we are taking him to Network
7 Engineer Team. Since being on our team, not only
8 has he obtained his Bachelor's degree, but he's
9 obtained two certifications within his career, his
10 CCNA and he also got his ITIL Foundations. So he's
11 going places, and we are excited for that.

12 Pending any questions, I seek your
13 approval for these four resolutions.

14 Thank you.

15 SECRETARY STINZIANO: Thank you for
16 the presentation.

17 We will begin with personnel
18 Resolution 22-098, Backfill Enterprise Engineer 2.

19 Any questions or comments?

20 DEPUTY DIRECTOR PAYNE: I just have
21 a question on the Eric Lauterbach, is he making
22 more than the maximum?

23 MS. FRANZ: He is coming on board
24 more than the maximum in that area.

25 DEPUTY DIRECTOR PAYNE: Shouldn't we

1 change the pay grade or something? I don't know.

2 MR. FRUMKIN: We are working with
3 OMB. Because what we don't want to do is continue
4 to move people in different pay grades and keeping
5 people in certain pay grades based on that level
6 position. We are working on that with OMB, and
7 also revalidating the salary study that was
8 supposed to have been done or done, we are trying
9 to validate whether it was done for the Data Center
10 or not. And seeing if that should have been
11 adjusted because there's other people in that
12 grouping that are very similar in the same position
13 as well.

14 MS. LUST: We are finding it very
15 difficult in today's marketplace to hire qualified
16 individuals that are able to come into our very
17 complex and diverse environment and be able to
18 support these systems. So it is an ongoing
19 struggle to be able to hire in those pay ranges
20 that were established seven years ago. That was
21 the last time those were updated. So we will
22 continue to work with OMB and this Board until we
23 are able to resolve that.

24 MR. FRUMKIN: Most of you know
25 hiring technology and technology people in the

1 Columbus area or this region is extremely hard
2 right now.

3 MS. HUMMER: I think what David is
4 referring to is whether procedurally we need to
5 take another action to match, and I think I have an
6 idea to make that happen.

7 MS. LUST: Thank you.

8 DEPUTY DIRECTOR PAYNE: Thank you.

9 SECRETARY STINZIANO: Any additional
10 questions or comments?

11 DEPUTY DIRECTOR PAYNE: I'm sorry.

12 SECRETARY STINZIANO: Any additional
13 questions or comments from members of the board, or
14 you David?

15 Hearing none, we are on Resolution
16 22-098, again Backfill Enterprise Engineer 2.
17 Hearing no further review, I would like to seek a
18 motion for approval.

19 DIRECTOR WHITE: So moved.

20 MR. KOHLHORST: Second.

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

24 Same sign for any opposition.

25 And any abstentions.

1 Resolution is approved.

2 (Vote taken; motion passed)

3 SECRETARY STINZIANO: Next is
4 personnel Resolution 22-099, also Backfill
5 Enterprise Network Engineer 3. Any additional
6 questions or comments?

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

9 MR. CUPPLES: So move.

10 DIRECTOR WHITE: Second.

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

14 Same sign for any opposition.

15 And any abstentions.

16 Resolution is approved.

17 (Vote taken; motion passed)

18 SECRETARY STINZIANO: Next is
19 personnel Resolution 22-100, Backfill, Enterprise
20 IT Program Manager. Any additional questions or
21 comments?

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

24 MS. MATTHEWS: So moved.

25 DIRECTOR WHITE: Second.

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

4 Same sign for any opposition.

5 And any abstentions.

6 Resolution is approved.

7 (Vote taken; motion passed)

8 SECRETARY STINZIANO: Final
9 resolution is personnel Resolution No. 22-100,
10 Enterprise IT Program Manager. Are there any
11 additional questions or comments from members of
12 the Board?

13 Hearing none, I would like to seek a
14 motion to approve.

15 DIRECTOR WHITE: So move.

16 MR. CUPPLES: Second.

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

20 Same for any opposition.

21 And any abstentions.

22 SECRETARY STINZIANO: Being approved
23 twice.

24 Final resolution is Resolution No.
25 22-101, Promotion, Enterprise Network Engineer 1.

1 Apologize. Any questions or comments?

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

4 MR. CUPPLES: So moved.

5 DIRECTOR WHITE: Second.

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

9 Same sign for any opposition.

10 And any abstentions.

11 Resolution is approved.

12 (Vote taken; motion passed)

13 SECRETARY STINZIANO: Good news,
14 that concludes our resolutions, and my confusion.
15 Again, I apologize.

16 - - -

17 OTHER BUSINESS

18 - - -

19 SECRETARY STINZIANO: We will move
20 to other business. Are there any additional
21 comments from any members of the Board?

22 Judge Brown?

23 JUDGE BROWN: No, thank you.

24 SECRETARY STINZIANO: Clerk of
25 Court?

1 MS. MATTHEWS: No, thank you.

2 SECRETARY STINZIANO: Commissioners

3 MR. TORRES: No.

4 SECRETARY STINZIANO: Recorder's
5 office?

6 MR. CUPPLES: No, thank you.

7 SECRETARY STINZIANO: Treasurer's
8 office?

9 MR. KOHLHORST: No.

10 SECRETARY STINZIANO: Friends at the
11 Board of Elections.

12 DIRECTOR WHITE: Happy September.

13 SECRETARY STINZIANO: Thank you all.
14 Hearing no further business, we are adjourned. We
15 will see everybody next month.

16 - - -

17 Thereupon, the proceeding adjourned at
18 approximately 9:19 a.m.

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C E R T I F I C A T E

- - -

THE STATE OF OHIO:

SS:

COUNTY OF FRANKLIN:

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

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

That the foregoing occurred at the aforementioned time and place;

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

IN WITNESS WHEREOF, I have hereunto set my hand and official seal of office at Columbus, Ohio, this 26th day of September, 2022.

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

My Commission Expires: February 28, 2026.

- - -

C E R T I F I C A T E

- - -

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Angela S. Moore

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



My Commission Expires: February 28, 2026.

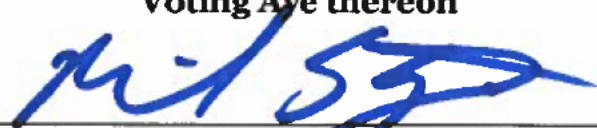
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FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER
PERSONNEL ACTION
BACKFILL: ENTERPRISE BUSINESS RELATIONSHIP MANAGER 1

Voting Aye thereon

Voting Nay thereon



Michael Stinziano, Secretary, Administrator
Franklin County Auditor

Michael Stinziano, Secretary, Administrator
Franklin County Auditor



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

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



Maryellen O'Shaughnessy, Member
Franklin County Clerk of Courts

Maryellen O'Shaughnessy, Member
Franklin County Clerk of Courts




John O'Grady, Member
Franklin County Commissioner

John O'Grady, Member
Franklin County Commissioner



Daniel O'Connor, Member
Franklin County Recorder

Daniel O'Connor, Member
Franklin County Recorder



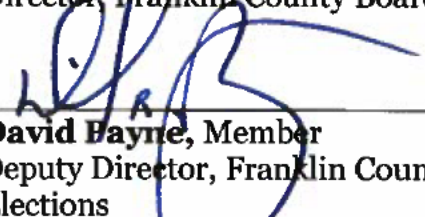
Cheryl Brooks Sullivan, Member
Franklin County Treasurer

Cheryl Brooks Sullivan, Member
Franklin County Treasurer



Antone White, Member
Director, Franklin County Board of Elections

Antone White, Member
Director, Franklin County Board of Elections



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

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

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

**FRANKLIN COUNTY DATA CENTER
PERSONNEL ACTION
BACKFILL: ENTERPRISE BUSINESS RELATIONSHIP MANAGER 1**

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 **22-102** attached hereto and made a part hereof; and,

NOW, THEREFORE, BE IT RESOLVED that the Franklin County Automatic Data Processing Board hereby approves personal action number **22-102**.

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

Data Center Personnel Action – Backfill – Shane Lee

PERSONNEL ACTION FORM			
TRANSACTION TYPE		Backfill	
EMPLOYEE/CANDIDATE NAME:		Shane Lee	
PERSONNEL ACTION NUMBER		22-102	
PERSONNEL ACTION DATE (BOARD)		October 03, 2022	
DATA CENTER SECTION		Enterprise Business Services	
NEW JOB POSITION / TITLE		Enterprise Business Relationship Manager 1	
PAY GRADE		10	
EFFECTIVE DATE		October 03, 2022	
PAY GRADE SALARY RANGE			
MINIMUM	MID	MAXIMUM	
\$55,047	\$63,304	\$71,562	
		BASE RATE	ANNUAL SALARY
NEW		\$31.25	\$65,000
<u>KEY RESPONSIBILITIES OF ROLE</u>			
<ul style="list-style-type: none"> ▪ Initiate, coordinate, and facilitate the development of customer support projects. ▪ Serve as a customer advocate, agency advocate, business analyst, and point person for designated agencies. ▪ Assist customers with defining the scope of requested projects, draft Master Service Agreements (MSA), and promotes awareness of FCDC's IT plan and implementation. ▪ Develops and nurtures collaborative relationships with designated agencies centered on service optimization and awareness of Data Center solutions. ▪ Ensures service standards alignment and maintains up-to-date, industry-standard Service Level Agreements (SLAs). ▪ Conduct quarterly technology health checks with designated agencies to gauge partnership effectiveness and propose solutions. ▪ Serves as an escalation point for designated agencies regarding incidents and requests. 			
<u>EMPLOYMENT NOTABLES</u>			
<ul style="list-style-type: none"> • In his previous role as a Business Development Manager at Lower.Com, Shane managed a team of Sales Representatives and Loan concierges to help drive productivity, improved user operations, collaborated across departments, analyzed data and market trends, and enhanced customer experience through quality customer service practices. • Prior to his experience at Lower.Com, he gained valuable experience in the maintenance department at TopGolf where he had to utilize strong customer service skills and acted as a liaison 			

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

between management and Facilities Maintenance employees to conduct business in a timely fashion. Before that, he worked as a Merchandiser for Superior Beverage Group where his main focuses were relationship building, marketing, analyzing performance and ensuring timely completion of assignments.

- Shane's collective experiences bring a strong skillset to the Business Services team. His history with relationship building, marketing, cross team collaboration, leading a team, and focusing on quality and timeliness make him a value add as a Business Relationship Manager 1. His eagerness to learn and grow further are evident and FCDC is excited to welcome him and his ideas on board.

EDUCATION & OTHER CREDENTIALS

- Bachelor of Science in Criminology- Heidelberg University

RELEVANT WORK EXPERIENCE

- Relationship Management: 6 years
- Sales and Customer Service: 7 years
- Operations Management/Improvement: 3 years
- Data Analytics: 3 years
- Team Management: 2 years

SCREENING STATUS

- Professional References: In progress.
- Background Check: Results pending. Contingent offer.
- Pre-Employment Drug Testing: Results pending. Contingent offer.

Kassy Franz, Director, Human Resources

Shane Lee

OBJECTIVE

Result-oriented Business Development Manager committed to leading and motivating team members to obtaining set goals to improve professional development. Bringing strong leadership skills to be able to direct a team on the company's core values and objectives to make them work hard towards their achievement.

CORE COMPETENCIES

- Communication
- Organization
- Leadership
- Written
- Verbal
- Analytical
- Problem solving
- Teamwork Skills
- MS Office (PowerPoint, Excel, Word)
- Salesforce
- Omnichannel Processes
- Time management
- Account verification
- New account creation
- Sales Management
- Cold calling skills
- Sales and customer service

PROFESSIONAL EXPERIENCE

Business Development Manager

Lower.com, Columbus, OH

August 2019-Present

- Managed team of Sales Development Representatives and Loan Concierges.
- Created and improved user operations for team members, increasing productivity to do tasks daily by at least 10%.
- Analyze dashboard reports daily to attain data for individual performances and expectations daily, weekly, and monthly.
- Collaborate with business development management, marketing, and sales operations departments on creation of competitive proposals and daily trends.
- Research market trends for training materials and operational workflows to increases sales performances.
- Enhance company reputation and customer experience by accepting ownership for accomplishing new request; exploring opportunities to add value to job accomplishments.

Facilities Maintenance

TopGolf, Columbus, OH

July 2018-August 2019

- Coordinated all maintenance and repair tasks as directed by Facilities management.
- Managed and/or perform facility activities such as building/site/equipment maintenance improvements.
- Monitored operation and proper use of all equipment and systems, responsible for taking incoming repair calls from guests and associates.
- Monitored the use and inventory of spare parts, maintenance supplies, and equipment

Merchandiser

Superior Beverage Group, Columbus, OH

May 2015-June 2018

- Develop and maintain relationships with retailers to promote positive company image.
- Work efficiently to ensure timely completion of all assignments
- Develop daily sales support.

EDUCATION

HEIDELBERG UNIVERSITY, Tiffin, OH

Bachelor of Science in Criminology and a minor in Psychology, May 2018

- GPA: 3.3/4.0

STIRLING UNIVERSITY, Stirling, Scotland

Study Abroad, June 2016-July 2016

EXTRACURRICULAR ACTIVITIES

Student Athlete Advisor Committee

September 2015-April 2018

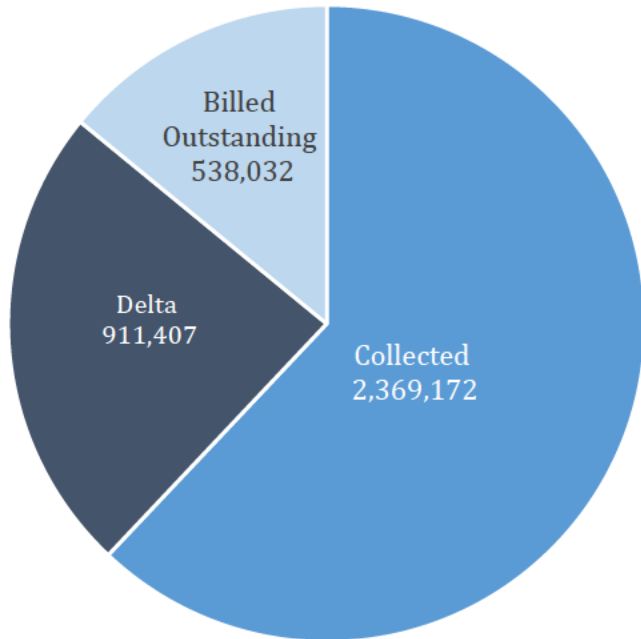
Heidelberg University Men's Basketball Team

August 2014-May 2018

Franklin County Data Center Financial Update as of September 22, 2022

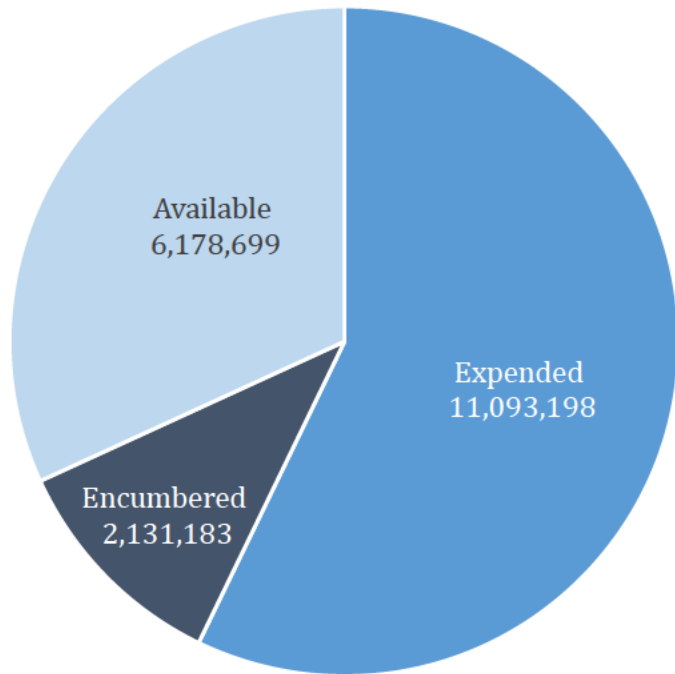
2022 Revenue	Original Appropriation	Revised Budget	YTD Collected		Delta	Percent Collected	Budget Outstanding
Service Fees & Charges	3,818,611		2,369,172		1,449,439	62%	38%

2022 Outstanding Revenue	Current	< 30 Days Past Due	< 60 Days Past Due	< 90 Days Past Due	Over 90 Days Past Due	Total Billed Outstanding
	49,672	70,403	27,448	86,848	303,661	538,032



Franklin County Data Center Financial Update as of September 22, 2022

2022 Expenses	Original Appropriation	Revised Budget	YTD Expended	YTD Encumbrances	Available Budget	Percent Expended & Encumbered	Percent Available
Salaries and Wages	6,044,028	6,320,667	4,930,264	-	1,390,403	78%	22%
Benefits and Taxes	2,399,956	2,445,191	1,911,831	-	533,360	78%	22%
Materials and Services	10,637,222		4,251,104	2,131,183	4,254,936	60%	40%
Capital Investment	-	-	-	-	-		
Total	19,081,206	19,403,080	11,093,198	2,131,183	6,178,699	68%	32%



Franklin County Data Center Project Procurement Update as of September 22, 2022

Resolution Number	Resolution Date	Resolution Amount	Expended Amount	Remaining / Savings	Status	Description
22-084	8/1/2022	500,000		500,000	Ongoing	Network Infrastructure associated with Body-Worn Camera project
21-102	12/6/2021	10,440,222	4,251,104	6,189,118	Ongoing	Data Center 2022 baseline budget routine and ongoing expenses
22-011	2/7/2022	540,000	481,997	58,004	Ongoing	Endpoint devices for countywide deployment
22-029	4/4/2022	279,459	-	279,459	Ongoing	Intellivue CMS upgrade
22-003	1/10/2022	208,130	116,130	92,000	Ongoing	OnBase Content Management System upgrade
22-012	2/7/2022	180,000	169,534	10,466	Complete	Network Switches