

KARL L. KEITH
MONTGOMERY COUNTY AUDITOR

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

January 3, 2012

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 9, 2012 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 December 14, 2011 meeting
- (2) DP Board Organization for 2012
- (3) 2012 DP Board Calendar

Sincerely,

KARL L. KEITH, Secretary
Automatic Data Processing Board

KLK/bru

Attachments

cc: ADP Board Members
James Alford, Data Processing Director
Tina Ratcliff, Records Manager
Paul Robinson, Chief Deputy Treasurer
James Drubert, Common Pleas Court Administrator
Michelle Roberts, Auditor's Office
Tim Nolan, OMB
John Cumming, Assistant Prosecuting Attorney
Bill Engel, Data Processing
Steve Glardon, Data Processing

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Cc: Ellis Shockley, Data Processing
Roy Sigritz, Administrative Services
Mike Spirk, Telecommunications
Vicky Brady, Domestic Relations Court
Michael J. Howley, Domestic Relations Court
Eric Armstrong, Domestic Relations Court
Deputy Scott Landis, Sheriff's Office
Debra Harden, Recorder's Office
Linzie Oliver, Clerk of Courts' Office
Kenneth M. Betz, Coroner/Crime Lab
Matt Hilliard, Environmental Services-IT/GIS Dept.
Chris Romer, Commissioner Foley's Office
News Media

Montgomery County, Ohio

AUTOMATIC DATA PROCESSING BOARD MEETING

December 14, 2011

PRESENT: Debra Harden for Willis Blackshear, Chair
Greg Brush, Vice-Chair
Michele Roberts for Karl Keith, Secretary
Tim Nolan for Dan Foley, Member
Chief Deputy Scott Landis for Sheriff Phil Plummer, Member
Jim Drubert for Judge Barbara Gorman, Member
Carolyn Rice, Member
Steve Harsman, Member
Betty Smith, Member
Tina Ratcliff, Records Management
Roy Sigritz, Administrative Services
Eric Armstrong, Domestic Relations Court
Virginia Avery, Environmental Services
Amy Wiedeman, Administrative Services
Shawn Waldman, Sheriff's Office
Randy Allen, Office of Emergency Management
Jeff Jordan, Office of Emergency Management
Linzie Oliver, Clerk of Courts' Office
Rosalind Bertolo, Facilities Management
Paul Robinson, Treasurer's Office
Melinda Stoermer, City of Dayton Police Department
John Cumming, Prosecutor's Office
Scott Smith, Data Processing
Steve Glardon, Data Processing
Ellis Shockley, Data Processing
James Alford, Data Processing
Betty Upshaw, Data Processing Administrative Assistant

The Vice-Chair, Greg Brush, in the absence of the Chair, called the December 14, 2011 Automatic Data Processing Board meeting to order. (A copy of the agenda is attached hereto for reference.)

Agenda item number one was the approval of the minutes from the November 16, 2011 meeting. A motion was made by Michele Roberts for the approval of the minutes as presented. The motion was seconded by Tim Nolan. Motion carried unanimously.

The next agenda item (agenda item number two) was a request from the Board of County Commissioners seeking the ADP Board's approval to upgrade the County's Kronos Workforce Central System from 5.2 to 6.2. Amy Wiedeman, the Assistant County Administrator, told those who were not aware of Kronos that this system is the county's timekeeping system with time clocks used in many county offices which integrates with the payroll system. Ms. Wiedeman explained it was time to

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December 14, 2011

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upgrade their current system, which is an older version of Kronos, to a newer version. She mentioned this project included the purchase of upgraded servers from MNJ at a cost of \$30,003.00. Ms. Wiedeman said the total upgrade would cost \$145,818.00 and that would include the cost of the servers and the cost of the configuration and training to be purchased from Kronos, Inc. After Ms. Wiedeman's presentation and a brief discussion about a new payroll system and potential integration issues between Kronos and a new payroll system, Carolyn Rice moved for approval of the request. Motion was seconded by Michele Roberts and carried unanimously.

Agenda item number three was a request from the Sheriff's Office asking for the Board's approval of the following end-of-year hardware and software purchase:

- 1) PC Replacements at a cost of \$42,302.84 from MNJ Technologies
- 2) Network Equipment Replacements at a cost of \$22,988.88 from MNJ Technologies
- 3) Various Laptop, Desktop Replacements and Peripheral purchases at a cost of \$11,628.66 from MNJ Technologies
- 4) Upgrade SQL Server, Microsoft DataCenter License and Office Professional Licensing at a cost of \$41,401.63 from MNJ Technologies

Shawn Waldman from the Sheriff's Office explained the need to replace several desktop PCs, various laptops, scanners and printers at various locations within the Sheriff's Office that are at their end-of-life cycles. Mr. Waldman said they would also be replacing various network equipment including switches in the Jail and at the Sheriff's Headquarters. He also explained the need to upgrade the various software licensing. Following Mr. Waldman's presentation, Steve Harsman made a motion to approve the request. His motion was seconded by Carolyn Rice. Motion carried unanimously.

Amy Wiedeman, on behalf of the Office of Emergency Management, presented the next request to the Board (agenda item number four). This request sought the Board's approval of the purchase of up to 52 Mobile Data Terminals (MDTs) from CDW-G off state term contract #533114-1-7 at a cost not to exceed \$197,548.00. Ms. Wiedeman apprised Board members this purchase would be made for Homeland Security Region III Law Enforcement Agencies as part of the FY09 Law Enforcement State Homeland Security (LE SHSP) grant. She explained

ADP BOARD MEETING

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the Montgomery County Office of Emergency Management administers the grant for eight counties that include Champaign, Clark, Darke, Greene, Miami, Montgomery, Preble and Shelby counties and are responsible for all the purchases. After a brief discussion, Carolyn Rice moved for approval of the purchase. Motion seconded by Michele Roberts and carried unanimously.

The last agenda item was also a request from the Office of Emergency Management. This request asked the Board's authorization to release a Request for Proposals seeking a service provider for a hosted server environment to house law enforcement License Plate Reader data Database for all Region III police agencies at an estimated cost of \$3,000.00 per month. Amy Wiedeman told Board members this service would also be funded through a Homeland Security grant. Shawn Waldman from the Sheriff Office, who is on the Advisory Committee for the program and wrote the technical specifications for it, explained the purpose of the Regional License Plate Reader Program. Following this explanation and further discussion, the Board's counsel, John Cumming, apprised the Board he had researched ADP statute 307.84 which states that no county office may purchase, lease, operate, or contract for the use of any automatic data processing equipment without the prior approval of the ADP Board. Mr. Cumming stated it was his opinion it was not necessary to seek the ADP Board's approval before releasing an RFP, but it would be necessary to obtain the Board's approval of a purchase, lease or contract once the bids came in and a successful bidder was selected. He said it would be up to the Board to make such a policy if they wanted to do so; however, the statute does not require it. The Board decided against making such a policy so it was not necessary for the Board to approve this request to release an RFP.

There being no further business, Carolyn Rice moved to adjourn. Debra Harden seconded the motion. Motion carried unanimously.

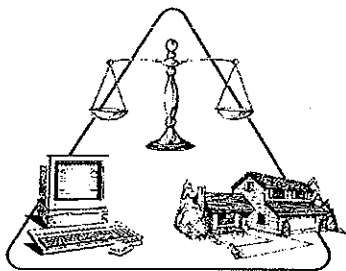
Respectfully submitted,



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 7, 2011

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 14, 2011 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 16, 2011 meeting
- (2) Board of County Commissioners - Montgomery County Kronos Workforce Central Upgrade 6.2 (\$145,818.00)
- (3) Sheriff's Office - End of Year Hardware and Software Purchases from MNJ Technologies Public Sector (total cost - \$118,322.01)
- (4) Office of Emergency Management - Purchase of Up to 52 Mobile Data Terminals (MDTs) from CDW-Government (cost not to exceed \$197,548.00)
- (5) Office of Emergency Management - Request for Proposals for a service provider for a hosted server environment to house law enforcement License Plate Reader data Database for all Region 3 police agencies (estimated cost of \$3,000.00 per month)

Sincerely,

KARL L. KEITH, Secretary
Automatic Data Processing Board

KLK/bru

Mr. Blackshear
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Attachments

cc: ADP Board Members
James Alford, Data Processing Director
Tina Ratcliff, Records Manager
Paul Robinson, Chief Deputy Treasurer
James Drubert, Common Pleas Court Administrator
Michelle Roberts, Auditor's Office
Tim Nolan, OMB
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
Eric Armstrong, Domestic Relations Court
Deputy Scott Landis, Sheriff's Office
Debra Harden, Recorder's Office
Linzie Oliver, Clerk of Courts' Office
Kenneth M. Betz, Coroner/Crime Lab
Matt Hilliard, Environmental Services-IT/GIS Dept.
Chris Romer, Commissioner Foley's Office
Amy Wiedeman, County Administration
Shawn Waldman, Sheriff's Office
Jeffrey Jordan, OEM
News Media

Montgomery County, Ohio

**DATA PROCESSING BOARD CALENDAR
2012**

CUTOFF FOR REQUESTS:

February 1st

March 7th

April 4th

May 9th

June 6th

July 5th

August 1st

September 5th

October 3rd

November 7th

December 5th

January 7th

*MEETING DATES:

February 8th

March 14th

April 11th

May 16th

June 13th

July 11th

August 8th

September 12th

October 10th

November 14th

December 12th

**January 14th, 2013

*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