

KARL L. KEITH
MONTGOMERY COUNTY AUDITOR
451 WEST THIRD STREET • P.O. Box 972 • DAYTON, OH 45422

January 5, 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 **Monday, January 12, 2009 at 9:00 a.m. in the 6th floor Data Processing Training/Conference Room.** The agenda will be as follows with supporting documentation attached.

- (1) Minutes from the November 12, 2008 meeting
- (2) DP Board Organization for 2009
- (3) 2009 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
Tom Black, OMB
John Cumming, Assistant Prosecuting Attorney
Bill Engel, Data Processing
Steve Glardon, Data Processing
Ellis Shockley, Data Processing

Mr. Blackshear
Page 2
January 5, 2009

Cc: Roy Sigritz, Administrative Services
Mike Spirk, Telecommunications
Vicky Brady, Domestic Relations Court
Rhonda Tutt, Domestic Relations Court
Michael J. Howley, Domestic Relations Court
Tony Bell, Sheriff's Office
Judy Holtvogt, Sanitary Engineering
Debra Harden, Recorder's Office
Linzie Oliver, Clerk of Courts' Office
News Media

Montgomery County, Ohio

AUTOMATIC DATA PROCESSING BOARD MEETING

November 12, 2008

PRESENT: Debra Harden for Willis Blackshear, Chair
Gregory Brush, Vice-Chair
Karl Keith, Secretary
Tony Bell for Sheriff Dave Vore, Member
Ken Betz for Dr. James Davis, Member
Dan Foley, Member
Jim Drubert for Judge Michael Hall, Member
Carolyn Rice, Member
Betty Smith, Member
Eric Armstrong, Domestic Relations Court
Melissa Krammer, Treasurer's Office
Joe Lacy, Treasurer's Office
Linzie Oliver, Clerk of Courts' Office
Debbie Andrews, Records Management
John Cumming, Prosecutor's Office
Roy Sigritz, Central Services
James Alford, Data Processing
Bill Engel, Data Processing
Steve Glardon, Data Processing
Betty Upshaw, Data Processing Administrative Assistant

The November 12, 2008 Automatic Data Processing Board meeting was called to order by the Vice-Chair, Gregory Brush. (A copy of the agenda is attached hereto for reference.)

Agenda item number one was the approval of the minutes from the October 8, 2008 meeting. Motion for approval of the minutes was made by Karl Keith. Motion seconded by Tony Bell. Motion carried unanimously.

The only request submitted to the Board this month (Agenda item number two) was a request from the Treasurer's Office seeking approval of an SQL-based Check Processing System consisting of the purchase of consulting work for system integration by Breckenridge Financial Systems at a cost of \$24,600.00; two Dell PCs, one Dell Xenon 3040 Server with SQL, one HP printer at a cost totaling \$5,182.00, and three Panini desktop check scanners obtained by Breckenridge Financial Systems from the manufacturer at no cost for an estimated savings of \$9,000.00. Greg Brush said this issue was brought before the Board because of the SQL support issue which had not been addressed yet. Mr. Brush reminded the Board about the small committee that was formed to re-evaluate the Board's present Oracle policy. He reported this committee had not had time to meet yet because of the election. Mr. Brush asked the Treasurer, Carolyn Rice to inform the Board where

Montgomery County, Ohio

ADP BOARD MEETING

November 12, 2008

Page 2 of 3

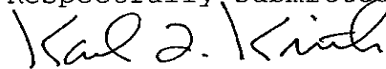
they were at on this project. Ms. Rice told Board members about the problems they had with both NCR 7780 OCRs breaking down simultaneously during first half property tax collection in January/February 2008. She said it took days to find parts for this hardware which is over ten years old. According to Ms. Rice, this prevented the deposit of check payments into the County's accounts and increased the number of days required to complete check processing. She said because of the age of this equipment and the difficulty of finding replacement parts, she challenged her team to find a cost-effective replacement system. Ms. Rice informed the Board they found one that most closely resembled their current system at an estimated five year cost of \$152,000.00 after reviewing solutions. She said their chosen solution, the SQL based system, had a five year cost of \$72,500.00 - a difference of \$80,000.00. She said they could not find a cost effective Oracle-based solution unfortunately. Ms. Rice said it was their goal to implement the system by first half of tax collections 2009. She reported they now were getting down to the wire and would have about two months to implement the system. Ms. Rice said they had already done a lot of the preparatory work for the project but now really needed the assistance of Data Processing to bring their data into systems such as IAS. After Ms. Rice presented her request, there was a thorough discussion on the SQL issue and whether Data Processing could provide assistance to the Treasurer's Office. During this discussion both Karl Keith and James Alford expressed their concern that Data Processing did not have the experience, training, or man-hours to assist the Treasurer's Office with this project. There was discussion about hiring a person experienced with SQL and providing training to an existing staff member. Commissioner Dan Foley could not commit to adding a position to Data Processing because of a very tight General Fund Budget. Vice-Chair Greg Brush suggested the committee look into ways to fund such a position. Mr. Brush said he would be willing to contribute to funding this position from his special fund. Ken Betz also said he would consider contributing to funding a position depending on the dollar amount. It was decided that the committee would explore these possibilities. Carolyn Rice was asked if they could delay the Treasurer's Office project in the meantime. After much discussion, it was determined that the project needed to proceed. Mr. Alford agreed to Data Processing assisting the Treasurer's Office providing it was understood that Data Processing would not be held responsible for any mistakes. The expenditures for this project would be met using current budget dollars in the Treasurer's Office 2008 budget. Carolyn Rice then moved for approval of the project. Motion seconded by Tony Bell. Motion carried unanimously.

Montgomery County, Ohio

ADP BOARD MEETING
November 12, 2008
Page 3 of 3

There being no further business, motion to adjourn was made by Karl Keith. Dan Foley seconded the motion. Motion carried unanimously.

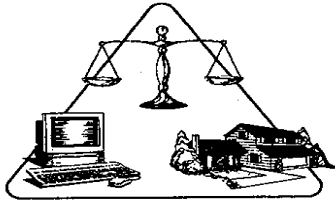
Respectfully submitted,



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

November 5, 2008

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, November 12, 2008 at 9:00 a.m. in the 6th floor Data Processing Training/Conference Room.** The agenda will be as follows with supporting documentation attached.

- (1) Minutes from the October 8, 2008 meeting
- (2) Treasurer's Office - SQL-based Check Processing System Replacement Project (Consulting - \$24,600.00, Hardware - \$5,182.00)

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
Tom Black, OMB
John Cumming, Assistant Prosecuting Attorney
Bill Engel, Data Processing
Steve Glardon, Data Processing
Ellis Shockley, Data Processing

Mr. Blackshear
Page 2
November 5, 2008

Cc: Roy Sigritz, Administrative Services
Mike Spirk, Telecommunications
Vicky Brady, Domestic Relations Court
Rhonda Tutt, Domestic Relations Court
Michael J. Howley, Domestic Relations Court
Tony Bell, Sheriff's Office
Judy Holtvogt, Sanitary Engineering
Debra Harden, Recorder's Office
Linzie Oliver, Clerk of Courts' Office
News Media

DATA PROCESSING BOARD CALENDAR
2009

CUTOFF FOR REQUESTS:

February 7th
March 4th
April 1st
May 6th
June 3rd
July 1st
August 5th
September 2nd
October 7th
November (To be decided)
December 2nd
January 3th

*MEETING DATES:

February 11th
March 11th
April 8th
May 13th
June 10th
July 8th
August 12th
September 9th
October 11th
November (To be decided)
December 9th
**January 11th, 2010

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

**Organizational meeting to elect officers and establish calendar