

**KARL L. KEITH**  
**MONTGOMERY COUNTY AUDITOR**

451 WEST THIRD STREET • P.O. Box 972 • DAYTON, OH 45422

January 4, 2010

Mr. Willis Blackshear, Chair  
Automatic Data Processing Board  
451 West Third Street  
Dayton, OH 45422

Dear Mr. Blackshear:

An Automatic Data Processing Board meeting has been scheduled for **Monday, January 11, 2010 at 9:00 a.m. in the 6<sup>th</sup> floor Data Processing Training/Conference Room.** The agenda will be as follows with supporting documentation attached.

- (1) Minutes from the December 9, 2009 meeting
- (2) DP Board Organization for 2010
- (3) 2010 DP Board Calendar

Sincerely,

KARL L. KEITH, Secretary  
Automatic Data Processing Board

KLK/bru

Attachments

Cc: ADP Board Members  
James Alford, Data Processing Director  
Debbie Andrews, Records Manager  
Paul Robinson, Chief Deputy Treasurer  
James Drubert, Common Pleas Court Administrator  
Tim Nolan, OMB  
John Cumming, Assistant Prosecuting Attorney  
Bill Engel, Data Processing  
Steve Glardon, Data Processing  
Ellis Shockley, Data Processing  
Roy Sigritz, Administrative Services

Mr. Blackshear  
Page 2  
January 4, 2010

Cc: Mike Spirk, Telecommunications  
Vicky Brady, Domestic Relations Court  
Rhonda Tutt, Domestic Relations Court  
Michael J. Howley, Domestic Relations Court  
Shawn Waldman, Sheriff's Office  
Debra Harden, Recorder's Office  
Linzie Oliver, Clerk of Courts' Office  
Matt Hilliard, Water Services-IT Dept.  
News Media

#1

---

*Montgomery County, Ohio*

---

**AUTOMATIC DATA PROCESSING BOARD MEETING**

December 9, 2009

**PRESENT:** Willis Blackshear, Chair  
Gregory Brush, Vice-Chair  
Karl Keith, Secretary  
Dan Foley, Member  
Carolyn Rice, Member  
Shawn Waldman for Sheriff Phil Plummer, Member  
Steve Harsman, Member  
Betty Smith, Member  
Jim Drubert for Judge Michael Hall, Member  
Charlie Bowling, Recorder's Office  
Debra Harden, Recorder's Office  
Debbie Andrews, Records Management  
Tom DiGiovanna, Board of Developmental Disabilities Services  
Roy Sigritz, Central Services  
Melissa Wilson, Purchasing  
John Cumming, Prosecutor's Office  
Chris Boyd, Data Processing  
John Florea, Data Processing  
James Alford, Data Processing  
Bill Engel, Data Processing  
Steve Glardon, Data Processing  
Betty Upshaw, Data Processing Administrative Assistant

The Chair, Willis Blackshear, called the December 9, 2009 Automatic Data Processing Board meeting to order. (A copy of the agenda is attached hereto for reference.)

The first item of business was the approval of the minutes from the October 14, 2009 meeting. A motion was made by Greg Brush to approve the minutes as presented. The motion was seconded by Dan Foley and carried unanimously.

The next item of business (Agenda item number two) was a request from the Recorder's Office seeking the Board's approval of the release of an RFP to purchase a Land Records System. Charlie Bowling from the Recorder's Office explained they needed to release the RFP to obtain a new system because their current system, which is twelve to fifteen years old, is a character-based system rather than a graphic user interface system. Mr. Bowling said their aging software also was not keeping pace with imaging and redacting functions as well as their document and retrieval needs. He explained the software they were seeking would allow for a new workflow redesign where documents would be imaged on the front end as opposed to the current backend process. After Mr. Bowling pointed out the advantages of purchasing a new system, there was discussion about the present redaction process being done by the Recorder's Office, the

**ADP BOARD MEETING**

December 9, 2009

Page 2 of 3

Clerk of Courts' Office, and Probate Court. There was also discussion about the integration issues with the Recorder's system, the Auditor's Office real estate system, and the Treasurer's Office system. Karl Keith asked if integration between the three offices would be considered in this RFP. After much discussion about past efforts to integrate these systems, it was suggested this requirement be added to this RFP. Mr. Blackshear agreed to add that requirement to the RFP. Following further discussion, Karl Keith moved for approval of the request. Motion seconded by Greg Brush. Motion carried unanimously.

Agenda item number three sought the Board's approval of the request from the Board of Developmental Disabilities Services to purchase upgraded Microsoft application and client access licenses and the inclusion of Microsoft software Assurance (SA) program at a cost not to exceed \$90,006.12. Tom DiGiovanna reported his agency was looking to upgrade their Microsoft licenses to the current standard and adding the Software Assurance package that Microsoft provides at a small additional cost. Mr. DiGiovanna explained this assurance package was added to enable them to have access to future upgrades released by Microsoft in the next 24 months at no additional costs. He told the Board the purchase would be made from Sarcom, a PC Mall Company. Following the presentation, Willis Blackshear asked if the vendor was a state-term vendor. Mr. DiGiovanna assured Mr. Blackshear the vendor was a state-term vendor with pricing from the Microsoft Open License Academic pricing structure. There was lengthy discussion about the County, as a whole, buying these types of software packages as a commodity as suggested by Jim Drubert. Following this discussion, Willis Blackshear suggested this issue be addressed as an agenda item next year in February. A motion was made by Steve Harsman to approve the request. His motion was seconded by Greg Brush. Motion carried unanimously.

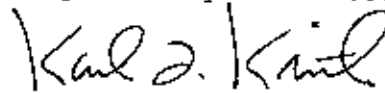
In other business, Carolyn Rice asked about the status of the subcommittee. Ms. Rice also asked if it would be appropriate for this Board to review and address the technology recommendations in the Five-Year General Fund Financial Planning Committee Report. She said it was her understanding that the County was supposed to report back to the committee any progress made with addressing these recommendations in a year. Karl Keith pointed out the report had not yet been approved by the BCC. Dan Foley suggested the Chair of the technology subcommittee be invited to an ADP Board meeting to further explain these recommendations. After further discussion, it was the consensus of the Board the County has to change the way it does business in order to cut back its operational costs, and this Board should be finding ways to do so on the technical side. Karl Keith suggested the Board at least look at the recommendations that could be feasibly accomplished. Following more

ADP BOARD MEETING  
December 9, 2009  
Page 3 of 3

discussion, Willis Blackshear said he felt all Board members were in agreement this report needed to be reviewed and the recommendations discussed and addressed in the near future; however, these issues could not be resolved at this Board meeting. Therefore, he entertained a motion for adjournment.

There being no further business, Steve Harsman made a motion to adjourn. Dan Foley seconded the motion. Motion carried unanimously.

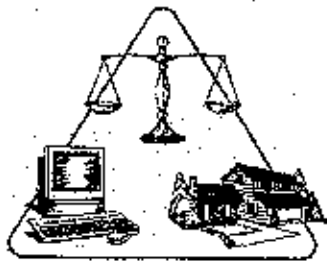
Respectfully submitted,



KARL L. KEITH, Secretary  
Automatic Data Processing Board

KLK/bru

Attachment



FILE COPY

**KARL L. KEITH**  
**MONTGOMERY COUNTY AUDITOR**

451 WEST THIRD STREET • P.O. Box 972 • DAYTON, OH 45422

December 2, 2009

Mr. Willis Blackshear, Chair  
Automatic Data Processing Board  
451 West Third Street  
Dayton, OH 45422

Dear Mr. Blackshear:

An Automatic Data Processing Board meeting has been scheduled for **Wednesday, December 9, 2009 at 9:00 a.m. in the 6<sup>th</sup> floor Data Processing Training/Conference Room.** The agenda will be as follows with supporting documentation attached.

- (1) Minutes from the October 14, 2009 meeting
- (2) Recorder's Office - Release of RFP to purchase a Land Records System (cost not to exceed \$600,000.00)
- (3) Montgomery County Board of Developmental Disabilities Services - Purchase of Upgraded Microsoft application, client access licenses and the inclusion of Microsoft Software Assurance (SA) program from Sarcom, a PC Mall Company. (cost not to exceed \$94,044.24)

Sincerely,

KARL L. KEITH, Secretary  
Automatic Data Processing Board

KLK/bru

Attachments

Cc: ADP Board Members  
James Alford, Data Processing Director  
Debbie Andrews, Records Manager  
Paul Robinson, Chief Deputy Treasurer  
James Drubert, Common Pleas Court Administrator  
Tim Nolan, OMB

Mr. Blackshear  
Page 2  
December 2, 2009

Cc: John Cumming, Assistant Prosecuting Attorney  
Bill Engel, Data Processing  
Steve Glardon, Data Processing  
Ellis Shockley, Data Processing  
Roy Sigritz, Administrative Services  
Mike Spirk, Telecommunications  
Vicky Brady, Domestic Relations Court  
Rhonda Tutt, Domestic Relations Court  
Michael J. Howley, Domestic Relations Court  
Shawn Waldman, Sheriff's Office  
Debra Harden, Recorder's Office  
Linzie Oliver, Clerk of Courts' Office  
Matt Hilliard, Water Services-IT Dept.  
Chris Romer, Commissioner's Office  
Tom DiGiovanna, MCBDDS  
News Media

DATA PROCESSING BOARD CALENDAR  
2010

CUTOFF FOR REQUESTS:

\*MEETING DATES:

February 3rd

February 10th

March 3rd

March 10th

April 7th

April 14th

May 5th

May 12th

June 2<sup>nd</sup>

June 9th

July 7th

July 14th

August 4th

August 11th

September 1st

September 8th

October 6th

October 13th

November 3<sup>rd</sup>

November 10<sup>th</sup>

December 1st

December 8th

January 3rd

\*\*January 10th, 2011

\*Meetings held on the above dates at 9 a.m., in the 6<sup>th</sup> Floor Data Processing Training/Conference Room unless otherwise notified.

\*\*Organizational meeting to elect officers and establish calendar