

**Automated Data Processing Board Meeting  
Wednesday February 25, 2009**

**MINUTES FROM February 4, 2009 MEETING**

**A. CALL TO ORDER;** The chair will call the meeting to order at 9:35 a.m.

\*Late start due to weather conditions

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL OF MEMBERS;** report on absent members

PRESENT	Bill Buckholtz	Representing	Frank Russo, Auditor
PRESENT	Mark Parks – alternate for Matt Rubino	Representing	Board of County Commissioners
PRESENT	Thomas Arnaut * Arrived at 9:42	Representing	Nancy R. McDonnell, Common Pleas Court
ABSENT	John O'Connor	Representing	Gerald Fuerst, Clerk of Courts
PRESENT	Jim Zak	Representing	Lillian Greene, Recorder
PRESENT	Pat Kresty	Representing	Gerald McFaul, Sheriff
ABSENT	Robin Roy	Representing	Board of Elections
PRESENT	Brendan Gorman	Representing	Board of Elections
PRESENT	Gerald Murphy	Representing	James Rokakis, Treasurer

**Also attending:**

Joe Hernandez	Sybil Haney	Denise Denardo
Kal Alnazer	Erin Patton	Larry Jones II
Steve Letsky	Cheryl Arslanian	Cherie Kubit
Debbie Davtovich	Linda Lingler	Fady Asfour
Bob Lupo	Donna Mendise	Dottie Sievers
Lisa Durkin	Mary Lou Dowling	

**D. DISPOSAL OF MINUTES** from December 8, 2008 meeting.

- Ms. Kresty: We are voting on the record of the minutes, that is what we are approving?
- Mr. Weaver: Correct
- Ms. Kresty: We are not reconsidering the actions of that date.
- Ms. Thomas: We are approving what happened at the last meeting.
- Mr. Weaver: We are approving the minutes that the clerk records.
- Ms. Kresty: The Plain Dealer's understanding is that we are considering the actions of that meeting by voting on the disposed minutes.
- Mr. Buckholtz: You are voting on the accuracy that the minutes reflect. Not voting on your decisions at the meeting.

The Chair asked if there were any additions, deletions or corrections to the Minutes. There were none. The Chair asked for a motion of approval. Mr. Zak moved; Ms. Kresty seconded. The members were polled; all agreed. The motion carried.

**E. READINGS OF ITEMS FOR CONSIDERATION BY THE ADP BOARD:**

**1. FIRST READING OF THE AGENDA AND VOTE**

**a. Hardware / Software Request**

**09-DP-005 Information Services Center**, requesting the authority to purchase additional phones and communication equipment for the VoIP project. The amount will not exceed \$436,978.60.

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- Mr. Weaver stated that this is to purchase additional phones for the installation and conversion of the phones for EFS. These were purchased under state contract just like all the other phones that we have done. I would like to ask the Board to consider approving this contract under suspension.
- Ms. Thomas asked if the phones are being paid for by the county?
- Mr. Weaver stated that the original project was a capital project of 2.4 million that was for the general government offices. EFS is paying for there own out of there own pocket.
- Mr. Buckholtz asked if this is out of the 2.4 million?
- Mr. Weaver replied no.
- Mr. Park from OBM informed the Board that the funds were in place.

The Chair asked for a motion to suspend the rules. Ms. Thomas moved; Mr. Zak seconded. The members were polled; all agreed. The motion carried.

The Chair asked for a motion of approval. Mr. Zak moved; Ms. Thomas seconded. The members were polled; all agreed. The motion carried.

**09-DP-007 Information Services Center**, requesting the authority to purchase hardware for the Phase III of the Disaster Recovery Business Continuity Plan. The amount will not exceed \$249,316.84.

- Mr. Weaver asked the Board to consider this purchase to be passed under suspension. Mr. Weaver stated that the purchase needs to be made as soon as possible due to deadlines imposed within the grant that is funding this purchase. This purchase is funded by State Homeland Security Grant Program FY 06, index code 762955
- John Hunter, Network Manager from ISC was available to give a brief summary of the DR/BC project. The DR/BC plan that the county contracted for was the basis of the purchase. This is a small portion of this plan and will upgrade the County's ability to continue to move towards consolidated backups. This equipment is a significant upgrade to what is currently being used. John Hunter stated that they do 1200 backups a week and are at this point at full capacity. Once we centralize the backup process and have it under control, we will look at off-site locations as either warm or hot sites.
- Mr. Zak asked how far along is the project in Phase 3?
- John Hunter stated that the project is in the early staging of the Phase 3.

The Chair asked for a motion to suspend the rules. Ms. Thomas moved; Ms. Kresty seconded. The members were polled; all agreed. The motion carried.

The Chair asked for a motion of approval. Ms. Kresty moved; Ms. Thomas seconded. The members were polled; all agreed. The motion carried.

**b. Contracts / Amendment Request**

**09-DP-008 Information Services Center**, requesting the authority on behalf of Lisa Durkin and the Board of Cuyahoga County Commissioners Human Resources, to enter into contract with Unify

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Solutions for consulting services to assist BOCC and ISC developers with custom Application development. The time period is from January 1, 2009 through December 31, 2009. The amount will not exceed \$636,000.00.

- Ms. Durkin, Human Resources, was available for any questions on the Unify contract. Lisa stated that the contract is for ABAP programming and schema writing for the employee self service MyHR 2009 project. This project will produce electronic time keeping for the BOCC and any other SAP users for payroll. It will also help us move towards a paperless processing.
- Ms. Thomas inquired how the vendor was selected.
- Ms. Durkin stated that they have been working for them for over a year and admires their work. She stated that she worked with John Hunter at the beginning for that process. They looked at several different vendors that could offer ABAP programming.
- Ms. Thomas asked if the vendor was selected by an RFP or an RFQ.
- Ms Durkin stated that the vendor was selected by a professional service agreement contract. There was an extensive process to select the vendor.
- Mr. Arnaut asked about the previous contract that was before the board for approval involving SAP.
- Ms. Durkin confirmed the previous contract was approved by the board and that was for the consulting services from ISC's web group.
- Ms. Thomas asked what the plans were for incorporating other agencies.
- Ms. Durkin stated that they are continuing to incorporate other agencies into SAP; right now we are in the final stages of the Prosecutor's migration. They begun on the Coroner's and the Planning Commission. The Recorder's office and the Board of Elections are planning on coming on board.
- Ms. Thomas stated she had heard different understandings are in order to join. With the budget will the Commissioners' be charging back?
- Ms. Durkin declared that they are not charging back to agencies that want to join. They are asking agencies to buy time clocks at a minimal cost of \$3,000.
- Mr. Zak asked if there were any budgeting issues.
- Mr. Parks confirmed that funding was in place.

The Chair asked for a motion to suspend the rules. Ms. Thomas moved; Ms. Kresty seconded. The members were polled; all agreed. The motion carried.

The Chair asked for a motion of approval. Ms. Thomas moved; Mr. Rubino seconded. The members were polled; all agreed. The motion carried.

#### **c. Bids / Travel / Training / Other Request**

**09-RE-003 Recorder's Office**, requesting the authority to accept RFP's from vendors to assist with the support and maintenance of the Document Management System.

- Mr. Zak stated that the Recorder's Office is looking for an RFP.
- Mr. Arnaut asked if the Document Management System is what Broma created for the Recorder's Office.
- Mr. Zak confirmed that it is but not longer sole source anymore. They are going to extend Broma's contract while they go out for an RFP.

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The Chair asked for a motion to suspend the rules. Ms. Thomas moved; Ms. Kresty seconded. The members were polled; all agreed. The motion carried.

The Chair asked for a motion of approval. Ms. Thomas moved; Mr. Rubino seconded. The members were polled; all agreed. The motion carried.

**2. SECOND READING OF THE AGENDA AND VOTE**

**a. Hardware / Software Request**

**09-JA-001 Justice Affairs**, requesting the authority to enter into a contract for equipment/services procurement by the Board of County Commissioners, Cuyahoga County, Ohio on behalf of the Cuyahoga County Department of Justice Affairs. (This contract is not public record. As a security measure Justice Affairs has asked to not publish contract).

- *Approved by both Committees*
- Larry Jones II was available for any questions and made a brief statement that Lake County and the state is in agreement with this purchase.

The Chair asked for a motion of approval. Ms. Thomas moved; Ms. Kresty seconded. The members were polled; all agreed. The motion carried.

**b. Contracts / Amendment Request**

**No Submissions**

**c. Bids / Travel / Training / Other Request**

**No Submissions**

**3. READING AND PASSAGE OF ITEMS UNDER SUSPENSION OF RULES**

**a. Hardware / Software Request**

**No Submissions**

**b. Contracts / Amendment Request**

**09-DP-006 Information Services Center**, requesting the authority to enter into a contract with TEC Communications, for consultation service for additional fiber and connection for VoIP for Employment and Family Service. The contract time period is from January 1, 2009 through June 30, 2009. The amount will not exceed \$ 29,296.65.

- Mr. Weaver stated that the purchase is in conjunction with the phones that were passed earlier.
- Mr. Gorman asked if the connections were just in certain buildings.
- Mr. Weaver confirmed that the project is to do all the main buildings and all the out buildings.

The Chair asked for a motion to Suspend the Rules. Mr. Zak moved; Mr. Gorman seconded. The members were polled; all agreed. The motion carried.

The Chair asked for a motion of approval. Mr. Zak moved; Mr. Gorman seconded. The members

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were polled; all agreed. The motion carried.

**09-RE-002 Recorder's Office**, requesting the authority to amend the support and maintenance contract with Broma Information Technology. The agreement will be extended from February 1, 2009 to July 31, 2009. The amount will not exceed \$49,500.00.

- Ms. Thomas stated that she would like to commend the Recorder's Office it has been a long time since they have seen an RFP coming through and going out for bid. She commended the Recorder's new approach.

The Chair asked for a motion to Suspend the Rules. Mr. Thomas moved; Mr. Rubino seconded. The members were polled; all agreed. The motion carried.

The Chair asked for a motion of approval. Mr. Rubino moved; Ms. Thomas seconded. The members were polled; all agreed. The motion carried.

**09-CS-001 Cuyahoga Support Enforcement Agency**, requesting the authority to renew contract with CGI to provide software maintenance for the imaging system, EDIS. The contract time period is from January 1, 2009 through December 31, 2009. The amount will not exceed \$77,220.00.

- Mr. Gorman ask how the system is different the Recorder's Office.
- Dennis Sullivan was available for any questions. He stated that the contract includes Kofax piece and at the time the contract was needed before CSEA need an imaging system.
- Ms. Thomas stated that the Commissioners' have approved a Microfilming board for maintaining images and Microfilms. The board will be similar to the ADP board.

The Chair asked for a motion to Suspend the Rules. Ms. Thomas moved; Mr. Gorman seconded. The members were polled; all agreed. The motion carried.

The Chair asked for a motion of approval. Ms. Thomas moved; Mr. Rubino seconded. The members were polled; all agreed. The motion carried.

**c. Bids / Travel / Training / Other Request  
No Submissions**

**4. CONSIDERATION OF ITEMS TABLED BY THE ADP BOARD**

**a. Hardware / Software Request  
No Submissions**

**b. Contracts / Amendment Request  
No Submissions**

**c. Bids / Travel / Training / Other Request  
No Submissions**

**F. REPORTS & COMMUNICATIONS FROM THE DIRECTOR OF THE INFORMATION SERVICES CENTER**

1. Request approval of payments processed for the period **January 7, 2009** through **January 23, 2009** for a

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total amount \$165,455.02.

The Chair asked for a motion of approval Ms. Thomas moved; Mr. Arnaut seconded.  
The members were polled; all agreed. The motion carried.

2. **09-AU-001 Auditor's Office**, requesting the authority to enter into a contract with Frank Fragomeni DBA F.B.F. Consulting. The time period is from January 1, 2009 through December 31, 2009. The amount will not exceed \$ 65,000.00.

*\* Please note this contract was withdrawn by the Auditor's Office*

Mr. Weaver stated that the contract with Frank Fragomeni has been withdrawn by the Auditor's Office and will be replaced with a new contract next meeting.

3. Mr. Weaver stated that copies of the Security Policies were passed out to the board member to review and they will vote on the policies next meeting.

Mr. Weaver provided the board with a report from IronPort, which is a security filter for the county.

4. Mr. Weaver wanted the board to view the report to see the importance of the product, and how well it performs.

**G. PUBLIC COMMENT**

None

**H. MISCELLANEOUS BUSINESS AND COMMENTS BY MEMBERS OF THE ADP BOARD COMMENT**

**I. EXECUTIVE SESSION**

1. Personnel Matters submitted for the Board's Consideration.

**J. CONSIDERATION OF EMPLOYEE MATTERS AS PRESENTED IN EXECUTIVE SESSION**

None

**K. ADJOURNMENT**

The Chair asked if there was any other business for the Board's consideration. There was none. The Chair asked for a motion to adjourn. Ms. Thomas moved; Mr. Arnaut seconded. The members were polled, all agreed. The meeting was adjourned at 9:52