

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 08, 2023

Subject: Agenda for the Monday, September 11, 2023, Data Processing Board Meeting

The proposed agenda for the Monday, September 11, 2023, Franklin County Automatic Data Processing Board meeting is attached for your review. The meeting will be held in the Olympus Room (FCDC Auditorium) on the 9th floor of the Franklin County Courthouse, 373 S. High Street, Columbus, Ohio 43215.

The Board will reconvene in a Regular Session at 9:00 A.M.

AN AGENDA WILL BE PROVIDED TO YOU AT THE MEETING.

Cc: The Honorable Cheryl Brooks Sullivan, Member, Franklin County Treasurer
The Honorable 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
Andrew Byerly, 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
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

AGENDA-Automatic Data Processing Board Meeting, September 11, 2023

9:00 A.M. Convene in Regular Session

- **Call to Order**
- **Pledge of Allegiance**
- **Secretary's Comments**
- **Approve or amend the Minutes of August 07, 2023, Regular Data Board Meeting**
- **New Business**

— **Resolution No. 23-114 Franklin County Technical Equipment Salvage**

— **Resolution No. 23-115 Franklin County Data Center – Network Hardware for Build-Out at 55/57 E. Main St.**

— **Resolution No. 23-116 Franklin County Data Center – Laptops Procurement and Deployment Activities in Support of County Technology**

— **Resolution No. 23-117 Franklin County Coroner's Office – LIMS-plus (JusticeTrax) Upgrade**

— **Resolution No. 23-118 Franklin County Sheriff's Office – Sheriff Mobile Application**

— **Resolution No. 23-119 Franklin County Job and Family 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. 23-120 Personnel Action – Backfill – Digital Product Owner 2

— Resolution No. 23-121 Personnel Action – Backfill – Digital Product Owner 1

— Resolution No. 23-122 Personnel Action – Promotion – Digital Product Owner 1

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

Reconvene in Special Session

- Resolution No. 23-120 Personnel Action – Backfill – Digital Product Owner 2**
- Resolution No. 23-121 Personnel Action – Backfill – Digital Product Owner 1**
- Resolution No. 23-122 Personnel Action – Promotion – Digital Product Owner 1**

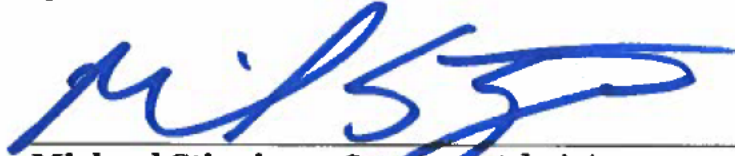
Other Business

Adjourn

FRANKLIN COUNTY AUTOMATIC DATA PROCESSING BOARD

Minutes of the August 07, 2023, Regular Board Meeting

Date Approved: September 11, 2023



Michael Stinziano, Secretary, Administrator
Franklin County Auditor

 for KJB

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



Maryellen O'Shaughnessy, Member
Franklin County Clerk of Courts

 FOR JOL

John O'Grady, Member
Franklin County Commissioner

 DOJ

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

 CBS

Cheryl Brooks Sullivan, Member
Franklin County Treasurer



Antone White, Member
Director, Franklin County Board of Elections



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

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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, August 7, 2023.**

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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, FCADPB

3
4 The Honorable Kim Brown, Member, Franklin County
Court of Common Pleas

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

6
7 Ms. Angela Mathews, Delegate, Franklin County Clerk
of Courts

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

9
10 Mr. Dusten Kohlhorst, Delegate, Franklin County
Treasurer

11
12 ALSO PRESENT:

13 Ms. Kassy Franz, Chief People Officer

14 Ms. Tasha Hyler, Chief Operating and Communications
Officer

15 Mr. John Proffitt, Chief Digital Officer

16 Mr. Trevor Cansler, Chief Technology Officer

17 Ms. Mary Ann Brooks, Executive Administrative
Assistant

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

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	AGENDA	
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	ITEM	PAGE
1		
2		
3	Call to Order	4
4	Secretary's Comments	5
5	Approval of Minutes	8
6	New Business	
7	Resolution 23-106	8
8	Resolution 23-107	11
9	Resolution 23-108	14
10	Resolution 23-109	14
11	Resolution 23-110	14
12	Resolution 23-111	14
13	Resolution 23-112	14
14	Resolution 23-113	14
15	Other Business	20
16	Adjournment	22
17		
18	- - -	
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Monday Morning Session

August 7, 2023

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CALL TO ORDER

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SECRETARY STINZIANO: Good morning.

Welcome to the August 7, 2023 Automatic Data Processing Board meeting. We will call the meeting to order.

Would Recorder O'Connor lead us in the pledge.

(Pledge of Allegiance.)

SECRETARY STINZIANO: Welcome to August. Obviously it's raining; so that's cool. Hope everyone is doing well. Appreciate everyone's preparation as we are being made aware and experiencing COVID upticks. So glad we're back in person. And appreciate everyone who prepared and made sure things were clean and prepared for today.

We will begin with the first order of business, and it will be Secretary comments, and we will begin with Mr. Frumkin.

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SECRETARY COMMENTS

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MR. FRUMKIN: Good morning.

Welcome. I hope everyone was enjoying the warm weather up until day. Although we had a good weekend. We do need the rain though.

Most of us watch television in the evenings and on weekends. So who invented the square box that grabs all of our attention? On August 20, 1930, inventor Philo Farnsworth was issued a U.S. Patent for his television system. The first working television system available. It used electronic scanning in both pickup and display devices. Oddly enough, he thought of this and conceived it when he was 14 years old.

It's estimated that there are 123.8 million TVs in homes in the U.S. However, businesses are using televisions more in the workplace, like we are with our Teams rooms.

So in October of 2020, we installed our first Teams room. By the end of 2023, we will have installed 28 rooms, using a total of 47 televisions. We have five rooms planned still this year. These rooms will use another nine televisions. Additionally, our office will be

1 installing another three Teams rooms with the
2 renovations for the new Sheriff's facility at
3 55/57. And for 2024, there has been requested
4 another nine rooms needing another 18 televisions
5 on top of that for us.

6 From a Project Perspective:

7 We currently have 32 projects in our
8 portfolio. This is down by two from last month.
9 We actively are working 26. We also have six
10 projects in our backlog. Of the six, one is a
11 brand-new submission being evaluated. And we have
12 closed three projects since our last Data Board.

13 Some of our highlights:

14 The MDM, our Mobile Device
15 Management, on August 10th the federation for Apple
16 devices using a .gov Apple ID will begin. Please
17 join us tomorrow at the Tech Roundtable for more
18 information on that.

19 The OnBase Upgrade, database upgrade
20 for the OnBase effort is scheduled for early
21 September.

22 And EMA will be launching a new
23 website to coincide with their Weather Awareness
24 Week.

1 From a Security Perspective:
2 The Automated User Provisioning
3 Proof of Concept is approximately 80% complete. At
4 the September Tech Roundtable there will be a demo
5 of the solution and the intentions behind this
6 change.

7 Also, Nikki mentioned last month the
8 zero trust journey that the county is embarking
9 upon. And she intends to provide monthly updates.
10 As you can tell, she's not here today; so there
11 will be no monthly update from her this month. She
12 is actually on a well intended vacation, I will say
13 that.

14 Julie is also not here today. She
15 is at the ITFMA training this week. So we will not
16 have a financial report. And she stated to me that
17 there are not very many changes since last month;
18 so there was not going to be one anyway.

19 With that, I will defer back to
20 Auditor Stinziano and wish to thank all of you for
21 your continued support.

22 SECRETARY STINZIANO: Thank you.

23 Any questions or comments from
24 members of the Board?

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APPROVAL OF MINUTES

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SECRETARY STINZIANO: Hearing none, we will next move to the July 10, 2023 Board meeting. Are there any amendments or corrections?

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

MR. KOHLHORST: So moved.

RECORDER O'CONNOR: Second.

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

Same sign for any opposition.

And any abstentions.

Minutes are approved.

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NEW BUSINESS

RESOLUTION NO. 23-106

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SECRETARY STINZIANO: We will now move to New Business. Our first resolution is 23-106, Franklin County Purchasing Department, Upgrade to SendPro Enterprise.

1 Cheri is presenting. Pinch hitting,
2 I hear.

3 MS. SPEAKMAN: Good morning. My
4 name is Cheri Speakman. I am the Business
5 Relationship Manager for the purchasing department.
6 Tracy Matthews, our Assistant Director, was unable
7 to be with us at the last minute this morning; so I
8 was selected to present.

9 They're seeking approval this
10 morning of an upgrade from their current Pitney
11 Bowes SendSuite Live, submitted the certified
12 mailer system to the SendSuite -- It's Pitney
13 Bowes -- I'm sorry. I should read it, it's in
14 front of me. The SendSuite Pro Enterprise upgrade,
15 that is the same product, it's just the upgraded
16 version of the same certified mail -- I'm sorry. I
17 just got back from vacation.

18 SECRETARY STINZIANO: Did you go
19 anywhere good?

20 MS. SPEAKMAN: I did. I went to
21 Ocean City, Maryland for the week.

22 SECRETARY STINZIANO: Did you eat a
23 lot of crab?

24 MS. SPEAKMAN: Went to the beach.

1 So I apologize for not being right on it this
2 morning.

3 They're upgrading to a SAAS
4 solution, and they're seeking approval for this, if
5 there's no questions.

6 SECRETARY STINZIANO: Well, welcome
7 back. And thank you for the presentation.

8 MS. SPEAKMAN: Thank you.

9 SECRETARY STINZIANO: Are there any
10 questions or comments from members of the Board?

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

13 JUDGE BROWN: So moved.

14 MR. KOHLHORST: Second.

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

18 Same sign for any opposition.

19 And any abstentions.

20 MR. TORRES: Board of Commissioners
21 abstains.

22 SECRETARY STINZIANO: Thank you for
23 the noted abstention.

24 Resolution is approved.

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RESOLUTION NO. 23-107

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SECRETARY STINZIANO: Next is Resolution 23-107, Franklin County Board of Commissioners, Franklin County Integrated Digital Services.

MR. PROFFITT: Good morning everyone. I'm John Proffitt, Chief Digital Officer for Franklin County Data Center. And I am here to introduce Resolution 23-107.

As many of you already know, the Board of Commissioners and the Data Center are looking at building an all new unified Franklin County website. And that would serve as a one-stop digital hub for county services and information. Built on the citizen-centric approach, this new hub will connect residents and businesses with public services, county agencies, courts, boards, and programs provided every day.

To achieve these goals, the resolution authorizes procurement of software and consulting services from Granicus, a digital civic engagement company serving local, state, and

1 federal agencies across the country. In fact, our
2 nearest neighbor, city of Columbus, recently
3 launched the first phase of their new
4 Granicus-based website, which residents can now see
5 at columbus.gov.

6 Today we're seeking approval for a
7 new Granicus contact with a five-year not to exceed
8 cost of a little more than \$2.2 million. The exact
9 number, of course, is in the resolution.

10 And this expenditure will cover
11 three things:

12 First, it will acquire the new
13 website content management system, it will also
14 engage professional services from Granicus to help
15 us drive the development and launch of the system.

16 And thirdly, it will actually cover
17 software that we have from Granicus already
18 in-house. So for example, gov delivery, I know
19 many of you at your agencies may use that for
20 e-mail newsletter deliveries to constituents, that
21 will be covered. And the boards and commissions
22 product is also covered in that same licensing
23 batch.

24 So with the Board's approval, and

1 with funding to be approved at a near future
2 general session vote, we intend to start this work
3 this fall, with an initial group of 14 agencies.
4 And that work will set the template for -- and the
5 pace for working with the remaining 30 agencies.
6 So I hope you will support this new effort to serve
7 our residents and businesses in a new way with your
8 vote today, and with the support of your teams and
9 your organizations as we work with you in the
10 future.

11 Thank you very much.

12 SECRETARY STINZIANO: I do have a
13 question. So does that mean it is the intent of
14 that board to change all of the agencies' websites
15 to look similar to the city of Columbus?

16 MR. FRUMKIN: No. Not to the city
17 of Columbus.

18 SECRETARY STINZIANO: Okay.

19 Are there any other questions from
20 members of the Board?

21 MR. FRUMKIN: Sorry.

22 SECRETARY STINZIANO: That's okay.

23 I just had engaged with that website this week, and
24 it was awful, so. My parking permit still is not

1 here, and so I was just curious.

2 MR. PROFFITT: They are not done
3 yet.

4 SECRETARY STINZIANO: Are there any
5 questions or comments from members of the Board?

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

8 JUDGE BROWN: So moved.

9 MS. MATHEWS: Second.

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

13 Same sign for any opposition.

14 And any abstentions.

15 MR. TORRES: Board of Commissioners
16 abstains.

17 SECRETARY STINZIANO: Abstention
18 noted. Thank you.

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20 RESOLUTION NOS. 23-108; 23-109; 23-110; 23-111;
21 23-112; 23-113

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23 SECRETARY STINZIANO: Next, we have
24 six personnel actions for the agenda. Anyone from

1 the Board want to go into executive session?

2 Seeing no desire to go into
3 executive session, we'll have the presentation of
4 all six, go back and take a vote on each.

5 MS. FRANZ: Thank you.

6 Good morning everyone.

7 So we are seeking your approval for
8 six resolutions. And as you can see, they are
9 actually all promotion resolutions. So a few
10 boards ago, I brought up how the Data Center likes
11 to do all of the internal hiring and promoting when
12 we can. So due to, unfortunately, some folks
13 leaving, also some folks moving up, we had a number
14 of open management level positions where the Data
15 Center took a big stance, we posted these all
16 internally, put our individuals through a pretty
17 good multiple interview sessions and excited for
18 the ones selected.

19 So we are seeking your approval for
20 the promotions for six resolutions. I am going to
21 go through the names and numbers, and if there are
22 questions at the end, then please ask me. But we
23 are excited for these.

24 So the first resolution we are

1 seeking your approval for is 23-108. That is for a
2 promotion for Denise Roberts to our GX Platform
3 Manager role.

4 The next resolution we are seeking
5 your approval for is Resolution No. 23-109. That's
6 a promotion for Lucinda Jones to the Enterprise
7 Infrastructure Engineering Manager.

8 Resolution 23-110, that's a
9 promotion for Renee Mascari-Bauer to the Enterprise
10 Portfolio Manager.

11 Resolution 23-111, that's a
12 promotion for Derek Ransburgh, Enterprise Network
13 Manager.

14 Resolution 23-112, promotion for
15 Kyle Wolf to an Enterprise Security Engineer 1.

16 And then Resolution 23-113, that's a
17 promotion for Jim McCord, Enterprise Cloud and
18 Client Manager.

19 So hopefully those are some names
20 you have all seen. And we are seeking your
21 approval.

22 Thank you very much.

23 SECRETARY STINZIANO: Thank you for
24 the presentation.

1 We will begin with the personnel
2 Resolution 23-108, promotion to GX Platform
3 Manager. Any questions or comments from members of
4 the Board?

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

7 JUDGE BROWN: So moved.

8 MS. MATHEWS: Second.

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

12 Same sign for any opposition.

13 And any abstentions.

14 Resolution is approved.

15 (Vote taken; motion passed.)

16 SECRETARY STINZIANO: Next is
17 personnel Resolution 23-109, Promotion, Enterprise
18 Infrastructure Engineering Manager. Any questions
19 or comments from members of the Board?

20 Hearing none, I'd like to seek a
21 motion for approval.

22 JUDGE BROWN: So moved.

23 MS. MATHEWS: Second.

24 SECRETARY STINZIANO: It's been

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

3 Same sign for any opposition.

4 And any abstentions.

5 Resolution is approved.

6 (Vote taken; motion passed.)

7 SECRETARY STINZIANO: Next is
8 personnel Resolution 23-110, Promotion, Enterprise
9 Portfolio Manager. Are there any questions or
10 comments from members of the Board?

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

13 MS. MATHEWS: So moved.

14 JUDGE BROWN: Second.

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

18 Same sign for any opposition.

19 And any abstentions.

20 Resolution is approved.

21 (Vote taken; motion passed.)

22 SECRETARY STINZIANO: Next is
23 personnel Resolution 23-111, Promotion, Enterprise
24 Network Manager. Are there any questions or

1 comments?

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

4 MS. MATHEWS: So moved.

5 MR. KOHLHORST: 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: Next is
14 personnel Resolution 23-112, Promotion, Enterprise
15 Security Engineer 1. Are there any questions or
16 comments from members of the Board?

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

19 MR. KOHLHORST: So moved.

20 RECORDER O'CONNOR: 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.

1 And any abstentions.

2 Resolution is approved.

3 (Vote taken; motion passed.)

4 SECRETARY STINZIANO: And our final
5 resolution is 23-113, Promotion, Enterprise Cloud
6 and Client Manager. Any questions or comments from
7 members of the Board?

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

10 MS. MATHEWS: So moved.

11 MR. TORRES: 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 That concludes the resolutions for
19 today.

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21 OTHER BUSINESS

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23 SECRETARY STINZIANO: We will now
24 move to other business.

1 Judge, anything you would like to
2 share? Any good vacations?

3 JUDGE BROWN: Let's see, next month
4 we're going to London.

5 SECRETARY STINZIANO: Any updates
6 from the Clerk's office?

7 MS. MATHEWS: No. Thank you.

8 SECRETARY STINZIANO: Board of
9 Commissioners?

10 MR. TORRES: No.

11 SECRETARY STINZIANO: Recorder's
12 office?

13 RECORDER O'CONNOR: Vote tomorrow.

14 SECRETARY STINZIANO: Treasurer's
15 office?

16 Board of Elections isn't here. The
17 Reporter's comment holds true, they are busy
18 getting ready for the finish line for the special
19 election, which is tomorrow. So if you have not
20 made a plan to vote, I encourage you to take
21 advantage. I don't think it's going to rain
22 tomorrow. But when I was Director of Board of
23 Elections, I always took credit when it wasn't
24 raining. So we will see how our Director and

1 Deputy Director handle that.

2 Hearing no further business, we are
3 adjourned. Thanks everyone for your time. Have a
4 great week.

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6 Thereupon, the proceeding adjourned at
7 approximately 9:14 a.m.

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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 21st day of August, 2023.

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

My Commission Expires: February 28, 2026.

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C E R T I F I C A T E

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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 21st day of August, 2023.

Angela S. Moore

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



My Commission Expires: February 28, 2026.


- - -

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER
TECHNICAL EQUIPMENT SALVAGE

Voting Aye thereon

Voting Nay thereon



Michael Stinziano, Secretary, Administrator
Franklin County Auditor

Michael Stinziano, Secretary, Administrator
Franklin County Auditor



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



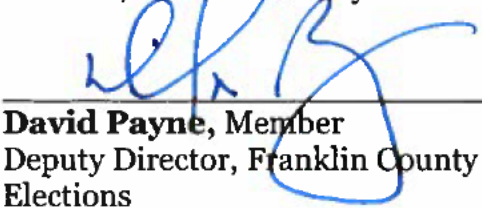
Cheryl Brooks Sullivan, Member
Franklin County Treasurer

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
Elections

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

**FRANKLIN COUNTY DATA CENTER
TECHNOLOGY EQUIPMENT SALVAGE**

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

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

WHEREAS, a list of the equipment is attached hereto and made a part hereof; and,

NOW THEREFORE, BE IT RESOLVED that the Franklin County Automatic Data Processing Board recommends the Franklin County Board of County Commissioners, in accordance with Ohio Revised Code Section 307.12, that the equipment be placed for public sale or disposal, the technology equipment specified in the attached list.



Franklin County Automatic Data Processing Board
 Technical Equipment Salvage Resolution
 Resolution #: 23-114
 Date: 09/11/2023

Agency	Description	Number of Units
Common Pleas, General	AC Distributor	2
Common Pleas, General	AC Sequencer	2
Common Pleas, General	Amplifer	4
Common Pleas, General	Annotation Proce	1
Common Pleas, General	Antenna Splitter	2
Common Pleas, General	Audio Switch	1
Common Pleas, General	AV processor	5
Common Pleas, General	Blue-ray Player	1
Common Pleas, General	Camera Interface	1
Common Pleas, General	Desktop PC	11
Common Pleas, General	Distribution Amp	18
Common Pleas, General	IR Modulator	3
Common Pleas, General	Matrix Mixer	4
Common Pleas, General	Media Processor	1
Common Pleas, General	Mixer	6
Common Pleas, General	Monitor	113
Common Pleas, General	Power Distribution	2
Common Pleas, General	Power Sequencer	3
Common Pleas, General	Printer	3
Common Pleas, General	Projector	6
Common Pleas, General	Receiver	53
Common Pleas, General	Splitter	6
Common Pleas, General	Switcher	6
Common Pleas, General	Telephone Interface	2
Common Pleas, General	Thin Client	25
Common Pleas, General	Touchpanel	3
Common Pleas, General	Transmitter	31
Common Pleas, General	UPS	2
Common Pleas, General	Video Scaler	1
Common Pleas, General	Wireless Receiver	2
Domestic Relations & Juvenile	Desktop PC	2
Domestic Relations & Juvenile	Docking Station	8
Domestic Relations & Juvenile	DVD Players	3
Domestic Relations & Juvenile	KVM Switch	2

Agency	Description	Number of Units
Domestic Relations & Juvenile	Laptop PC	1
Domestic Relations & Juvenile	Mixer	2
Domestic Relations & Juvenile	Monitor	7
Domestic Relations & Juvenile	Power Condition	1
Domestic Relations & Juvenile	Printer	2
Domestic Relations & Juvenile	Projector	2
Domestic Relations & Juvenile	Smartboard	2
Domestic Relations & Juvenile	Switch	2
Economic Development & Planning	Desktop PC	11
Economic Development & Planning	Laptop PC	3
Economic Development & Planning	Switch	1
Board of Developmental Disabilities	Camcorder	1
Board of Developmental Disabilities	Desktop PC	35
Board of Developmental Disabilities	Docking Station	6
Board of Developmental Disabilities	Laptop PC	9
Board of Developmental Disabilities	Microphone	1
Board of Developmental Disabilities	Monitor	10
Board of Developmental Disabilities	Phone	9
Board of Developmental Disabilities	Printer	5
Board of Developmental Disabilities	Scanner	12
Board of Developmental Disabilities	Server	3
Board of Developmental Disabilities	Tablet PC	11
Board of Developmental Disabilities	UPS	1
Children Services	Desktop PC	17
Children Services	Docking Station	2 boxes
Children Services	Keyboard	3 boxes
Children Services	Laptop PCs	109
Children Services	Mice	1 box
Children Services	Misc Parts	1 box
Children Services	Monitors	50
Children Services	Power supplies	2 boxes
Children Services	Tablet PCs	145
Data Center	Docking Station	1
Data Center	Laptop PC	1
Data Center	Monitor	6
Data Center	Server	14
Data Center	Switch	2
Data Center	Token Hub	1
Human Resources	Laptop PC	15


Agency	Description	Number of Units
Sheriff	Desktop PC	34
Sheriff	Laptop PC	13
Sheriff	Monitor	3
Sheriff	Printer	7

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER
INFORMATION TECHNOLOGY PROCUREMENT REQUEST
NETWORK HARDWARE FOR BUILD-OUT AT 55/57 E. MAIN ST.

Voting Aye thereon

Voting Nay thereon



Michael Stinziano, Secretary, Administrator
Franklin County Auditor

Michael Stinziano, Secretary, Administrator
Franklin County Auditor

 R-ESB

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

 FOR 304

John O'Grady, Member
Franklin County Commissioner

John O'Grady, Member
Franklin County Commissioner

 1010

Daniel O'Connor, Member
Franklin County Recorder

Daniel O'Connor, Member
Franklin County Recorder

 1065

Cheryl Brooks Sullivan, Member
Franklin County Treasurer

Cheryl Brooks Sullivan, Member
Franklin County Treasurer



Antone White, Member
Director, Franklin County Board of Elections

Antone White, Member
Director, Franklin County Board of Elections



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

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

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

**FRANKLIN COUNTY DATA CENTER
INFORMATION TECHNOLOGY PROCUREMENT REQUEST
NETWORK HARDWARE FOR BUILD-OUT AT 55/57 E. MAIN ST.**

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 Procurement Resolution
Resolution #: 23-115
Dated: 09/11/2023

Title	Network Hardware for Build-Out at 55/57 E. Main St.
Agency	Franklin County Data Center
Amount	\$371,521.00
Category	Technology Hardware and maintenance

Business Justification

The Franklin County Data Center provides network services and solutions to partner agencies, courts, boards, and programs. This resolution approves the procurement of hardware, including APIs, switches, and associated components for both wired and wireless internet access needed for a full network build-out in the Franklin County Sheriff's facility at 55/57 East Main Street.

Risks

The Data Center does not anticipate any risks associated with this procurement or deployment.

Fiscal Information

Funding Source: Network Reliability Fund

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER
INFORMATION TECHNOLOGY PROCUREMENT REQUEST
LAPTOP PROCUREMENT AND DEPLOYMENT ACTIVITIES IN SUPPORT
OF COUNTY TECHNOLOGY


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
Elections

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

**FRANKLIN COUNTY DATA CENTER
INFORMATION TECHNOLOGY PROCUREMENT REQUEST
LAPTOP PROCUREMENT AND DEPLOYMENT ACTIVITIES IN SUPPORT
OF COUNTY TECHNOLOGY**

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 Procurement Resolution

Resolution #: 23-116
Dated: 09/11/2023

Title	Laptop Procurement and Deployment Activities in Support of County Technology
Agency	Franklin County Data Center
Amount	Not to Exceed \$1,312,993.00
Category	Technology Hardware and Data Center Services

Business Justification

The Franklin County Data Center stocks standard technology hardware for rapid and effective deployment to our partner agencies, courts, boards, and programs. This resolution approves the procurement of 583 Dell Latitude 7440 laptops to be inventoried by the Data Center and distributed as needed to support the Microsoft Windows 11 operating system upgrade. This effort is being driven by Microsoft's end-of-support date for Windows 10, which is October 14, 2025.

Description

This resolution includes the procurement of endpoint devices and the cost of effort to deploy the devices throughout the various partner agencies.

Hardware Procurement	\$ 740,993.00
<u>FCDC Technical Services:</u>	<u>\$ 572,000.00</u>
TOTAL:	\$1,312,993.00

Risks

The Data Center does not anticipate any risks associated with this procurement or deployment.

Fiscal Information


Funding Source: The Data Center's baseline budget.

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY CORONER'S OFFICE
INFORMATION TECHNOLOGY PROCUREMENT REQUEST
LIMS-PLUS (JUSTICETRAX) UPGRADE

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



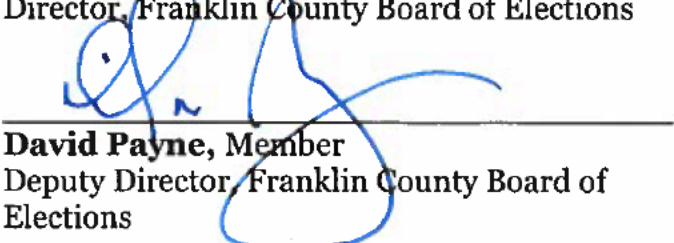
Cheryl Brooks Sullivan, Member
Franklin County Treasurer

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
Elections

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

**FRANKLIN COUNTY CORONER
INFORMATION TECHNOLOGY PROCUREMENT REQUEST
LIMS-PLUS (JUSTICETRAX) UPGRADE**

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 #: 23-117
 Dated: 09/11/2023

Title LIMS-plus (JusticeTrax) Upgrade
 Agency Franklin County Coroner’s Office
 Amount \$249,100.00
 Category Software and Technology Services

Business Justification

The Franklin County Coroner’s Office (CRNR) is an independent agency that investigates and certifies the cause and manner of death of persons who die within the county under circumstances that are sudden, unexpected, unnatural, suspicious, or violent, as designated in the Ohio Revised Code (ORC) 313.12.

With an estimated 11,000 deaths in Franklin County each year, the CRNR employs the use of the case management software, MDILog, to manage all the various information, photos, and test results collected as part of each case. To perform toxicology testing, the CRNR also utilizes a software solution, LIMS-plus (JusticeTrax), to upload testing results into MDILog. The current version of LIMS-plus used by the CRNR, which is hosted by FCDC, is reaching end-of-life at the end of 2023. The software connection between LIMS-plus and MDILog will need to be updated when LIMS-plus is updated as well.

Description

The CRNR seeks to upgrade to the latest, cloud-based SaaS version of their toxicology software, LIMS-plus v3, with the vendor's professional services. The MDILog vendor, Occupational Research & Assessment (ORA), will also provide vendor services to complete needed modifications to the current MDILog/LIMS-plus interface.

Schedule: The total cost of this implementation includes the 5-year contract support costs. The initial implementation and configuration will cost \$7,500 (included in the Year 1 cost for LIMS-plus). The one-time ORA cost of \$20,000 will be included in Year 1.

Tool	Year 1	Year 2	Year 3	Year 4	Year 5
LIMS-plus	\$49,500.00	\$42,000.00	\$42,000.00	\$42,000.00	\$42,000.00
MDILog	\$20,000.00	\$600.00	\$600.00	\$600.00	\$600.00
Totals >	\$69,500.00	\$42,600.00	\$42,600.00	\$42,600.00	\$42,600.00

Tools Total: \$239,900.00

FCDC will work with the CRNR to:

- Collaborate with all parties to test, troubleshoot, and make any needed modifications necessary to the LIMS-plus API
- Define and complete all decommission activities related to the current hosted LIMS-plus server.

FCDC Estimated Effort: \$9,200.00 (80 hours) *

**FCDC hours are not billable for the CRNR; these hours are included here to show the total project cost and to help FCDC plan resources*

Franklin County Data Center Recommendation

Replacing outdated applications is important to the security and resiliency of the County environment. The CRNR will work with FCDC throughout the procurement process and implementation. Therefore, FCDC recommends this resolution.

Fiscal Information

Funding Source: The CRNR will work with OMB to identify funding.

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

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

DEFERRED. RESOLUTION NOT HEARD.

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

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Franklin County Treasurer

Cheryl Brooks Sullivan, Member
Franklin County Treasurer

Antone White, Member
Director, Franklin County Board of Elections

Antone White, Member
Director, Franklin County Board of Elections

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

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

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

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

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

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

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

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

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



Franklin County Automatic Data Processing Board
Information Technology Project Resolution
Resolution #: 23-118
Dated: 09/11/2023

Title	Sheriff Mobile Application
Agency	Franklin County Sheriff's Office
Amount	\$89,132.67
Category	Software and Technology Services

Business Justification

The Franklin County Sheriff's Office's mission is to protect the lives and property of the citizens of Franklin County. TheSheriffApp.Com is a mobile application customized for the Sheriff's Office to have available for residents of Franklin County. Residents can access the mobile application to receive push notifications on active situations and search features for Inmates, active warrants, and registered sex offenders. Implementing this mobile app will better protect the community by allowing people to stay updated with the latest information.

Description

This procurement request includes the licensing, development, vendor implementation, and a three-year support contract to the Franklin County Sheriff's Office.

Fiscal Information


Funding Source: The Franklin County Sheriff's Office will work with OMB to identify funding.

FRANKLIN COUNTY, OHIO
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER
TECHNOLOGY MASTER SERVICE AGREEMENT
FRANKLIN COUNTY JOB AND FAMILY SERVICES

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

Abstained


John O'Grady, Member
Franklin County Commissioner

John O'Grady, Member
Franklin County Commissioner



Daniel O'Connor, Member
Franklin County Recorder

Daniel O'Connor, Member
Franklin County Recorder



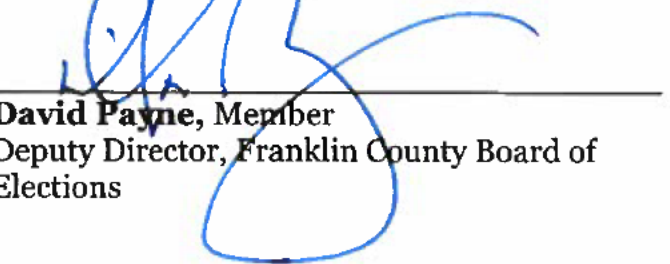
Cheryl Brooks Sullivan, Member
Franklin County Treasurer

Cheryl Brooks Sullivan, Member
Franklin County Treasurer



Antone White, Member
Director, Franklin County Board of Elections

Antone White, Member
Director, Franklin County Board of Elections



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

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

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

**FRANKLIN COUNTY DATA CENTER
TECHNOLOGY MASTER SERVICE AGREEMENT
FRANKLIN COUNTY JOB AND FAMILY 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

2023 Master Service Agreement



Between the:
Franklin County Data Center
and
Franklin County Job and Family Services

1.0 Master Service Agreement Overview

This is a Master Service Agreement (MSA) between the Franklin County Data Center (FCDC) and the Franklin County Job and Family Services (JFS). **This document is not a contract.** However, if services are used, it is expected that JFS 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.

2.0 Contact Information and Authorizations

2.1 Franklin County Data Center

Business Services

Enterprise Business Relationship Manager, Melissa Peoples:

(614) 525-5691

373 S. High Street, 9th Floor

Columbus, Ohio 43215

E-mail: melissa.peoples@franklincountyohio.gov

Team E-mail: fcdbcbusinessservices@franklincountyohio.gov

Enterprise Business Services Manager, Kara Cruikshank:

(614) 525-4728

373 S. High Street, 9th Floor

Columbus, Ohio 43215

E-mail: kara.cruikshank@franklincountyohio.gov

Team E-mail: fcdbcbusinessservices@franklincountyohio.gov

Financial Services

Chief Financial Officer, Julie Lust:

(614) 525-5826

373 S. High Street, 9th Floor

Columbus, Ohio 43215

E-mail: jalust@franklincountyohio.gov

Team E-mail: fcdfinancialservices@franklincountyohio.gov

Help Desk

Enterprise Support Manager, Rob Linton:

(614) 525-DATA (3282)

373 S. High Street, 8th Floor

Columbus, Ohio 43215

E-mail: robert.linton@franklincountyohio.gov

Team E-mail: helpdesk@franklincountyohio.gov

Service Management Portal: helpdesk.frankincountyohio.gov

2.2 Franklin County Job and Family Services

General Information

1721 Northland Park

Columbus, Ohio 43229

(844) 640-6446

Director of Social Services & Innovation, Michelle Lindeboom:

(614) 212-1996

1721 Northland Park Avenue

Columbus, Ohio 43229

E-mail: michelle.lindeboom@jfs.ohio.gov

Chief Administrator, Community Support Services & Partnerships, Vivian Turner:

(614) 212-1815

1721 Northland Park Avenue

Columbus, Ohio 43229

E-mail: vivian.turner@jfs.ohio.gov

Assistant Director/CFO, Christy Russell:

(614) 233-2055

1721 Northland Park Avenue

Columbus, Ohio 43229

E-mail: christy.russell@jfs.ohio.gov

Assistant Director, Communications, Bart Logan:

(614) 233-2030

1721 Northland Park Avenue

Columbus, Ohio 43229

E-mail: bart.logan@jfs.ohio.gov

Assistant Director, Operations, Dan Vaccarella:

(614) 233-2989

1721 Northland Park Avenue

Columbus, Ohio 43229

E-mail: dan.vaccarella@jfs.ohio.gov

Assistant Director, Child Care, Workforce and Community Contracts, Carmen Barnes:
 (614) 212-1711
 1721 Northland Park Avenue
 Columbus, Ohio 43229
 E-mail: carmen.barnes@jfs.ohio.gov

Deputy Director, Information Technology, Craig Collins:
 (614) 233-2580
 1721 Northland Park Avenue
 Columbus, Ohio 43229
 E-mail: craig.collins@jfs.ohio.gov

2.3 Contact Groups

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

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

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

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

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

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

Name	E-Mail	IT Contact	Service	Procurement	Security	Billing	Website
Michelle Lindeboom	michelle.lindeboom@jfs.ohio.gov						
Craig Collins	craig.collins@jfs.ohio.gov	X	X		X		X
Bart Logan	bart.logan@jfs.ohio.gov						X
Mark Mangold	mark.mangold@jfs.ohio.gov	X			X		X
William Mayerchak	william.mayerchak@jfs.ohio.gov	X					X
Daniel Miller	daniel.miller@jfs.ohio.gov	X					
Brian Pappada	brian.pappada@jfs.ohio.gov				X		
Harry Sopraseuth	harry.sopraseuth@jfs.ohio.gov			X			

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

3.0 Core Services

Key:

Partner = Partner utilizes this service and provides primary support

FCDC = FCDC provides primary support

Shared = Combination support between the Partner and FCDC

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

Vendor = Vendor provides service

Application Development and Enterprise Tools	Support	Notes
Graphic Design	Shared	JFS may request this service as needed from the FCDC GX Foundry Team.
Mobile Application Development	N/A	
Web Development and Content Management	Shared	Kentico Content Management Platform is the web content management tool administered by the FCDC GX Foundry Team and used by JFS: <ul style="list-style-type: none"> • https://jfs.franklincountyohio.gov/ • https://rise.franklincountyohio.gov/ (Also managed by COMM)

Data Analytics	Support	Notes
Data / Process Analysis	Shared	The FCDC GX Foundry Team owns and manages the platform for Power BI in the Franklin County Data Network (FCDN) Tenant for The Family Stabilization Unit (FSU) in JFS. JFS is the primary support for their office and staff by having developers for their analytics services. JFS is supported by JFS IT and the State of Ohio within its environment.
Reporting (Interactive/Operational)	FCDC	The FCDC GX Foundry Team provides reporting to the JFS FSU Department from the case management system using PowerBI when requested.

Engineering Services (IT for IT Departments)	Support	Notes
Partner Agency IT Staff access to support IT Services	Shared	FCDC provides support as needed.

Enterprise Infrastructure	Support	Notes
Data Backup Solutions	N/A	Managed by the State of Ohio, and JFS works directly with the State.
Data Storage	N/A	Managed by the State of Ohio, and JFS works directly with the State.
Hi-Availability (HA) Environment	N/A	Managed by the State of Ohio, and JFS works directly with the State.
Server Virtualization and Hosting	N/A	Managed by the State of Ohio, and JFS works directly with the State.
SQL Database	N/A	Managed by the State of Ohio, and JFS works directly with the State.

Enterprise Network	Support	Notes
Communications & Collaboration	N/A	JFS utilizes the phone system solution provided and managed by the State of Ohio. JFS works directly with the State.
Internet, Firewall, and VPN Services	N/A	Managed by the State of Ohio, and JFS works directly with the State.
Wide Area Network (WAN) Connectivity	N/A	Managed by the State of Ohio, and JFS works directly with the State.
Wired Network Connectivity	Shared	In addition to the State of Ohio network, wired connectivity to the FCDN is in place for the Public Facility Management staff area at all three locations and is managed by FCDC.
Wireless (Wi-Fi) Network Connectivity	N/A	Managed by the State of Ohio, and JFS works directly with the State.

Enterprise Offerings	Support	Notes
Adobe Licensing	Partner	JFS maintains their own Adobe licenses.
DocuSign	FCDC	FCDC owns the contract with the Vendor. FCDC will manage all users in the DocuSign account and assist in creating templates. See section 4.2 for Special Support Services.
Everbridge	Shared	Franklin County Emergency Management and Homeland Security own this application, and JFS utilizes it for communication. Craig Collins and Bart Logan maintain their staff and messages in Everbridge.
Geographic Information Systems (GIS)	N/A	Managed by the State of Ohio, and JFS works directly with the State.
Intellivue Document Imaging Solution	N/A	
Microsoft 365	Partner	JFS receives licensing through the State of Ohio.
AvePoint	N/A	
Dynamics	FCDC	See Section 4.1 Special Support Services.
SharePoint	N/A	
Enterprise ERP (MUNIS)	Shared	The Franklin County Auditor's Office is responsible for the application. FCDC collects MUNIS charges from JFS at the direction of the Board of Commissioners' OMB Office.
OnBase Information Platform	N/A	
Zoom	Shared	JFS utilizes the following Zoom licensing: <ul style="list-style-type: none"> (2) Paid Licenses

Enterprise Support	Support	Notes
Centralized Help Desk and Call Center	Shared	Help Desk services are provided both internally by JFS and the State of Ohio. However, for items involving resources within Franklin County, the FCDC Help Desk is the primary support for applications hosted within the FCDN.
Hardware Salvage	Shared	JFS uses FCDC to process and dispose of unusable IT assets.
Remote and On-Site Support	N/A	Managed by the State of Ohio, and JFS works directly with the State.

User Device Management and Imaging	Shared	This applies to only one device used by an intern for JFS, a Cristo Rey High School student. The intern utilizes a Dell laptop provided and set up for JFS by the Franklin County Department of Human Resources.
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iSeries Administration and Development	Support	Notes
iSeries Application Development and Support	N/A	
iSeries Infrastructure Support	N/A	

Leadership and Strategy	Support	Notes
Disaster Recovery and Continuity Planning	N/A	
PFM and IT Coordination	Shared	JFS may request this service on an as-needed basis.
Strategic Technology Planning	N/A	
vCIO (Virtual CIO)	N/A	

Procurement and Legal Contracts	Support	Notes
Assistance with Legal Contracts and RFPs	N/A	
IT Budget Planning	Partner	
IT Procurement Assistance	Shared	JFS is required to procure items from the State of Ohio's standard list but is still required to follow the Franklin County Procurement Policy and utilize FCDC procurement services when necessary in the LINK application.
Vendor and Licensing Management	N/A	

Security	Support	Notes
Anti-Virus	N/A	Managed by the State of Ohio, and JFS works directly with the State.
Assistance with Security Audits	N/A	
Cyber Security Insurance Policy Compliance	Shared	The JFS environment, where applicable, is covered by the State of Ohio policy, and The County's Policy covers any components that are related to the FCDN.
Multifactor Authentication (MFA) and Single Sign-On (SSO)	Shared	Only for FCDN components accessed by JFS staff that utilize this service (e.g., SailPoint).
Security Incident Support	Shared	FCDC will assist with any security incident support activities that pertain to elements that involve FCDN. This applies to only one device the Cristo Rey High School Intern uses.
Security Training and Consultation	N/A	JFS is provided KnowBe4Training through the State of Ohio ODJFS.
Web Filtering	N/A	Managed by the State of Ohio, and JFS works directly with the State.

4.0 Special Support Services

4.1 Microsoft Dynamics 365: Dynamics 365 Case Management license. JFS Family Stabilization Unit (FSU) utilizes Microsoft Dynamics 365 (D365) as a Customer Relationship Management (CRM) tool. D365 is an agile method of collecting data in a single location and visualizing key performance metrics with easy-to-understand charts and graphs.

FCDC Responsibility:

- FCDC budgets and pays for Dynamics Services on behalf of JFS. FCDC will charge back JFS for this service, and FCDC resources
- FCDC hosts the application, maintains the database, and user management on behalf of JFS
- FCDC is responsible for verifying license counts through the FCDC Enterprise Agreement with Microsoft
- FCDC is responsible for maintaining accurate internal documentation in the Confluence Knowledge base as information becomes available
- FCDC is responsible for coordinating and communications with Vendor support

JFS Responsibility:

- JFS is responsible for maintaining active licenses and deactivating accounts when needed
- JFS will submit a LINK request to purchase any licenses
- JFS will submit a Security Request for new users
- JFS supports and assists FSU users with installing PING ID
- JFS may direct FCDC to communicate with the Vendor in special circumstances
- JFS is responsible for understanding expected performance and functionality
- JFS is responsible for all business processes related to using the D365 application

Vendor Responsibility: RSM

- RSM provides primary support and maintenance for this application
 - RSM enables, and grants users access to environments
 - RSM provides updates within the application
- RSM must operate within all FCDC policies

4.2 DocuSign: Software for document signing. JFS uses this process to replace the forms that were physical copies for clients to sign during appointments.

Current templates:

- OWF/SSC Contract
- CSEA 7092
- IOP
- Employability Form 632
- Form 3804

FCDC Responsibility:

- FCDC will maintain the relationship with the Vendor and will reach out to DocuSign directly if an issue is occurring
- FCDC will maintain the annual licensing for users for an agency
- FCDC will notify JFS if any maintenance or outage is occurring
- FCDC will provide training for new forms once they are set up and ready for usage
- FCDC will assist in updating active forms as requested by JFS
 - This includes conditional rules and/or formatting that are required within templates
- FCDC is responsible for uploading the form and building the template within DocuSign

JFS Responsibility:

- JFS will submit a Security Request for new users
- JFS will notify FCDC through a Security Request for new users that require to be set up with DocuSign and when users need to be deleted
 - The request must be from the authorized requester list for that agency
 - The requestor should select a New User/Update User and note that the DocuSign security group to be added to that user account
- JFS is responsible for understanding expected performance and functionality
- JFS supports and assists users with installing PING ID
- JFS will notify FCDC if new forms are required by placing a Jira ticket
- JFS is responsible for maintaining the templates, forms, and updates within DocuSign
- JFS is responsible for training JFS new staff
 - JFS may request a training session if a special circumstance requires through a Jira ticket
- JFS is responsible for sending the updated document to FCDC to upload into DocuSign

Vendor Responsibility: DocuSign

- DocuSign provides secondary support and maintenance for this application
 - JFS should work with FCDC to engage with DocuSign

5.0 Budgeting and Service Charges

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.

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

Typical Annual Budget Schedule:

- **February – April:** Identify potential IT Plans and engage with FCDC and vendors to define the request and obtain cost information.
- **May:** Prepare Budget documentation
- **June:** Submit IT Budget Plan for FCDC Approval through BFM
- **July – October:** OMB review and budget hearings are scheduled
- **December:** OMB Budget Approval & Submission of Recurring Costs Budget to FCDC for a January Data Board approval

5.2 FCDC IT Procurement Policy

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

5.3 Chargeback allocations

5.3.1 Rates: FCDC rates are calculated annually using a third-party accounting firm (DMG-MAXIMUS, Inc.) specializing in federal, State, and county rate studies. A current-year rate sheet will be shared with the Partner Agency on or before the 15th of January.

5.3.2 Billing: FCDC bills on behalf of the Commissioners and at the direction of OMB. FCDC uses internal tracking tools to establish resource usage and FCDC staff labor every month. All services provided by FCDC for JFS will be invoiced monthly. Full payment will be due no later than 30 days after receipt of invoices. JFS will pay 100% of the costs to FCDC from their existing budget, and then JFS may apply for federal reimbursement at the current rate.

Payments shall be by check or warrant, made payable to:

FRANKLIN COUNTY DATA CENTER

Vendor 32201

373 S. High Street, 9th Floor

Columbus, Ohio 43215-4599

Invoices will be sent to:
ATTENTION: Harry Sopraseuth
Franklin County Job and Family Services
1721 Northland Park
Columbus, Ohio 43229

5.3.3 Billing questions or disputes can be directed as follows:

#	Who	Phone	E-mail
1	Financial Services	N/A	fcdfinancialservices@franklincountyohio.gov
2	Chief Financial Officer, Julie Lust	(614) 525-5826	jalust@franklincountyohio.gov
3	Enterprise Business Relationship Manager, Melissa Peoples	(614) 525-5691	melissa.peoples@franklincountyohio.gov
4	Enterprise Business Services Manager, Kara Cruikshank	(614) 525-4728	kara.cruikshank@franklincountyohio.gov
5	Chief Information Officer, Adam Frumkin	(614) 525-3006	adam.frumkin@franklincountyohio.gov

6.0 Terms and Conditions

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 and handle the issues 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

Phone: (614) 525-3282 (DATA)

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

General requests and questions:

E-mail: helpdesk@franklincountyohio.gov

Phone: (614) 525-3282 (DATA)

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

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

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

Projects and other work:

Enterprise Business Relationship Manager, Melissa Peoples

E-mail: melissa.peoples@franklincountyohio.gov

Phone: (614) 525-5691

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:

Incidents and General Requests:

#	Who	Phone	E-mail
1	Help Desk	(614) 525-3282	helpdesk@franklincountyohio.gov
2	Enterprise Support Manager, Robert Linton	(614) 525-5694	robert.linton@franklincountyohio.gov
3	Enterprise Business Relationship Manager, Melissa Peoples	(614) 525-5691	melissa.peoples@franklincountyohio.gov
4	Enterprise Business Services Manager, Kara Cruikshank	(614) 525-4728	kara.cruikshank@franklincountyohio.gov
5	Chief Operations and Communications Officer, Tasha Hyler	(614) 525-6798	tjhyler@franklincountyohio.gov
6	Chief Information Officer, Adam Frumkin	(614) 525-3006	adam.frumkin@franklincountyohio.gov

Procurement:

#	Who	Phone	E-mail
1	Financial Services	N/A	fcdcfinancialservices@franklincountyohio.gov
2	Chief Financial Officer, Julie Lust	(614) 525-5826	jalust@franklincountyohio.gov
3	Enterprise Business Relationship Manager, Melissa Peoples	(614) 525-5691	melissa.peoples@franklincountyohio.gov
4	Enterprise Business Services Manager, Kara Cruikshank	(614) 525-4728	kara.cruikshank@franklincountyohio.gov
5	Chief Information Officer, Adam Frumkin	(614) 525-3006	adam.frumkin@franklincountyohio.gov

Approved Projects and other work:

#	Who	Phone	E-mail
1	Project Lead	N/A	
2	Enterprise Business Relationship Manager, Melissa Peoples	(614) 525-5691	melissa.peoples@franklincountyohio.gov
3	Enterprise Business Services Manager, Kara Cruikshank	(614) 525-4728	kara.cruikshank@franklincountyohio.gov
4	Chief Operations and Communications Officer, Tasha Hyler	(614) 525-6798	tjhyler@franklincountyohio.gov
5	Chief Information Officer, Adam Frumkin	(614) 525-3006	adam.frumkin@franklincountyohio.gov

6.5 Service Prioritization

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

Priority	Criteria	Response
Priority 5 (LOWEST) Standard Service Request	<ul style="list-style-type: none">• There is no negative impact on the business or services.• Standard, repeatable requests (e.g., user management)• Low-effort maintenance or enhancement requests• A method for taking larger requests that may turn into a project but require additional information and understanding	<ul style="list-style-type: none">• FCDC Staff member will be assigned and contact the requestor as an acknowledgment of the request• FCDC will work with the requestor to establish an agreed service delivery schedule or next steps

<p>Priority 4 (LOW) Minimal or No Business Impact</p>	<ul style="list-style-type: none"> • Minimal impact on business or service • No production or individual end-user is affected • 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 	<ul style="list-style-type: none"> • FCDC Technician will be assigned and will strive to contact the reporting user within a business day of ticket assignment • FCDC will attempt to resolve this within 40 normal business hours • FCDC will communicate with the reporting user until resolved
<p>Priority 3 (MEDIUM) Minor Business Impact</p>	<ul style="list-style-type: none"> • There is a degradation to a business service but not a work stoppage • The service component or procedure is NOT critical to customer business functions • The business has an alternative approach until it is resolved 	<ul style="list-style-type: none"> • FCDC Technician will be assigned and will strive to contact the reporting user within four (4) normal business hours of ticket assignment • FCDC will attempt to resolve within 24 normal business hours • FCDC will communicate with the reporting user until resolved
<p>Priority 2 (HIGH) Major Business Impact</p>	<ul style="list-style-type: none"> • A business service component, procedure, or application is unusable, or service degradation is very high • The business service is isolated to one (1) Partner Agency • Business service delivery is critically impacted • The business is unable to use an alternative approach to deliver service • A moderate security threat has been identified 	<ul style="list-style-type: none"> • FCDC Technician will be assigned and will strive to contact the reporting user within one (1) hour of ticket assignment during normal business hours • If after hours, an FCDC technician will be dispatched and will strive to contact the reporting user within two (2) hours • FCDC will begin work immediately and continue until resolved • FCDC will communicate with the reporting user until resolved
<p>Priority 1 (HIGHEST) Severe Business Impact</p>	<ul style="list-style-type: none"> • The entire Franklin County userbase or multiple Partner Agencies are experiencing loss to a production service • Foundational infrastructure component and/or a shared application outage (or imminent outage) with a critical impact on business services • Will cause a significant negative impact on Franklin County's revenue • A substantial security threat has been identified 	<ul style="list-style-type: none"> • 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 • If after hours, an FCDC technician will be dispatched and will strive to contact the reporting user (any method) within one (1) hour • FCDC will begin work immediately and continue until resolved • FCDC will communicate with the reporting user consistently during normal business hours until resolved • If the Partner Agency is impacted by a Priority 1 incident but is not the reporting user, contact the Help Desk or BRM for an update • Business Services will issue an E-mail notification to all IT Contacts within one (1) business day

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

6.6 Security Audit

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

6.7 MSA Infringement

If either party identifies an infringement within the MSA processes, they shall disclose it to the other party as soon as possible. FCDC will then initiate an investigation to determine if updates to the MSA document will be necessary. If an expectation based on this document has not been met, FCDC will work with the Partner to determine a corrective path forward.


6.8 Termination of the MSA

This MSA shall remain in effect until terminated. Either party may terminate this MSA with a 180-day termination notification. Termination notifications from FCDC will go to all members on the IT Contact list. Termination notifications from JFS will go to the FCDC CIO and the Enterprise Business Services Manager.

FRANKLIN COUNTY DATA CENTER
PERSONNEL ACTION
BACKFILL: DIGITAL PRODUCT OWNER 2

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



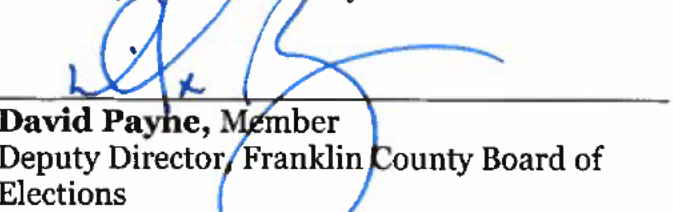
Cheryl Brooks Sullivan, Member
Franklin County Treasurer

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
Elections

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

**FRANKLIN COUNTY DATA CENTER
PERSONNEL ACTION
BACKFILL: DIGITAL PRODUCT OWNER 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 **23-120** 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 **23-120**.

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

Data Center Personnel Action – Backfill – Harrison Ponce

PERSONNEL ACTION FORM		
TRANSACTION TYPE	Backfill	
EMPLOYEE/CANDIDATE NAME:	Harrison Ponce	
PERSONNEL ACTION NUMBER	23-120	
PERSONNEL ACTION DATE (BOARD)	September 11, 2023	
DATA CENTER SECTION	GX Concourse	
NEW JOB POSITION / TITLE	Digital Product Owner 2	
PAY GRADE	13	
EFFECTIVE DATE	September 11, 2023	
PAY GRADE SALARY RANGE		
MINIMUM	MID	MAXIMUM
\$72,199	\$88,444	\$104,689
	BASE RATE	ANNUAL SALARY
NEW	\$ 43.2692	\$ 90,000

KEY RESPONSIBILITIES OF THE ROLE

We've been using Jira Service Management and Confluence for 3 years, and Jira Work Management for several months (all Cloud Premium editions), but our deployment is bare bones. We want you to take us to the next level. We anticipate work spreading across a few phases:

[1] Exploration and Adjustment

You'll explore what we've done with Jira / Confluence so far and recommend changes to boost our service effectiveness. You'll also get us started with Jira forms processing and workflows for a few IT service use cases.

[2] Tackle Asset Management

Next, you'll add a new dimension to our Jira environment: asset management. Work closely with our IT service teams to develop unique object schemas and figure out how to reliably pull assets from our various scanning tools.

[3] Expand Jira to Multiple Customers

We've got customers lined up, ready to join our enterprise Jira environment. As a Product Owner you'll grow the user base and cover lots of new use-cases via process mapping and Jira solution development.

After these 3 phases, the sky's the limit. We think Jira will take off across the County as more users get a great experience – via your efforts.

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

EMPLOYMENT NOTABLES

- Provide consulting, support, and training to IT employees on best practices for IT Asset Management, Service Management, and Desktop Support.
- Consulted, Designed, and Implemented a long-term roadmap to overhaul existing on-prem fleet management tooling to open-source tooling.
- Designed reports and dashboards for tracking progress of sprints (at the team and individual levels), short-term and long-term projects, as well as quarterly and annual breakdowns of the team's workload.
- Managed/supported project for implementation of new service management tool for joint Facilities & IT use, saving the college a quarter-million dollars annually.

EDUCATION & OTHER CREDENTIALS

- Bachelor of Science – Chemistry
- Bachelor of Arts – Music Performance
- ITIL 4 Foundation
- Lean Portfolio Management (ICP-LPM) Certified Professional
- Blended Threat CPE Certificate

RELEVANT WORK EXPERIENCE

- Jira – 2 years
- IT Asset Management – 3 years
- Service Desk Manager/Specialist – 5+ years
- Program/Project Manager – 3+ years
- ITSM Tools – 5+years

SCREENING STATUS

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

Kassy Franz, Chief People Officer

HARRISON PONCE

[linkedin.com/in/harrison_ponce](https://www.linkedin.com/in/harrison_ponce)

COMMITTED TO CREATING + SUPPORTING EFFECTIVE AND SUSTAINABLE SOLUTIONS FOR TECHNOLOGY USERS OF VARIOUS BACKGROUNDS AND APPLICATIONS, WITH PARTICULAR EMPHASIS ON PROMOTING THE SUCCESS AND WELL-BEING OF COLLEAGUES AND CLIENTS.

EDUCATION

DENISON UNIVERSITY | (GRANVILLE, OH) - 2018
BACHELOR OF SCIENCE + BACHELOR OF ARTS
Chemistry + Music Performance

EXPERIENCE

DENISON UNIVERSITY | (GRANVILLE, OH) - 2023 - PRESENT
IT CONSULTANT

- Provide consulting, support, and training to IT employees on best practices for IT Asset Management, Service Management, and Desktop Support.
- Partner with departments (both in IT and externally) that share an ITSM tool to optimize the functions, features, and automations to suit the needs of the team.
- Leverage existing data pipelines into data visualization tools (e.g., Tableau) to build dashboards with financial, asset, operational, and time-based data.
- Explore and create integrations between collaboration and ITSM tools to provide automation and increase work efficiency.

[Click here to read full job description and accomplishments.](#)

COINBASE | (REMOTE) - 2021 - 2023
TECHNICAL PROGRAM MANAGER

- Consulted, Designed, and Implemented a long-term roadmap to overhaul existing on-prem fleet management tooling to open-source tooling.
- Designed reports and dashboards for tracking progress of sprints (at the team and individual levels), short-term and long-term projects, as well as quarterly and annual breakdowns of the team's workload.
- Partnered with IT teams and various external teams to identify value in automation for repetitive manual tasks. Transformed the discovery into several short-term sprint goals to achieve 70% less manual work by the end of the quarter.

[Click here to read full job description and accomplishments.](#)

DENISON UNIVERSITY | (GRANVILLE, OH) - 2019 - 2021
SERVICE DESK MANAGER

- Managed/supported project for implementation of new service management tool for joint Facilities & IT use, saving the college a quarter-million dollars annually.
- Revamped decades-old historical procedures and policies, as well as implemented a built-in system ensuring quality documentation and re-review at consistent intervals.

[Click here to read full job description and accomplishments.](#)

DENISON UNIVERSITY | (GRANVILLE, OH) - 2018 - 2019
ASSET MANAGEMENT COORDINATOR & DESKTOP SUPPORT SPECIALIST

- Coordinated the entire lifecycle of university assets.
- Eliminated bottlenecks and dependencies within the internal and client procurement requests, creating a more customer-centered process that resulted in better morale and partnership.
- Assisted in annual million-dollar capital expenses/projects, providing consistent and accessible data and reporting to leadership along the way.

[Click here to read full job description and accomplishments.](#)

CERTIFICATIONS + TRAINING

AGILE TRAINING | IC-LPM | IOWA GROW
ITIL 4 FOUNDATION | MANAGER TOOLS

PERSONAL + WORKING SKILLS

- Excellent time-management skills
- Patient, hard working, self-motivated
- Eager to learn and grow, highly invested in the teaching and empowerment of colleagues and directs.
- Creative and effective design skills
- Fast learner and early-adopter/advocate for change and process improvement

SOFTWARE

COLLABORATION + PRODUCTIVITY

CONFLUENCE | GOOGLE WORKSPACE
JAMBOARD | LUCIDCHART | LUCIDSPARK
MICROSOFT OFFICE | MIRO | OFFICE365
SHAREPOINT | SMARTSHEET

DATA, ANALYSIS + VISUALIZATION

ACCESS | EAZYBI | ELLUCIAN BANNER
GOOGLE ANALYTICS | LOOKER | ODATA
POWER BI | REST API | SNOWFLAKE | TABLEAU

IDENTITY + SECURITY

1PASSWORD | AZURE AD | CODE42 | DUO
GOOGLE AUTHENTICATOR | LASTPASS | OKTA
ONELOGIN

IT SERVICE + PROJECT MANAGEMENT

ASANA | FOOTPRINTS | JIRA | SERVICENOW
SOLARWINDS | TOPDESK | TRELLO
WEBTMA | ZENDESK

MANAGEMENT + OBSERVABILITY

CISCO HCS & VOSS | FORTINAC
GOOGLE ADMIN | JAMF PRO | INTUNE
MUNKI | OOMNITZA | PUPPET | SAL | ZCM

PROFESSIONAL ASSOCIATIONS

- AXELOS, Educause, itSMF USA, PMI, ThinkHDI, TPM Community

FRANKLIN COUNTY DATA CENTER
PERSONNEL ACTION
BACKFILL: DIGITAL PRODUCT OWNER 1


Voting Aye thereon

Voting Nay thereon



Michael Stinziano, Secretary, Administrator
Franklin County Auditor

Michael Stinziano, Secretary, Administrator
Franklin County Auditor

 for KJB

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

 FOR 509


John O'Grady, Member
Franklin County Commissioner

John O'Grady, Member
Franklin County Commissioner

 1020

Daniel O'Connor, Member
Franklin County Recorder

Daniel O'Connor, Member
Franklin County Recorder

 1005

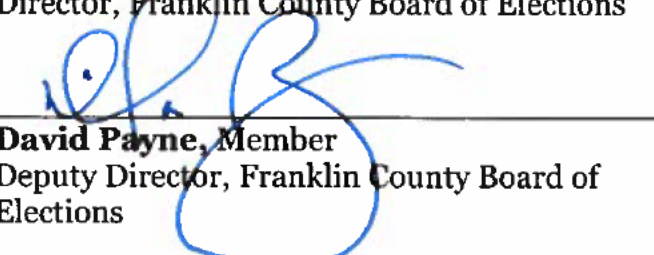
Cheryl Brooks Sullivan, Member
Franklin County Treasurer

Cheryl Brooks Sullivan, Member
Franklin County Treasurer



Antone White, Member
Director, Franklin County Board of Elections

Antone White, Member
Director, Franklin County Board of Elections



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

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

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

**FRANKLIN COUNTY DATA CENTER
PERSONNEL ACTION
BACKFILL: DIGITAL PRODUCT OWNER 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 **23-121** 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 **23-121**.

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

Data Center Personnel Action – Backfill – Caitlyn Coughlin

PERSONNEL ACTION FORM			
TRANSACTION TYPE		Backfill	
EMPLOYEE/CANDIDATE NAME:		Caitlyn Coughlin	
PERSONNEL ACTION NUMBER		23-121	
PERSONNEL ACTION DATE (BOARD)		September 11, 2023	
DATA CENTER SECTION		GX Concourse	
NEW JOB POSITION / TITLE		Digital Product Owner 1	
PAY GRADE		12	
EFFECTIVE DATE		September 11, 2023	
PAY GRADE SALARY RANGE			
MINIMUM	MID	MAXIMUM	
\$67,950	\$83,239	\$98,528	
	BASE RATE	ANNUAL SALARY	
NEW	\$ 33.6538	\$ 70,000	
<u>KEY RESPONSIBILITIES OF THE ROLE</u>			
<ul style="list-style-type: none"> • Product Owners ensure we’re living up to our Government Experience (GX) ideals, and ensure our customers are getting mission-focused value from the products we provide, based on human-centered design principles. • We have nearly 50 software products today, with user bases numbering from tens to thousands across 40+ local government customers. • These Products need clear product roadmaps, backlogs of enhancements to build, and regular check-ins with users to ensure our solutions are still relevant. <ul style="list-style-type: none"> ○ Example Products: OnBase, Teams and SharePoint, DocuSign, SurveyMonkey, custom-coded .NET apps, custom ColdFusion apps, solutions built with Power Automate or Power BI, Atlassian products, and more. • Each product provides vital apps to our customers, and each one needs clear user personas, user journey maps, technical architecture and user documentation, and more. 			
<u>EMPLOYMENT NOTABLES</u>			
<ul style="list-style-type: none"> • Provided support to end users on hardware and software related issues varying from hardware failures to network connectivity. • Worked as a liaison between victims of domestic violence and the courtroom to file Ex Parte Civil Protection Orders (CPOs) pro se. 			

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

- Managed 3-5 employees each shift, regularly opened/closed the store, revised inventory and managed store upkeep and cleaning.
- Used numerous software programs (Blackboard, Teamviewer, Peoplesoft, etc.) with ease to aid in the assistance of customers.

EDUCATION & OTHER CREDENTIALS

- Bachelor of Arts: Psychology – Ohio University

RELEVANT WORK EXPERIENCE

- Supervisory Experience – 5+ years
- Information Technology – 4+ years
- Customer Relations – 8 years
- Change Management – 2+ years
- SharePoint – 2+ years

SCREENING STATUS

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

Kassy Franz, Chief People Officer

CAITLYN COUGHLIN

CONTACT



Linkedin.com/in/CaitlynCoughlin



PROFESSIONAL EXPERIENCE

INFORMATION TECHNOLOGY SPECIALIST NOVEMBER 2020 - PRESENT

Franklin County Domestic Relations and Juvenile Courthouse

- Provide support to end users on hardware and software related issues varying from hardware failures to network connectivity.
- Respond to personnel requests and document, track, and monitor the request to ensure a timely resolution.
- Train and share knowledge on complex issues with other I.T. staff as well as articulate relevant information to a non-technical audience.
- Collaborates with a variety of court staff to create, pilot, implement, and monitor technical solutions.

CIVIL PROTECTION ORDER LIAISON AUGUST 2018 – NOVEMBER 2020

Franklin County Domestic Relations and Juvenile Courthouse

- Worked as a liaison between victims of domestic violence and the courtroom to file Ex Parte Civil Protection Orders (CPOs) pro se.
- Reviewed terms of the CPO with victims and answered questions regarding preparation for hearings, service and available legal or domestic violence services.
- Performed various clerical duties such as notarizing affidavits and acknowledgements, statistical data entry and E-filing a variety of legal documents.

ASSISTANT MANAGER AUGUST 2013 – AUGUST 2018

Jersey Mike's Subs

- Managed 3-5 employees each shift, regularly opened/closed the store, revised inventory and managed store upkeep and cleaning.
- Conducted weekly produce/supply ordering from vendors as well as counted the register for accuracy and determined daily cash deposits.

IT SERVICE DESK STUDENT EMPLOYEE SEPTEMBER 2015 - APRIL 2017

Ohio University Office of Information Technology

- Communicated via telephone with staff, students and alumni to troubleshoot various technological concerns
- Assessed the technological skills/abilities of the customer and adjusted all instruction and language accordingly.
- Used numerous software programs (Blackboard, Teamviewer, Peoplesoft, etc.) with ease to aid in the assistance of customers.

EDUCATION

B.A. of Psychology

Ohio University 2014-2017

RECENT COURSEWORK

Project Management Essentials

May 2022

Sharepoint 2016

October 2021

Change Management

September 2021

Office365

September 2021

Google Online Products

January – April 2017

PROFESSIONAL PROJECTS

D.R.J. Courtroom Upgrade

Ongoing - Project Co-Lead

D.R.J. Website Re-build

Ongoing - Project Lead - Vendor Procurement

Ongoing - Project Lead - Website Committee

C.P.O. COVID-19 Emergency

Procedural Changes

Completed - Member

CERTIFICATIONS

Notary Public 2019

Deputy Clerk 2020

FRANKLIN COUNTY DATA CENTER
PERSONNEL ACTION
PROMOTION: DIGITAL PRODUCT OWNER 1

Voting Aye thereon

Voting Nay thereon



Michael Stinziano, Secretary, Administrator
Franklin County Auditor

Michael Stinziano, Secretary, Administrator
Franklin County Auditor

 R KJB

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

 FSE JOB

John O'Grady, Member
Franklin County Commissioner

John O'Grady, Member
Franklin County Commissioner

 1210

Daniel O'Connor, Member
Franklin County Recorder

Daniel O'Connor, Member
Franklin County Recorder

 1C85

Cheryl Brooks Sullivan, Member
Franklin County Treasurer

Cheryl Brooks Sullivan, Member
Franklin County Treasurer



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

**FRANKLIN COUNTY DATA CENTER
PERSONNEL ACTION
PROMOTION: DIGITAL PRODUCT OWNER 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 **23-122** 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 **23-122**.

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

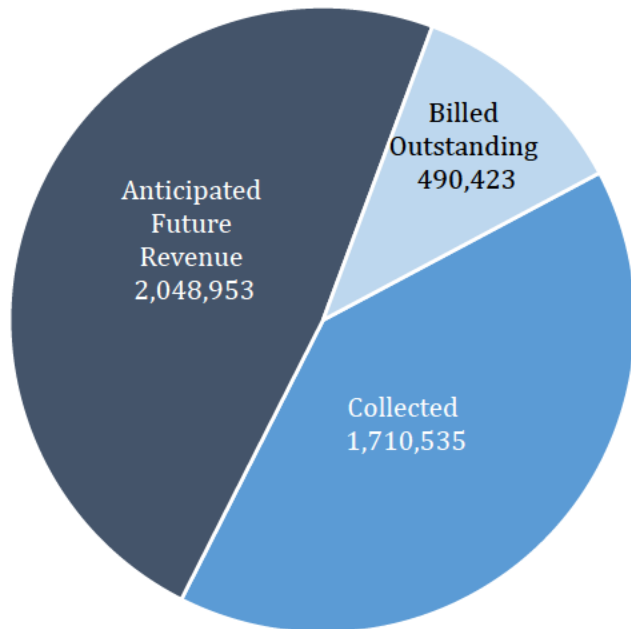
Data Center Personnel Action – Promotion – Brandi Guess

PERSONNEL ACTION FORM			
TRANSACTION TYPE		Promotion	
EMPLOYEE/CANDIDATE NAME:		Brandi Guess	
PERSONNEL ACTION DATE (BOARD)		September 11, 2023	
DATE HIRED		July 11, 2022	
YEARS WITH FRANKLIN COUNTY		1 year, 2 months	
CURRENT DATA CENTER SECTION		Enterprise Technology	
NEW DATA CENTER SECTION		GX Platform	
CURRENT JOB POSITION / TITLE		Enterprise Support Analyst 2	
NEW JOB POSITION / TITLE		Digital Product Owner 1	
PAY GRADE		12	
PAY GRADE SALARY RANGE			
MINIMUM	MID	MAXIMUM	
\$ 67,950	\$ 83,239	\$ 98,528	
		BASE RATE	ANNUAL SALARY
PREVIOUS		\$ 27,4038	\$ 57,000.06
NEW		\$ 33,6538	\$ 70,000.00
MISCELLANEOUS ACTIONS / COMMENTS			
<p>Brandi has been a valuable team member on the FCDC Help Desk -- she goes above and beyond our standards to ensure customers and even future customers have a better support experience when engaging with anyone on the Help Desk. Since finding her place in FCDC, Brandi made our Confluence documentation system her own, adding and improving the content within and promoting its use to colleagues and customers. Additionally, she's repeatedly made thoughtful cases for enhancing both Jira Service Management and Confluence. These are the model characteristics of a Product Owner. We are excited to have her join the GX Platforms team, where her customer experience focus and passion for identifying and delivering optimal solutions will be a valuable asset in shaping our journey to create a better government experiences throughout Franklin County.</p>			
Kassy Franz, Chief People Officer			

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

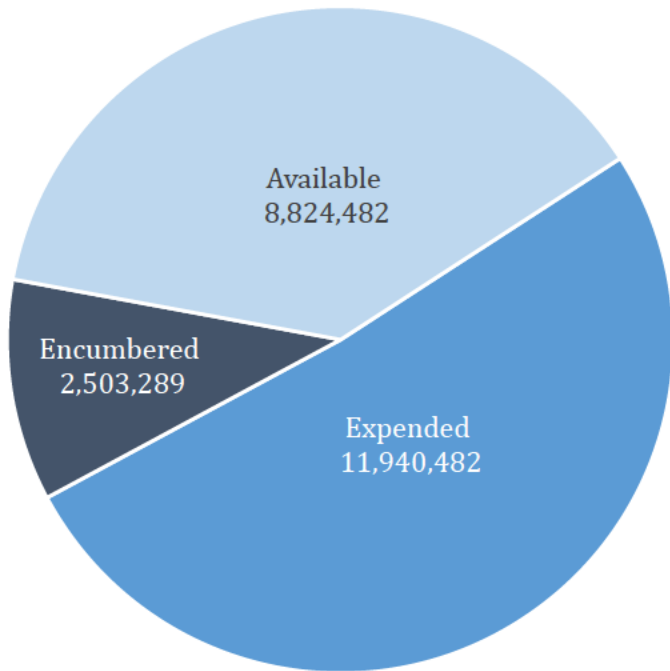
2023 Revenue	Original Appropriation	Revised Budget	YTD Collected		Delta	Percent Collected	Budget Outstanding
Service Fees & Charges	4,249,911		1,710,535		2,539,376	40%	60%

2023 Aging of Outstanding Revenue	Current	< 30 Days Past Due	< 60 Days Past Due	< 90 Days Past Due	Over 90 Days Past Due	Total Billed Outstanding
	171,326	103,354	81,323	85,242	49,178	490,423



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

2023 Expenses	Original Appropriation	Revised Budget	YTD Expended	YTD Encumbrances	Available Budget	Percent Expended & Encumbered	Percent Available
Salaries and Wages	7,043,170	7,301,353	5,007,428	-	2,293,925	71%	29%
Benefits and Taxes	2,841,081	2,883,302	1,927,610	-	955,692	68%	32%
Materials and Services	12,354,138	12,354,138	5,005,444	2,503,289	4,845,405	61%	39%
Capital Investment	-	729,460	-	-	729,460		
Total	22,238,389	23,268,253	11,940,482	2,503,289	8,824,482	65%	35%



Franklin County Data Center Project Procurement Update as of August 31, 2023

Resolution Number	Resolution Date	Resolution Amount	Expended Amount	Remaining / Savings	Status	Description
23-002	1/9/2023	11,566,746	5,005,444	6,561,302	Ongoing	Data Center 2023 baseline budget and ongoing expenses
22-084	8/1/2022	500,000	76,954	423,046	Ongoing	Network Infrastructure associated with Body-Worn Camera project
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
22-085	8/1/2022	670,431	670,431	-	Estimated Delivery 12/15/23	General Session 11/8/2022 - Approves commitment letter for 2022 order and 2023 delivery and payment