LUCAS COUNTY DATA PROCESSING BOARD
MEETING MINUTES

Thursday, April 7, 2016

Voting Members Present:
Jason Gears, Auditor Rep
Cheri Kizaur, Commissioner Rep.
Chris Felder, Recorder Rep.
Lila Shousher, Treasurer Rep.
Eric Zatko, Common Pleas Court Rep.
Ed Feeney, Board Of Elections

Attendees:
Ron Heinold, LCIS
David Mann, Land Bank

Recording Secretary:
Karen Schnitkey

- Jason Gears called the meeting to order.
- Motion to approve the minutes of the March 4, 2016 meeting made by Ms. Shousher, seconded by Mr. Felder; motion carried.

Purchasing Requests

Recorder
Chris Felder presented a request to purchase two (2) Dell Latitude 13 7000 series laptops. The laptops will be used by the Chief Deputy Recorder and the Office Manager for outreach seminars and on-site training. VPN and wireless access are needed as well. The laptops do not have LTE cellular access. A mobile hotspot is advised for internet access when away from the office. The cost is $4,923.35 and funds are available in 2230-3120-530100. Motion to approve the purchase made by Mr. Gears, seconded by Ms. Shousher; motion carried.

Land Bank
David Mann presented a request to connect a Microsoft Surface Pro 4 tablet to the Lucas County network. Field Technicians will use the tablet to prepare renovation specifications and conduct other Land Bank work outside the office. Internet access in the field is not anticipated, however hotspot and MIFI ability is available if needed. Funds are available in the Land Bank Equipment budget for 2016 and are authorized. Motion to approve the request made by Ms. Kizaur, seconded by Mr. Zatko, Ms. Shousher abstained; motion carried.

Central Drug Testing
Mr. Gears and Mr. Zatko presented a request on behalf of Deb Gasser for a static IP address for a 2nd PC at Centralized Drug Testing. The PC will be used to operate a vendor supported Wintox Program which facilitates upload of test results into the Monitor for review. Motion to approve the request contingent on port availability at the location made by Mr. Gears, seconded by Ms. Kizaur, Mr. Zatko abstained; motion carried.

Old Business

Case Management System

Mr. Zatko reported that they are continuing work on the eFiling plans. Clerk of Courts office is working on the local eFiling Rules. They are still on schedule for the project and within budget. Gap analysis is in progress for Juvenile Court and upcoming for the Prosecutors Office and other agencies. Data cleanup is being performed in Juvenile Court. ProWare support will be continued until after the new system in use. An eFile server was built by LCIS for IJS, LCIS will manage the public access security to the server. Mr. Zatko suggested that the Board consider a policy or memorandum of understanding to support LCIS' management of enterprise resources, such as Tivoli licenses, file servers, etc. Mr. Zatko thanked LCIS for their assistance and support

County Email

Mr. Gears reported he is continuing dialogue with Dell regarding Microsoft Exchange and Outlook options. Dell offers needed translation and conversion tools. LCIS is continuing to support and our current Groupwise email product.

County Web Site

Ms. Schnitkey reported that a demo of the optional CivcPlus upgrade was presented on April 1st. The upgrade offers several updates including drag and drop editing capabilities, updated graphics, multiple page themes and a responsive design that enables the same desktop view for mobile devices. CivicPlus will include an overall re-design of the site while retaining all of our data and content. CivicPlus indicated that the upgrade would take about 6 months to complete. We're waiting on a quote for the upgrade with several options, while also reviewing another CMS vendor next week.

Mr. Gears added that our content is already on the CivicPlus platform. Going with a new vendor will be much more involved and take more time to complete as well as more cost. Mr. Feeney mentioned that maintaining the web site for Board of Elections is almost a full time job and the upgrades may help the processes become more efficient. Mr. Zatko added that Malynda Densmore attended and liked the demo of CivicPlus. A suggestion was made to keep the web site committee ongoing to continue review of upcoming needs. Two way social media integration ability with the site will be researched.

New Business

LCIS Annual Report

Mr. Gears presented the final 2015 LCIS Annual Report to the Board. Ms. Shousher made a motion to approve the 2015 LCIS Annual Report, seconded by Mr. Zatko, Mr. Gears abstained; motion approved.

Mr. Gears made a motion to adjourn, seconded by Mr. Felder; motion approved.

Anita Lopez, Secretary of the Board

Jason Gears, Director, LCIS

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