Data Board Minutes – February 10, 2016

Present:

X	Jim Bahnsen		X	Lisa McKenzie
	Judge Berens		X	Branden Meyer
X	Jillian Boone		X	Dan Neeley
X	Carri Brown		X	Jerry Perrigo
X	Randy Carter		X	Jon Slater
X	Mark Conrad			Barb Smith
	Jennifer Effinger			Kelly Turben
X	Josh Horacek			Gene Wood
X	Mike Kiger		X	Rick Szabrak
	Beth Lane		X	Scott Zody
X	Eric McCrady			

Total present: 15

1. Approve RC-2 and RC-3 forms

Form Type	Dept.	1st	2nd	In favor	Opposed	Abstain
RC-3	Building Department RC-3	Mike	Branden	14	0	0
RC-3	Board of Elections RC-3	Jim	Dan	14	0	0
RC-3	Developmental Disabilities RC-3	Jon	Lisa	14	0	0
RC-3	Sheriff's Office RC-3	Branden	Mike	14	0	1 Jerry
RC-3	Common Pleas RC-3	Carri	Branden	14	0	1 Jillian
RC-2	Common Pleas RC-2	Jon	Lisa	14	0	1 Jillian
RC-3	Clerk of Courts Title RC-3	Jerry	Josh	14	0	1 Branden
RC-3	JFS RC-3	Jon	Jerry	14	0	1 Dan
RC-3	Utilities RC-3	Jon	Jerry	15	0	0

2. New business

Jon: Board of Elections electronic poll books will be used in the next primary election. County IT will be available for network support and the company, KnowInk, will be available for any technical issues.

Jon: MUNIS and TCM upgrades continue to progress.

Branden: Clerk of Courts records have been moved from 703 Brumfield Road to 240 Baldwin Drive.

Carri: Preliminary reports from the environmental testing at 240 Baldwin Drive have been good. The county will likely close in March.

Jerry: If the office has 50 copies of the same item (rules and procedures books, for example), does the office have to keep all 50 copies? Mark: No, only one copy, preferably an original, or if that is not available, a copy designated as the original, needs to be kept as long as the retention schedule states. All other copies of the same item can be disposed of appropriately without being brought before the Data Board.

Carri: The open records project is moving forward. Offices should keep redacting until procedures are in place to set up the records in such a way that redacting will not be needed. The GEM project is also moving forward.

Randy: AIMS, and specifically TCM (Tyler Content Manager), is progressing. A meeting had been held to discuss processes for using TCM and to tweak those processes as initial use required. DD and Engineer's Office is currently using TCM. Sheriff, JFS, and Commissioners are next. A meeting with the state auditors is being set up to discuss how TCM would affect their procedures. Accounts Payable is what is being implemented so far, with Accounts Receivables, Pay Ins, and HR functions coming next.

State of the county will be held at 240 Baldwin Drive. As there is no county network connection there, an internet hotspot will be used for internet connectivity.

At the Hall of Justice, secure access for the doors is nearing completing, as well as wiring for the cameras. Duress buttons are being installed. In the Hall of Justice and the Court House, the duress buttons contact the deputy stationed at the Hall of Justice. All other county duress buttons contact the alarm monitoring company.

The question was raised as to what happens when a duress button for the Hall of Justice and the Court House is pressed and the deputy is off duty? ***Addendum to minutes: Mark Conrad talked with Deputy Jeff Marvin about this. Deputy Marvin stated that when he is not present, the alarm is sent via the sheriff's radio system to the sheriff's staff at the jail on Main Street. They receive a tone and then a spoken message indicating the location of the alarm.***

Time and attendance will be discussed at the Roundtable on Thursday, 2/11/2016. This discussion will provide an update on the tools to use and clarify the definitions related to this functionality. Training will be provided when the system is implemented. This system will allow tracking of time and attendance by non-exempt employees by the minute.

3. Next Meeting: June 29, 2:00 PM, Commissioner Kiger's office

4. Adjourn. 1st: Jerry, 2nd: Lisa, In Favor 15, Opposed 0, Abstain 0.