

# Franklin County Automatic Data Processing Board

***Michael Stinziano, Secretary/Chief Administrator***

*Cheryl Brooks Sullivan ♦ Chris Brown ♦ Daniel J. O'Connor, Jr  
John O'Grady ♦ Maryellen O'Shaughnessy ♦ Antone White ♦ David R. Payne*

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**To:** The Honorable Michael Stinziano, Secretary/Administrator  
Franklin County Data Processing Board

**From:** Adam Frumkin, Chief Information Officer  
Franklin County Data Center

**Date:** April 30, 2025

**Subject:** Agenda for Monday, May 05, 2025, Data Processing Board Meeting

The proposed agenda for the Monday, May 05, 2025, Franklin County Automatic Data Processing Board meeting is attached for your review. The meeting will be held in the Olympus Room (FCDC Auditorium) on the 9<sup>th</sup> floor of the Franklin County Courthouse, 373 S. High Street, Columbus, Ohio 43215.

**The Board will reconvene in a Regular Session at 9:00 A.M.**  
**AN AGENDA WILL BE PROVIDED TO YOU AT THE MEETING.**

**Cc:** The Honorable Cheryl Brooks Sullivan, Member, Franklin County Treasurer  
The Honorable Chris Brown, Member, Franklin County Court of Common Pleas  
The Honorable Daniel J. O'Connor Jr., Member, Franklin County Recorder  
The Honorable John O'Grady, Member, Franklin County Board of Commissioners  
The Honorable Maryellen O'Shaughnessy, Member, Franklin County Clerk of Courts  
The Honorable Antone White, Member, Franklin County Board of Elections  
Mr. David R. Payne, Member, Franklin County Board of Elections

Jo Ellen Cline, Delegate, Franklin County Auditor  
Gary Dwyer, Delegate, Franklin County Auditor  
Shawn Dunlavy, Delegate, Franklin County Auditor  
Jennifer Goodman, Delegate, Franklin County Common Pleas Court  
Andrew Byerly, Delegate, Franklin County Common Pleas Court  
Adam Luckhaupt, Delegate, Franklin County Clerk of Courts  
Sharlene Chance, Delegate, Franklin County Clerk of Courts  
Angela Mathews, Delegate, Franklin County Clerk of Courts  
Zak Talarek, Delegate, Franklin County Board of Commissioners  
Juan Torres, Delegate, Franklin County Board of Commissioners  
C. Chris Cupples, Delegate, Franklin County Recorder  
Robert Hinton, Delegate, Franklin County Recorder  
Dusten Kohlhorst, Delegate, Franklin County Treasurer  
Orvell Johns, Delegate, Franklin County Treasurer  
Victoria Troy, Delegate, Franklin County Treasurer  
Steven Bulen, Delegate, Franklin County Board of Elections  
Erin M. Gibbons, Delegate, Franklin County Board of Elections  
Jeff Gatwood, Delegate, Franklin County Board of Elections

# AGENDA-Automatic Data Processing Board Meeting, May 05, 2025

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## 9:00 A.M. Convene in Regular Session

- **Call to Order**
  - **Pledge of Allegiance**
  - **Secretary's Comments**
  - **Approve or amend the Minutes of March 03, 2025, Regular Data Board Meeting**
  - **New Business**
- 
- **Resolution No. 25-033 Franklin County – Technical Equipment Salvage**
  - **Resolution No. 25-034 Franklin County Data Center – Infrastructure Expansion**
  - **Resolution No. 25-035 Franklin County – Technical Equipment Salvage**
  - **Resolution No. 25-036 Franklin County Data Center – Endpoint Detection and Response Expansion**
  - **Resolution No. 25-037 Franklin County Data Center – Expansion of the Atlassian Platform**
  - **Resolution No. 25-038 Franklin County Sheriff's Office – Master Service Agreement**
  - **Resolution No. 25-039 Franklin County Prosecuting Attorney's Office – Master Service Agreement**
  - **Resolution No. 25-040 Franklin County Board of Developmental Disabilities – Master Service Agreement**

**Motion to Hold an Executive Session for the purpose of considering** the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official. Pursuant to Ohio Revised Code Section 121.22 (G)(1),

**And to confer with the Franklin County Prosecutor's Office concerning pending or imminent litigation**

Pursuant to Ohio Revised Code Section 121.22 (G)(3),

**And, to consider details relative to the security arrangements and emergency response protocols for a public body or public office** if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office.

Pursuant to Ohio Revised Code Section 121.22 (G)(6) t

As authorized by O. R. C. Section 121.22, Division (G)(1), (3), and (6).

- **Second, the Motion to Hold an Executive Session**  
Roll call vote (requires a majority of the quorum)
- **Move to Executive Session**
- **Executive Session**
  - Resolution No. 25-041 Personnel Action – Pay Increase – Enterprise Project Manager 2
  - Resolution No. 25-042 Personnel Action – Pay Increase– GX Development Manager
  - Resolution No. 25-043 Personnel Action – Pay Increase – Enterprise Architect
  - Resolution No. 25-044 Personnel Action – Pay Increase – Enterprise Network Engineer 3
  - Resolution No. 25-045 Personnel Action – Promotion – Enterprise Support Analyst 2
  - Resolution No. 25-046 Personnel Action – Promotion – Enterprise Support Analyst 2
  - Resolution No. 25-047 Personnel Action – Promotion – Enterprise Infrastructure Engineer 3
  - Resolution No. 25-048 Personnel Action – Promotion – Director, Enterprise Information Technology
- **Motion to Adjourn the Executive Session**  
Roll call vote (requires a majority of the quorum)

#### **Reconvene in Regular Session**

- Resolution No. 25-041 Personnel Action – Pay Increase – Enterprise Project Manager 2
- Resolution No. 25-042 Personnel Action – Pay Increase– GX Development Manager
- Resolution No. 25-043 Personnel Action – Pay Increase – Enterprise Architect
- Resolution No. 25-044 Personnel Action – Pay Increase – Enterprise Network Engineer 3
- Resolution No. 25-045 Personnel Action – Promotion – Enterprise Support Analyst 2
- Resolution No. 25-046 Personnel Action – Promotion – Enterprise Support Analyst 2
- Resolution No. 25-047 Personnel Action – Promotion – Enterprise Infrastructure Engineer 3
- Resolution No. 25-048 Personnel Action – Promotion – Director, Enterprise Information Technology

#### **Other Business**

#### **Adjourn**

# FRANKLIN COUNTY AUTOMATIC DATA PROCESSING BOARD

## Minutes of the March 03, 2025, Regular Board Meeting

Date Approved: May 05, 2025



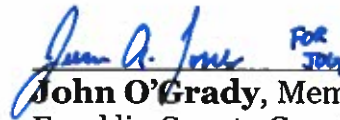
**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor



**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas



**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts

 FOR  
Jury

**John O'Grady**, Member  
Franklin County Commissioner



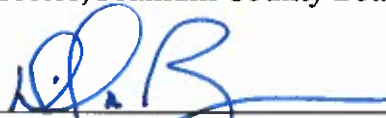
**Daniel J. O'Connor Jr.**, Member  
Franklin County Recorder

 CBS

**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer



**Antone White**, Member  
Director, Franklin County Board of Elections



**David Payne**, Member  
Deputy Director, Franklin County Board of Elections

## **Franklin County Automatic Data Processing Board**

***Michael Stinziano, Secretary/ Chief Administrator***

*Cheryl Brooks Sullivan • Chris Brown • Daniel O'Connor, Jr*

*John O'Grady • Maryellen O'Shaughnessy • Antone White • David Payne*

*373 S. High Street, FCDC Olympus, 9<sup>th</sup> Floor, Columbus, Ohio*

*3/3/2025*

### **Board Members present:**

The Honorable Michael Stinziano, Franklin County Auditor  
Franklin County Court of Common Pleas, Andrew Byerly - Delegate  
Franklin County Clerk of Courts, Maryellen O'Shaughnessy  
Franklin County Board of Commissioners, Zak Talarek - Delegate  
Franklin County Recorder, Daniel J. O'Connor  
Franklin County Board of Elections, David Payne

### **Also Present:**

### **9:00 A.M. Convene in Regular Session**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Secretary's Comments**
- IV. Approval of Minutes of 02/03/2025, Regular Data Board Meeting**

Michael Stinziano asked for a motion to approve the following meeting minutes. Daniel J. O'Connor Jr. moved to approve the meeting minutes; Maryellen O'Shaughnessy seconded; the motion carried. A voice vote was taken, and the following board members voted to approve the minutes: Michael Stinziano, Andrew Byerly, Maryellen O'Shaughnessy, Zak Talarek, Daniel J. O'Connor Jr., and David R. Payne. Dusten Kohlhorst and Antone White were absent.

### **V. New Business**

#### **Resolution No. 25-023 Franklin County Data Center - Electronic Signature Policy ES-25**

Michael Stinziano asked for a motion to approve the resolution. Maryellen O'Shaughnessy moved to approve the resolution; Daniel J. O'Connor Jr. seconded; the motion carried. A voice vote was taken, and the following board members voted to approve the resolution: Michael Stinziano, Andrew Byerly, Maryellen O'Shaughnessy, Zak Talarek, Daniel J. O'Connor Jr., and David R. Payne. Dusten Kohlhorst, and Antone White were absent.

#### **Resolution No. 25-024 Franklin County Data Center - 2025 Core Service Rates**

Michael Stinziano asked for a motion to approve the resolution. Maryellen O'Shaughnessy moved to approve the resolution; Daniel J. O'Connor Jr. seconded; the motion carried. A voice vote was taken, and the following board members voted to approve the resolution: Michael Stinziano, Andrew Byerly, Maryellen O'Shaughnessy,

## **Franklin County Automatic Data Processing Board**

***Michael Stinziano, Secretary/ Chief Administrator***

*Cheryl Brooks Sullivan • Chris Brown • Daniel O'Connor, Jr*

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*373 S. High Street, FCDC Olympus, 9<sup>th</sup> Floor, Columbus, Ohio*

*3/3/2025*

Zak Talarek, Daniel J. O'Connor Jr., and David R. Payne. Dusten Kohlhorst, and Antone White were absent.

### **Resolution No. 25-025 Franklin County Data Center - Deployment Services**

#### **Associated with the FCDN Core**

Michael Stinziano asked for a motion to approve the resolution. Maryellen O'Shaughnessy moved to approve the resolution; Daniel J. O'Connor Jr. seconded; the motion carried. A voice vote was taken, and the following board members voted to approve the resolution: Michael Stinziano, Andrew Byerly, Maryellen O'Shaughnessy, Zak Talarek, Daniel J. O'Connor Jr., and David R. Payne. Dusten Kohlhorst, and Antone White were absent.

### **Resolution No. 25-026 Franklin County Data Center - Fiber Lease from the City of Columbus**

Michael Stinziano asked for a motion to approve the resolution. Maryellen O'Shaughnessy moved to approve the resolution; Daniel J. O'Connor Jr. seconded; the motion carried. A voice vote was taken, and the following board members voted to approve the resolution: Michael Stinziano, Andrew Byerly, Maryellen O'Shaughnessy, Zak Talarek, Daniel J. O'Connor Jr., and David R. Payne. Dusten Kohlhorst, and Antone White were absent.

### **Resolution No. 25-027 Franklin County Data Center - Network Upgrade 2025**

Michael Stinziano asked for a motion to approve the resolution. Maryellen O'Shaughnessy moved to approve the resolution; Daniel J. O'Connor Jr. seconded; the motion carried. A voice vote was taken, and the following board members voted to approve the resolution: Michael Stinziano, Andrew Byerly, Maryellen O'Shaughnessy, Zak Talarek, Daniel J. O'Connor Jr., and David R. Payne. Dusten Kohlhorst, and Antone White were absent.

### **Resolution No. 25-028 Tenth District of Court of Appeals - Master Service Agreement**

Michael Stinziano asked for a motion to approve the resolution. Maryellen O'Shaughnessy moved to approve the resolution; Daniel J. O'Connor Jr. seconded; the motion carried. A voice vote was taken, and the following board members voted to approve the resolution: Michael Stinziano, Andrew Byerly, Maryellen O'Shaughnessy, Zak Talarek, Daniel J. O'Connor Jr., and David R. Payne. Dusten Kohlhorst, and Antone White were absent.

## **Franklin County Automatic Data Processing Board**

***Michael Stinziano, Secretary/ Chief Administrator***

*Cheryl Brooks Sullivan • Chris Brown • Daniel O'Connor, Jr*

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*373 S. High Street, FCDC Olympus, 9<sup>th</sup> Floor, Columbus, Ohio*

*3/3/2025*

### **Resolution No. 25-029 Franklin County Economic Development and Planning - 2025 Baseline Procurement and Annual Renewal**

Michael Stinziano asked for a motion to approve the resolution. Daniel J. O'Connor Jr. moved to approve the resolution; Maryellen O'Shaughnessy seconded; the motion carried. A voice vote was taken, and the following board members voted to approve the resolution: Michael Stinziano, Andrew Byerly, Maryellen O'Shaughnessy, Daniel J. O'Connor Jr., and David R. Payne. The following abstained from Voting Zak Talarek. Dusten Kohlhorst, and Antone White were absent.

### **Resolution No. 25-030 Franklin County Public Defender - Laptop Refresh**

Michael Stinziano asked for a motion to approve the resolution. Maryellen O'Shaughnessy moved to approve the resolution; Daniel J. O'Connor Jr. seconded; the motion carried. A voice vote was taken, and the following board members voted to approve the resolution: Michael Stinziano, Andrew Byerly, Maryellen O'Shaughnessy, Zak Talarek, Daniel J. O'Connor Jr., and David R. Payne. Dusten Kohlhorst, and Antone White were absent.

#### **VI. Motion to Hold an Executive Session for the purpose of discussing Personnel Matters**

Michael Stinziano asked for a motion to move into executive session. The Board denied the motion and continued with the open meeting.

#### **VII. Personnel Matters**

##### **Resolution No. 25-031 - Personnel Action - Backfill - Business Analyst 2**

Michael Stinziano asked for a motion to approve the resolution. Maryellen O'Shaughnessy moved to approve the resolution. Daniel J. O'Connor Jr. seconded; the motion carried. A voice vote was taken, and the following board members voted to approve the resolution: Michael Stinziano, Andrew Byerly, Maryellen O'Shaughnessy, Zak Talarek, Daniel J. O'Connor Jr., and David R. Payne. Dusten Kohlhorst, and Antone White were absent.

##### **Resolution No. 25-032 - Personnel Action - New Hire - Business Analyst 2**

Michael Stinziano asked for a motion to approve the resolution. Maryellen O'Shaughnessy moved to approve the resolution. Daniel J. O'Connor Jr. seconded; the motion carried. A voice vote was taken, and the following board members voted to approve the resolution: Michael Stinziano, Andrew Byerly, Maryellen O'Shaughnessy, Zak Talarek, Daniel J. O'Connor Jr., and David R. Payne. Dusten Kohlhorst, and Antone White were absent.



## **Franklin County Automatic Data Processing Board**

***Michael Stinziano, Secretary/ Chief Administrator***

*Cheryl Brooks Sullivan • Chris Brown • Daniel O'Connor, Jr*

*John O'Grady • Maryellen O'Shaughnessy • Antone White • David Payne*

*373 S. High Street, FCDC Olympus, 9<sup>th</sup> Floor, Columbus, Ohio*

*3/3/2025*

**VIII. Other Business**

**IX. Adjourn**

The meeting was adjourned at 09:19 AM



FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY  
TECHNOLOGY EQUIPMENT SALVAGE


Voting Aye thereon

Voting Nay thereon



**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor



**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas

**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas



**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts

**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts



**John O'Grady**, Member  
Franklin County Commissioner

**John O'Grady**, Member  
Franklin County Commissioner



**Daniel O'Connor**, Member  
Franklin County Recorder

**Daniel O'Connor**, Member  
Franklin County Recorder



**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer

**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer



**Antone White**, Member  
Director, Franklin County Board of Elections

**Antone White**, Member  
Director, Franklin County Board of Elections



**David Payne**, Member  
Deputy Director, Franklin County Board of Elections

**David Payne**, Member  
Deputy Director, Franklin County Board of Elections

**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

**FRANKLIN COUNTY  
TECHNOLOGY EQUIPMENT SALVAGE**

**WHEREAS**, it has been determined that certain County technology equipment is obsolete and unfit for Franklin County use; and,

**WHEREAS**, the Franklin County Data Center Chief Information Officer recommends this equipment be declared surplus for the purpose of public sale or disposal per the County Property Policy; and,

**WHEREAS**, a list of the equipment is attached hereto and made a part hereof; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Franklin County Automatic Data Processing Board recommends the Franklin County Board of County Commissioners, in accordance with Ohio Revised Code Section §307.12, and Franklin County Board of Commissioners Resolution 0276-24, that the equipment specified in the attached list be placed for public sale or disposal per the County Property Policy.



Franklin County Automatic Data Processing Board  
Technical Equipment Salvage Resolution  
Resolution #: 25-033  
Date: 05/05/2025

Agency	Description	Number of Units
Domestic Relations & Juvenile Court	Desktop PC	7
Domestic Relations & Juvenile Court	Tablet PC	20
Domestic Relations & Juvenile Court	Laptop PC	5
Domestic Relations & Juvenile Court	Docking Station	5
Domestic Relations & Juvenile Court	Printer	5
Domestic Relations & Juvenile Court	Projector	1
Domestic Relations & Juvenile Court	Projector Screen	1
Domestic Relations & Juvenile Court	Monitor	31
Domestic Relations & Juvenile Court	Camera	1
Domestic Relations & Juvenile Court	Card Reader	1
Domestic Relations & Juvenile Court	Microphone	1
Domestic Relations & Juvenile Court	Modem	1
Domestic Relations & Juvenile Court	Recorder	1
Domestic Relations & Juvenile Court	Switch	3
Board of Developmental Disabilities	Desktop PC	32
Board of Developmental Disabilities	Laptop PC	25
Board of Developmental Disabilities	Docking Station	22
Board of Developmental Disabilities	KVM Switch	5
Board of Developmental Disabilities	Monitor	4
Board of Developmental Disabilities	Network Switch	1
Board of Developmental Disabilities	Phone	43
Children Services	Phone	848
Children Services	Finisher	1
Children Services	Printer	2
Data Center	Laptop PC	64
Data Center	Docking Station	1
Data Center	Monitor	1
Data Center	Fluke Network Analyzer	1
Data Center	Speakerphone	5
Human Resources	Laptop PC	10
Human Resources	Conference Phone	2
Human Resources	Docking Station	3
Human Resources	Mobile Phone	2
Human Resources	Monitor	2
Human Resources	Printer	3

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Agency	Description	Number of Units
Job & Family Services	Laptop PC	6
Job & Family Services	Monitor	62
Job & Family Services	Printer	12
Job & Family Services	Scanner	3
Job & Family Services	Fax Machine	1
Recorder	Desktop PC	42
Recorder	Monitor	1
Recorder	Printer	5
Recorder	Cash Drawer	11
Veteran Services	Laptop PC	3

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD


FRANKLIN COUNTY DATA CENTER  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
ENTERPRISE INFRASTRUCTURE EXPANSION

Voting Aye thereon

Voting Nay thereon

  
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**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

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**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

  
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**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas

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**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas

  
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**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts

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**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts

  
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**John O'Grady**, Member  
Franklin County Commissioner

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**John O'Grady**, Member  
Franklin County Commissioner

  
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**Daniel O'Connor**, Member  
Franklin County Recorder

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**Daniel O'Connor**, Member  
Franklin County Recorder

  
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**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer

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**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer

  
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**Antone White**, Member  
Director, Franklin County Board of Elections

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**Antone White**, Member  
Director, Franklin County Board of Elections

  
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**David Payne**, Member  
Deputy Director, Franklin County Board of  
Elections

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**David Payne**, Member  
Deputy Director, Franklin County Board of  
Elections

**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

**FRANKLIN COUNTY DATA CENTER  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
FCDC INFRASTRUCTURE EXPANSION**

**WHEREAS**, in accordance with Ohio Revised Code Section §307.84, the Franklin County Automatic Data Processing Board may authorize, in writing, any County office to purchase, lease, operate, or contract for the use of any automatic or electronic data processing or record-keeping equipment, software, or service; and,

**WHEREAS**, in the normal course of conducting Data Center business, it is necessary to purchase various goods and services; and,

**WHEREAS**, the attached detail describes those purchases the Data Center Chief Information Officer feels are required to continue the normal and usual operation of the Data Center; and,

**WHEREAS**, the Automatic Data Processing Board has determined that it is in the best interest of the County to authorize these expenditures, contingent upon the Franklin County Board of Commissioners' approval, and,

**NOW, THEREFORE, BE IT RESOLVED** that the Franklin County Automatic Data Processing Board authorizes the expenditure of funds and grants the Data Center Chief Information Officer authorization to approve these requisitions in ERP.

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Title:	Enterprise Infrastructure Expansion
Agency:	Franklin County Data Center
Amount:	Not to Exceed \$1,750,000
Category:	Technology Services, Hardware, and Software

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### **Business Justification**

The Data Center manages a technology infrastructure of over 1,125 servers and databases and millions of documents. This infrastructure allows 44 partner agencies, courts, boards, and programs to deliver on their missions and legislative requirements. In 2025, the compute, storage, and security infrastructure will need to be expanded to continue to meet the needs of our partners and community.

### **Description**

1. Expand the Pure Storage platform. The expansion will add 525TB to both the primary and secondary data centers and, based on current requirements and projected future needs, should meet the county's needs for the next three years.
2. Expand the Cisco UCS virtual server hardware. This will be year one of three of the just-in-time compute expansion, increasing capacity while replacing end-of-life hardware with five blades at the primary and secondary data centers. (ten total)
3. Expand VMware virtual server software by 640 licenses
4. Expand SQL database licensing by 25 2-core packs
5. Implement a modern virtual tape library (VTL) at the primary and secondary data centers to provide an iSeries backup and recovery solution.
6. Core and VLAN deployment hardware and supplies

### **Fiscal Information**

**Funding Source:** Network Reliability Fund and Data Center Baseline Budget.



FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY  
TECHNOLOGY EQUIPMENT SALVAGE

Voting Aye thereon



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**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor



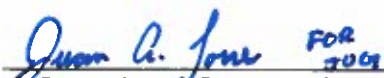
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**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas



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**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts




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**John O'Grady**, Member  
Franklin County Commissioner




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**Daniel O'Connor**, Member  
Franklin County Recorder



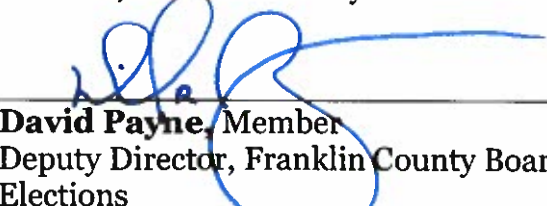
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**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer



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**Antone White**, Member  
Director, Franklin County Board of Elections



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**David Payne**, Member  
Deputy Director, Franklin County Board of Elections

Voting Nay thereon

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**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

---

**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas

---

**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts

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**John O'Grady**, Member  
Franklin County Commissioner

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**Daniel O'Connor**, Member  
Franklin County Recorder

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**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer

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**Antone White**, Member  
Director, Franklin County Board of Elections

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**David Payne**, Member  
Deputy Director, Franklin County Board of Election

**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

**FRANKLIN COUNTY  
TECHNOLOGY EQUIPMENT SALVAGE**

**WHEREAS**, it has been determined that certain County technology equipment is obsolete and unfit for Franklin County use; and,

**WHEREAS**, the Franklin County Data Center Chief Information Officer recommends this equipment be declared surplus for the purpose of public sale or disposal per the County Property Policy; and,

**WHEREAS**, a list of the equipment is attached hereto and made a part hereof; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Franklin County Automatic Data Processing Board recommends the Franklin County Board of County Commissioners, in accordance with Ohio Revised Code Section §307.12, and Franklin County Board of Commissioners Resolution 0276-24, that the equipment specified in the attached list be placed for public sale or disposal per the County Property Policy.



Franklin County Automatic Data Processing Board  
Technical Equipment Salvage Resolution  
Resolution #: 25-035  
Date: 05/05/2025


Agency	Description	Number of Units
Community Based Correction Facility	Desktop PC	12
Franklin County COCIC	Laptop PC	8
Franklin County COCIC	Mobile Phone	1
Coroner	Desktop PC	11
Coroner	Laptop PC	1
Coroner	Monitor	3
Coroner	Projector	1
Data Center	Desktop PC	1
Data Center	Laptop PC	2
Data Center	Monitor	3
Data Center	Switch	1
Data Center	TV Screen	1
Job & Family Services	Server	20
Job & Family Services	Tape Library	2
Job & Family Services	Drive Enclosure	4
Job & Family Services	DVR	1
Job & Family Services	Print Server	1
Job & Family Services	SAN Controller	6
Job & Family Services	UPS	1
Prosecuting Attorney	Desktop PC	7
Prosecuting Attorney	Laptop PC	13
Prosecuting Attorney	Docking Station	3
Prosecuting Attorney	Monitor	10
Purchasing	Desktop PC	7
Purchasing	Laptop PC	9
Purchasing	Fax Machine	1
Purchasing	Monitor	1
Purchasing	Optical Drive	1
Purchasing	Printer	1
Purchasing	Timeclock	1
Sheriff	Desktop PC	19
Sheriff	Laptop PC	16
Sheriff	Tablet PC	4
Sheriff	Ethernet Switch	1
Sheriff	License Plate Reader	1
Sheriff	Mobile Hotspot	2
Sheriff	Monitor	22

Agency	Description	Number of Units
Sheriff	Phone	2
Sheriff	Printer	14
Sheriff	Receiver	1
Sheriff	Router	1
Sheriff	Scanner	3
Sheriff	Server	4
Veteran Services	Desktop PC	1
Veteran Services	Printer	6
Veteran Services	TV Screen	2

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
MANAGED DETECTION AND RESPONSE EXPANSION

Voting Aye thereon



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**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor



---

**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas



---

**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts




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**John O'Grady**, Member  
Franklin County Commissioner



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**Daniel O'Connor**, Member  
Franklin County Recorder



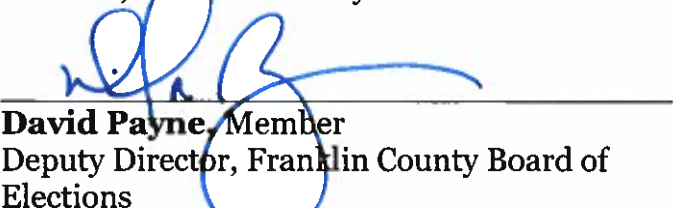
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**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer



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**Antone White**, Member  
Director, Franklin County Board of Elections



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**David Payne**, Member  
Deputy Director, Franklin County Board of Elections

Voting Nay thereon

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**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

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**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas

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**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts

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**John O'Grady**, Member  
Franklin County Commissioner

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**Daniel O'Connor**, Member  
Franklin County Recorder

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**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer

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**Antone White**, Member  
Director, Franklin County Board of Elections

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**David Payne**, Member  
Deputy Director, Franklin County Board of Elections

**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

**FRANKLIN COUNTY DATA CENTER  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
MANAGED DETECTION AND RESPONSE EXPANSION**

**WHEREAS**, in accordance with Ohio Revised Code Section §307.84, the Franklin County Automatic Data Processing Board may authorize, in writing, any County office to purchase, lease, operate, or contract for the use of any automatic or electronic data processing or record-keeping equipment, software, or service; and,

**WHEREAS**, in the normal course of conducting Data Center business, it is necessary to purchase various goods and services; and,

**WHEREAS**, the attached detail describes those purchases the Data Center Chief Information Officer feels are required to continue the normal and usual operation of the Data Center; and,

**WHEREAS**, the Automatic Data Processing Board has determined that it is in the best interest of the County to authorize these expenditures, contingent upon the Franklin County Board of Commissioners' approval, and,

**NOW, THEREFORE, BE IT RESOLVED** that the Franklin County Automatic Data Processing Board authorizes the expenditure of funds and grants the Data Center Chief Information Officer authorization to approve these requisitions in ERP.

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Title:	Managed Detection and Response Expansion
Agency:	Franklin County Data Center
Amount:	Not to Exceed \$150,000
Category:	Technology Services and Software

---

### **Business Justification**

As the digital world continues to evolve, Franklin County faces the constant risk of cyberattacks. Managed Detection and Response (MDR) is a crucial cybersecurity solution that enables us to safeguard valuable data and assets from the ever-changing threat landscape. MDR employs a blend of advanced automation and expert knowledge to monitor and protect networks against potential threats. The solution enables swift and efficient detection and addressing of threats, thereby minimizing the impact of an attack.

### **Description**

Building on our existing Zero-Trust security measures, we will expand our MDR solution to also include:

1. Board of Developmental Disabilities
2. Job & Family Services
3. ADAMH
4. Court of Common Pleas, General (additional expansion)
5. Domestic Relations & Juvenile Court (additional expansion)

### **Fiscal Information**

**Funding Source:** The Data Center will work with OMB to identify funding for the portion of the cost not allocated back to the participating partners.



FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
ATLASSIAN WORK MANAGEMENT AND VISUALIZATION SOFTWARE EXPANSION

Voting Aye thereon



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**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor



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**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas



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**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts




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Franklin County Commissioner



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**Daniel O'Connor**, Member  
Franklin County Recorder



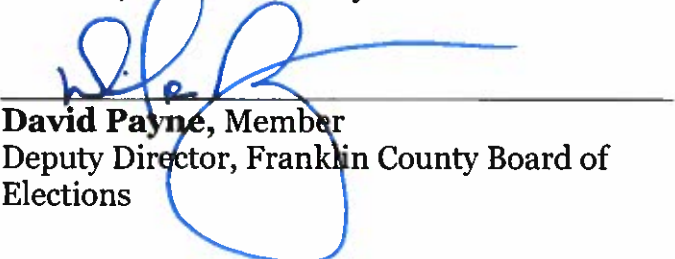
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**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer



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Deputy Director, Franklin County Board of Elections

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**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

**FRANKLIN COUNTY DATA CENTER  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
ATLASSIAN WORK MANAGEMENT AND VISUALIZATION SOFTWARE  
EXPANSION**

**WHEREAS**, in accordance with Ohio Revised Code Section §307.84, the Franklin County Automatic Data Processing Board may authorize, in writing, any County office to purchase, lease, operate, or contract for the use of any automatic or electronic data processing or record-keeping equipment, software, or service; and,

**WHEREAS**, in the normal course of conducting Data Center business, it is necessary to purchase various goods and services; and,

**WHEREAS**, the attached detail describes those purchases the Data Center Chief Information Officer feels are required to continue the normal and usual operation of the Data Center; and,

**WHEREAS**, the Automatic Data Processing Board has determined that it is in the best interest of the County to authorize these expenditures, contingent upon the Franklin County Board of Commissioners' approval, and,

**NOW, THEREFORE, BE IT RESOLVED** that the Franklin County Automatic Data Processing Board authorizes the expenditure of funds and grants the Data Center Chief Information Officer authorization to approve these requisitions in ERP.

---

Title:	Atlassian Work Management and Visualization Software Expansion
Agency:	Franklin County Data Center
Amount:	Not to Exceed \$300,000
Category:	Technology Software

---

### **Business Justification**

Building upon the Data Center's success managing over 15,000 support tickets and 3,000 project cards annually, Atlassian's software will be expanded into additional support areas and to additional partners throughout the County.

### **Description**

In addition to the Data Center expanding our portfolio of Atlassian software, Jira will be expanded to the following partners:

1. Auditor
2. Board of Elections
3. Clerk of Courts
4. Court of Appeals
5. Office on Aging
6. Purchasing
7. Fleet Management
8. Human Resources
9. Probate Court
10. Prosecuting Attorney
11. Purchasing
12. Sheriff
13. Veteran Services

### **Fiscal Information**

**Funding Source:** Participating Agencies will be charged back for their portion of the software expense.

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
TECHNOLOGY MASTER SERVICE AGREEMENT  
FRANKLIN COUNTY SHERIFF'S OFFICE

Voting Aye thereon

Voting Nay thereon

  
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Franklin County Auditor

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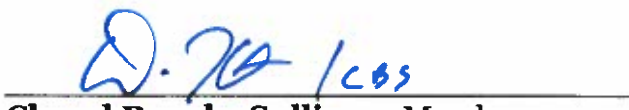
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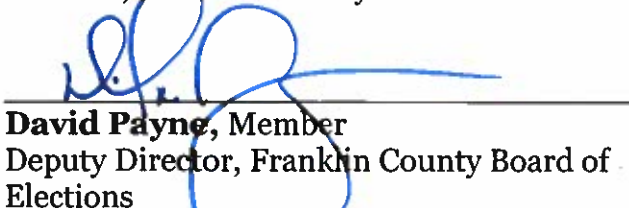
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**David Payne**, Member  
Deputy Director, Franklin County Board of  
Elections

**David Payne**, Member  
Deputy Director, Franklin County Board of  
Election

**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

**FRANKLIN COUNTY DATA CENTER  
TECHNOLOGY MASTER SERVICE AGREEMENT  
FRANKLIN COUNTY SHERIFF'S OFFICE**

**WHEREAS**, in accordance with Ohio Revised Code Section §307.84, the Franklin County Automatic Data Processing Board may authorize, in writing, any County office to purchase, lease, operate, or contract for the use of any automatic or electronic data processing or record-keeping equipment, software, or service; and,

**WHEREAS**, Franklin County Data Center submits this Technology Master Service Agreement (MSA) to the Automatic Data Processing Board for approval; and,

**WHEREAS**, the Data Center Chief Information Officer recommends approval of this MSA; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Franklin County Automatic Data Processing Board approves this MSA.

# Information Technology

2025 Master Service Agreement



Between the:  
Franklin County Data Center  
and  
Franklin County Sheriff's Office

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## 1.0 Master Service Agreement Overview

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This is a Master Service Agreement (MSA) between the Franklin County Data Center (FCDC) and the Franklin County Sheriff's Office (FCSO). The MSA is intended to be the policies and procedures for FCDC and other partner agencies, boards, or offices utilizing services. **This document is not a contract.** However, FCSO is expected to comply with the policies and procedures if services are used.

This MSA is in effect as the date the Automatic Data Processing Board approves and signs the associated resolution and will remain in effect indefinitely. Either party can initiate modifications, changes, or termination of this agreement at any time.

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## 2.0 Contact Information and Authorizations

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### 2.1 Franklin County Data Center

#### Partner Experience

**Partner Experience Manager, Shane Lee:**

(614) 525-6150

373 S. High Street, 9<sup>th</sup> Floor

Columbus, Ohio 43215

**E-mail:** shane.lee@franklincountyohio.gov

**Team E-mail:** FCDC-PX@franklincountyohio.gov

**Partner Services Manager, Melissa Peoples:**

(614) 525-5691

373 S. High Street, 9<sup>th</sup> Floor

Columbus, Ohio 43215

**E-mail:** melissa.peoples@franklincountyohio.gov

**Team E-mail:** FCDC-PX@franklincountyohio.gov

**Chief People Officer, Kassy Franz:**

(614) 525-7529

373 S. High Street, 9<sup>th</sup> Floor

Columbus, Ohio 43215

**E-mail:** klfranz@franklincountyohio.gov

**Team E-mail:** FCDC-PX@franklincountyohio.gov



#### Financial Services

**Chief Financial Officer**, Julie Lust:

(614) 525-5826

373 S. High Street, 9<sup>th</sup> Floor

Columbus, Ohio 43215

**E-mail:** [jalust@franklincountyohio.gov](mailto:jalust@franklincountyohio.gov)

**Team E-mail:** [fcdfinancialservices@franklincountyohio.gov](mailto:fcdfinancialservices@franklincountyohio.gov)

#### Help Desk

**Enterprise Support Manager**, Chase McDaries:

(614) 525-DATA (3282)

373 S. High Street, 8<sup>th</sup> Floor

Columbus, Ohio 43215

**E-mail:** [chase.mcdaries@franklincountyohio.gov](mailto:chase.mcdaries@franklincountyohio.gov)

**Team E-mail:** [helpdesk@franklincountyohio.gov](mailto:helpdesk@franklincountyohio.gov)

**Service Management Portal:** [helpdesk.franklincountyohio.gov](https://helpdesk.franklincountyohio.gov)

## 2.2 Franklin County Sheriff's Office

#### General Information

373 S. High Street, 1<sup>st</sup> Floor

Columbus, Ohio 43215

(614) 525-3333

**Franklin County Sheriff**, Dallas Baldwin

**E-mail:** [dlbaldwin@franklincountyohio.gov](mailto:dlbaldwin@franklincountyohio.gov)

(614) 525-3333.

**Director of IT**, Shanon Crowther

**E-mail:** [secrowth@franklincountyohio.gov](mailto:secrowth@franklincountyohio.gov)

(614) 525-3008

## 2.3 Contact Groups

**Information Technology Contact (IT Contact):** E-mail and Everbridge communications from FCDC will go to the following list of people. Communications may include information on scheduled maintenance, outage alerts, general information, etc. IT contacts will always have the Partner Agency lead (elected official, chief of staff, director, etc.).

**Service Management (Service):** Individuals are granted entitlements to view Service Management ticket details. <https://helpdesk.franklincountyohio.gov>

**Procurement Requestors (Procurement):** Individuals who are authorized to submit procurement requests via the FCDC Procurement system: <https://link.franklincountyohio.gov>

**Security Access Authorization Contact (Security):** Individuals who are authorized to make user management requests via the FCDC Security Form: <https://securityrequest.co.franklin.oh.us>

**Billing Management (Invoices):** Individuals who are authorized to discuss invoices and make decisions for monthly IT resources and any hardware purchases

**Website Coordinators (Website):** Individuals authorized to make requests to FCDC regarding website content.

Name	E-Mail	IT Contact	Service	Procurement	Security	Billing	Website
Dallas Baldwin	dlbaldwin@franklincountyohio.gov	X			X		
Shanon Crowther	secrowth@franklincountyohio.gov	X	X	X	X	X	
Vincent A. Galluppi	vagallup@franklincountyohio.gov	X	X	X	X		
Jonathan Kister	jdkister@franklincountyohio.gov	X	X	X	X		
Glenn Knaul	gxknaul@franklincountyohio.gov	X	X	X	X		
Donald Lanier	djlanier@franklincountyohio.gov	X	X	X	X		
Laura Madison	lrmadiso@franklincountyohio.gov						X
David Masterson	dmmaster@franklincountyohio.gov	X					
Tanya Kaltenbach Moses	tlmoses@franklincountyohio.gov	X	X	X	X		
Lance Oglesbee	ploglesb@franklincountyohio.gov	X	X	X	X		
Tim O'Neal	troneal@franklincountyohio.gov	X	X		X		
Albert Smith	ajsmith@franklincountyohio.gov					X	
Dalton Tucker	drtucker@franklincountyohio.gov	X	X	X	X		
Natori Brown	natori.brown@franklincountyohio.gov	X	X	X	X		
Ryan Parsley	ryan.parsley@franklincountyohio.gov	X	X	X	X		
Julie Whiting	julie.whiting@franklincountyohio.gov	X					

*Note: IT Contacts may work with their PXM to modify the individuals on any list at any point.*

### 3.0 Core Services

**Key:**

Partner = Partner utilizes this service and provides primary support

FCDC = FCDC provides primary support

Shared = Combination support between the Partner and FCDC

N/A = Does not currently utilize the service from FCDC

Application Development and Enterprise Tools	Support	Notes
Graphic Design	<b>Shared</b>	
Mobile Application Development	<b>Shared</b>	The FCSCO utilizes The Sheriff App and Cordico App through vendors. See 4.0 for responsibilities
Web Development and Content Management	<b>Shared</b>	

Data Analytics	Support	Notes
Data / Process Analysis	<b>Partner</b>	
Reporting (Interactive/Operational)	<b>Partner</b>	

Engineering Services (IT for IT Departments)	Support	Notes
Partner Agency IT Staff access to support IT Services	<b>N/A</b>	

Enterprise Infrastructure	Support	Notes
Data Backup Solutions	<b>FCDC</b>	
Data Storage	<b>FCDC</b>	
Hi-Availability (HA) Environment	<b>FCDC</b>	
Server Virtualization and Hosting	<b>FCDC</b>	
SQL Database	<b>FCDC</b>	

Enterprise Network	Support	Notes
Communications & Collaboration	<b>Shared</b>	FCDC is responsible for phones excluding 911.
Internet, Firewall, and VPN Services	<b>FCDC</b>	
Wide Area Network (WAN) Connectivity	<b>FCDC</b>	
Wired Network Connectivity	<b>FCDC</b>	
Wireless (Wi-Fi) Network Connectivity	<b>FCDC</b>	

Enterprise Offerings	Support	Notes
Adobe Licensing	<b>FCDC</b>	FCSO leverages the FCDC enterprise Adobe licensing. FCDC will bill back the cost to FCSO as part of the annual licensing cycle.
Adobe Pro	<b>FCDC</b>	FCSO utilizes Adobe Pro Licenses
Adobe Creative Cloud	<b>FCDC</b>	FCSO utilizes Adobe Creative Cloud
DocuSign	<b>N/A</b>	
Everbridge	<b>N/A</b>	EMA owns and administers the Everbridge Platform. The FCSO is responsible for maintaining staff information/access and using this product for their office as needed
Geographic Information Systems (GIS)	<b>N/A</b>	
Intellivue Document Imaging Solution	<b>N/A</b>	
JIRA	<b>Shared</b>	FCSO leverages the FCDC enterprise platform for JIRA. FCSO is utilizing JIRA for FCSO HelpDesk tickets.
Microsoft 365	<b>Shared</b>	FCSO leverages the FCDC enterprise licensing for Microsoft 365
Dynamics	<b>N/A</b>	
SharePoint	<b>Shared</b>	FCSO uses SharePoint. FCSO manages the updating and organization of the content: <ul style="list-style-type: none"> <li>• Accident Reporting</li> <li>• Records</li> <li>• Patrol</li> <li>• Accident Investigations – sharing accident reports</li> </ul>

Enterprise ERP (MUNIS)	<b>Vendor</b>	The Franklin County Auditor's Office is responsible for the application. FCDC collects Enterprise ERP charges from FCSO at the direction of the Board of Commissioners' OMB Office
OnBase Information Platform	<b>N/A</b>	
Visual Studio	<b>Partner</b>	FCDC administers the licenses for Visual Studio utilized for application development for FCSO
SurveyMonkey	<b>Shared</b>	FCSO Departments DEI/ Recruiting are currently utilizing county licenses
Virtual Conference Room		
Microsoft Teams Room Licensing	<b>Shared</b>	FCSO leverages the FCDC enterprise Microsoft Teams Room Licensing. FCDC will maintain the Teams video, audio, and annual licensing. FCDC will back the cost to FCSO as part of the annual licensing cycle. FCSO will coordinate with Public Facilities Management (PFM) for any room enhancements and communicate with FCDC. See section 4.0 for more details
Lifesize	<b>Shared</b>	
Visio	<b>Shared</b>	FCSO leverages the FCDC enterprise Visio licensing
Zoom	<b>N/A</b>	

Enterprise Support	Support	Notes
Centralized Help Desk and Call Center	<b>Shared</b>	The FCSO IT maintains first-level support and uses FCDC services when needed
Hardware Salvage	<b>FCDC</b>	FCSO leverages FCDC to dispose of Hardware Salvage. FCSO will work with the FCDC Helpdesk by placing a JIRA ticket once the hardware is ready to be salvaged
Remote and On-Site Support	<b>Partner</b>	FCDC provides level 1 support for FCSO. However, the FCSO IT staff can provide support to staff as needed
User Device Management and Imaging	<b>Partner</b>	The FCSO leverages SCCM for device management

iSeries Administration and Development	Support	Notes
iSeries Infrastructure Support	<b>Shared</b>	FCSO leverages FCDC to process access requests for FCJS. This includes records, deputies, civil, corrections, and investigations

Leadership and Strategy	Support	Notes
Disaster Recovery and Continuity Planning	<b>Partner</b>	
PFM and IT Coordination	<b>Shared</b>	
Strategic Technology Planning	<b>Shared</b>	The FCSO and FCDC maintain a collaborative relationship and work together on the majority of strategic initiatives
vCIO (Virtual CIO)	<b>FCDC</b>	FCDC CIO provides direction when requested by the FCSO administration

Procurement and Legal Contracts	Support	Notes
Assistance with Legal Contracts and RFPs	<b>Shared</b>	FCDC is responsible for reviewing IT legal contracts and RFPs for FCSO. FCDC will work with the FCSO, the Prosecutor's Office, and Purchasing for all contracts and RFPs
IT Budget Planning	<b>Shared</b>	FCDC will work with OMB to review the FCSO IT Budget
IT Procurement Assistance	<b>Shared</b>	The FCSO and FCDC collaborate closely for IT procurements. The FCSO will submit LINK requests for any technology procurements to receive Data Board approval for technology
Vendor and Licensing Management	<b>Shared</b>	The FCSO maintains most of the Vendor and licensing management responsibility. FCDC manages enterprise items. The FCSO will contact the FCDC when assistance is needed

Security	Support	Notes
Anti-Virus	<b>FCDC</b>	
Assistance with Security Audits	<b>FCDC</b>	
Cyber Security Insurance Policy Compliance	<b>FCDC</b>	
Mobile Device Management (MDM)	<b>FCDC</b>	
Multifactor Authentication (MFA) and Single Sign-On (SSO)	<b>FCDC</b>	
Security Incident Support	<b>FCDC</b>	
Security Training and Consultation	<b>FCDC</b>	
Web Filtering	<b>FCDC</b>	Due to the nature of the FCSO, modified web filtering is in place and managed by the FCDC security team in collaboration with FCSO IT for specific users

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## 4.0 Special Support Services

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**4.1 CAD 911:** This system is used to track 911 calls and dispatch deputies to the scene of an incident.

**FCDC Responsibility:**

- FCDC is responsible for the infrastructure

**FCSO Responsibility:**

- The FCSO is responsible for the application and relationship with the vendor

**Vendor Responsibility:**

- The vendor is responsible for the application

**4.2 Leads Online:** This is an online data repository hosted by a vendor where FCSO submits their Offence Reports daily.

**FCDC Responsibility:**

- FCDC is responsible for the infrastructure.

**FCSO Responsibility:**

- The FCSO is accountable for the application.

**Leads Responsibility:**

- The vendor is accountable for the application

**4.3 Matrix:** Matrix is the FCSO Records Management System (RMS) used to track offense and traffic accident reports. It is also used by several local law enforcement agencies for whom FCSO dispatches 911 calls and investigates offenses.

**FCDC Responsibility**

- FCDC is responsible for the infrastructure

**FCSO Responsibility**

- The Vendor and FCSO are accountable for the application

**Matrix Responsibility:**

- The vendor is accountable for the application

**4.4 SOTER RS Full Body Security Scanning System:** This system takes full body scans of inmates entering the jails to identify weapons or contraband on the person. One (1) full-body scanner is located at the Jackson Pike Jail, 2460 Jackson Pike, and One (1) is located at the Jim Karnes Correction Center at 2551 Fisher Road.

**FCDC Responsibility:**

- FCDC is responsible for the network to these machines

**FCSO Responsibility:**

- The FCSO maintains the relationship with the vendor for support

**SOTER Responsibility:**

- The vendor is accountable for the application

**4.5 Voice Stress Analyzer:****FCDC Responsibility:**

- FCDC has no responsibility regarding this solution

### **FCSO Responsibility**

- The FCSO maintains the relationship with the Vendor for support

**4.6 Intellitech Jail Management System:** This system tracks the inmates throughout the incarceration process.

### **FCDC Responsibility:**

- FCDC is responsible for the infrastructure

### **FCSO Responsibility:**

- The Vendor and FCSO are accountable for the application

### **Vendor Responsibility:**

- The vendor is accountable for the application

### **4.7 Watchguard Body Worn Camera and in Car Video**

These systems provide videos from within FCSO cruisers and from the deputy's POV of incidents that deputies respond to.

### **FCDC Responsibility:**

- FCDC is responsible for the infrastructure

### **FCSO Responsibility:**

- The FCSO maintains the relationship with the Vendor for support. The Vendor and FCSO are accountable for the application

### **Vendor Responsibility:**

- The vendor accountable for the application

**4.8 Dataworks Mugshot System:** This system takes mugshot photos, SMT digital photographs, and fingerprints of inmates and then submits the data to AFIS through Columbus Police Department's AFIS System.

### **FCDC Responsibility:**

- FCDC is responsible for the infrastructure

### **FCSO Responsibility:**

- The FCSO maintains the relationship with the Vendor for support. The Vendor and FCSO are accountable for the application



**Vendor Responsibility:**

- The vendor accountable for the application

**City of Columbus Responsibility:**

- Responsible for the server backend and database backend infrastructure

**4.9 Powerware Civil System:** This system tracks the various papers that the FCSO Civil Bureau must serve daily and tracks Real Estate and auctions performed by the Sheriff's Office.

**FCDC Responsibility:**

- FCDC is responsible for the infrastructure

**FCSO Responsibility:**

- The FCSO maintains the relationship with the Vendor for support.
- The Vendor and FCSO are accountable for the application

**Vendor Responsibility:**

- The vendor is accountable for the application

**4.10 Power DMS System:** This online system stores all of the Sheriff's Office's Rules and Regulations, SOPs, and other Policy/Procedure digital documentation.

**FCDC Responsibility**

- FCDC is responsible for the infrastructure

**FCSO Responsibility**

- The FCSO maintains the relationship with the Vendor for support. The Vendor and FCSO are accountable for the application

**4.11 NetMotion VPN Server:** This Server allows Sheriff's Office Cruiser's MDTs and MDTs for other local law enforcement agencies that FCSO dispatch for to connect back to the Sheriff's Office using a secured VPN connection to run LEADs Transactions and obtain CAD/RMS Connectivity in the cruisers.

**FCDC Responsibility:**

- FCDC is responsible for the infrastructure

**FCSO Responsibility:**

- The FCSO maintains the relationship with the Vendor for support. The Vendor and FCSO are accountable for the application

**Vendor Responsibility:**

- The vendor is accountable for the application

**4.12 Penlink Software:** FCSO has an independent network with an AT&T Circuit at the 410 location that FCSO IT maintains for the Penlink utilized by SIU and investigators for cell phone investigators

**FCDC Responsibility**

- FCDC has no responsibility regarding this solution

**FCSO Responsibility**

- The FCSO maintains the relationship with the Vendor for support. The Vendor and FCSO are accountable for the application

**4.13 Teams Room:** The FCSO has (2) two Teams rooms in the James A Karnes Corrections Facility (JAK). One is located in the Medical Unit on the second floor, and the other is in the Administration area on the first floor. Both of these rooms were procured through iVideo and hold a service contract through the vendor.

**FCDC Responsibility:**

- FCDC does not have any responsibility for the equipment in these two rooms

**FCSO Responsibility:**

- The FCSO will work with the vendor iVideo for all maintenance and issues that occur with the equipment

**PFM Responsibility:**

- PFM will maintain the structure of the facility and room where the equipment is being stored and installed
- PFM is not responsible for the equipment or licensing

**iVideo Responsibility:**

- iVideo is responsible for annual maintenance of the equipment
- iVideo is responsible for service calls if issues arise with the equipment

**4.14 Teams Room:** The FCSO has (1) One Teams room at the Jackson Pike Jail Corrections Facility in the PSB building that is maintained by the FCDC

**FCDC Responsibility:**

- FCDC will maintain the Teams video and audio equipment located in the room
- FCDC will work with FCSO staff to resolve any issues related to the equipment

- FCDC will maintain the Teams room annual licensing and will bill back the cost to FCSO as part of the annual licensing cycle
- FCDC will coordinate with PFM for work related to Teams equipment and networking setup

**FCSO Responsibility:**

- The FCSO will work with FCDC staff to resolve any issues related to the equipment by placing a JIRA ticket

**PFM Responsibility:**

- PFM will maintain the structure of the facility and room where the equipment is being stored and installed
- PFM is not responsible for the Team equipment or licensing

**4.15 Cordico App:**

**FCDC Responsibility:**

- FCDC is responsible for maintaining the Apple Developer Account

**FCSO Responsibility:**

- The FCSO manages application development, support, training, and maintenance.
- FCSO will work with the vendor for all maintenance and issues that occur with this application

**Vendor Responsibility:**

- The vendor is accountable for the application

**4.16 The Sheriff App:**

**FCDC Responsibility:**

- FCDC is responsible for maintaining the Apple Developer Account

**FCSO Responsibility:**

- The FCSO manages the content creation and updates for this application

**Vendor Responsibility:**

- The vendor is accountable for the application

**4.17 Motorola Body-Worn Cameras:** Motorola body-worn cameras for deputies are designed to provide real-time video and audio recordings of interactions between law enforcement officers and the public.

**FCDC Responsibility:**

- FCDC is responsible for updating the secret yearly, which is completed by the FCDC Cloud and Client Team
- FCDC is responsible for infrastructure

**FCSO Responsibility:**

- The FCSO is accountable for all Motorola's Body Worn Cameras.
- The FCSO maintains the relationship with the Vendor for support

**Vendor Responsibility:**

- The vendor is accountable for the application

**4.18 QuickBase-Covert Task Force:** The COVERT Task Force utilizes QuickBase for the File Citizen Referral Form that allows community members and law enforcement officers to request assistance for individuals at risk.

**FCDC Responsibility:**

- FCDC is responsible for enhancements and bug fixes through FCSO, placing JIRA tickets or FCSO projects
- FCDC developed this application in two parts in 2024
- FCDC is responsible for the infrastructure

**FCSO Responsibility:**

- The FCSO has no responsibilities
- The FCSO will work with FCDC staff for any enhancements or resolve any issues related to the application by submitting a JIRA ticket

**QuickBase Responsibility:**

- The vendor is accountable for the application

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## 5.0 Budgeting and Service Charges

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### 5.1 IT Budgets

Annually FCDC partners with the Franklin County Office of Management & Budget (OMB) to review and provide input for Partner Agency IT Budgets. OMB requires Partner Agencies to use the Budget Formulation and Management (BFM) application to submit budgeting requests. OMB provides the primary support for BFM.

When reviewing IT budgets, FCDC looks for fiscal/support opportunities through shared or enterprise efforts, elimination of duplicate technologies, opportunities for standardization, security risks, etc. FCDC expects Partner Agencies to provide detailed information (business need and justification) regarding their budget request. Detailed information assists in the review process. FCDC may still reach out to the partners to obtain more information to make recommendations to OMB. FCDC can assist Partner Agencies with IT Budget planning.

#### Typical Annual Budget Schedule:

- **February – April:** Identify potential IT Plans and engage with FCDC and vendors to define the request and obtain cost information.
- **May:** Prepare Budget documentation
- **June:** Submit IT Budget Plan for FCDC review through BFM
- **July – October:** OMB review and budget hearings are scheduled
- **December:** OMB Budget Approval & Submission of Recurring Costs Budget to FCDC for a January Data Board approval. Partners may submit their baseline in December if desired and available.

### 5.2 FCDC IT Procurement Policy

The Data Center provides procurement governance for technology items on behalf of the Automatic Data Processing Board. Partner Agencies are required to submit all technology procurements to FCDC for a technical review, security review, and fiscal review to obtain Data Board approval for purchase. The FCDC Technology Procurement and Implementation Policy outlines the details of this process and what is included. If you need a copy of the policy or have questions, please discuss them with a Partner Experience Manager.

### 5.3 Chargeback allocations

5.3.1 Rates: FCDC Core Service allocation is calculated annually using a third-party accounting firm (DMG-MAXIMUS, Inc.) specializing in federal, state, and county rate studies. Annual Core Service cost will be communicated upon completion of the county-wide cost allocation plan. These rates are used to calculate the costs charged to billable partner agencies.

5.3.2 Annual Journal Entry for Core Services: FCDC bills partners denoted as 'billable' on behalf of the Commissioners and at the direction of OMB. FCDC will process reimbursement journal entries annually in January based on the calculation in 5.4.1. Partners will receive a memo two weeks before the journal entry is submitted.

5.3.3 Annual Journal Entry for Partner Licensing: FCDC oversees the licensing of several software solutions/tools utilized by our partner agencies (i.e., Adobe, Microsoft 365, Zoom). FCDC will process reimbursement journal entries annually in January for the budgeted cost of this licensing. If a partner is using more licensing than budgeted, FCDC will work with the partner to determine if the quantity of licenses can be decreased. If not, the difference will be charged back via journal entry in April.

5.3.4 Reimbursements for technology purchased on Partner Agency's behalf: To assist partner agencies in the efficient procurement of technology, the FCDC maintains open purchase orders and can process same-day or next-day orders with vendors. Quarterly, FCDC will provide a summary of all procurements and process reimbursement journal entries. Each month following the close of a quarter, partners will receive a memo of charges mid-month, and the journal entry will be processed at the end of the month. FCDC will work closely with partners for the timing of Q4 reimbursement journal entries.

5.3.5 Reimbursements for Project Services: When FCDC works with partner agencies on specific projects, those projects will include a specific scope of work and a detailed cost estimate. At the completion and signoff of a project, FCDC will process a reimbursement journal entry for the amount of the cost estimate and any associated project change orders. During the project kickoff meeting, FCDC will work with partners to determine if the chargeback needs to be processed differently (i.e., multi-year projects, to meet certain funding requirements, etc.)

**Memorandums will be sent for review to:**  
**ATTENTION: Dave Masterson**  
{Email Address}

**5.3.6 Billing questions or disputes can be directed as follows:**

#	Who	Phone	E-mail
1	Financial Services	N/A	fcdcfinaancialservices@franklincountyohio.gov
2	Partner Experience Manager, Shane Lee	(614) 525-6150	shane.lee@franklincountyohio.gov
3	Enterprise Financial Services Manager, Renea Ruple	(614) 525-7392	renea.ruple@franklincountyohio.gov
4	Chief Financial Officer, Julie Lust	(614) 525-5826	jalust@franklincountyohio.gov
5	Chief Information Officer, Adam Frumkin	(614) 525-3006	adam.frumkin@franklincountyohio.gov

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## 6.0 Terms and Conditions

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### 6.1 Normal Business Hours

FCDC defines normal business hours as Monday through Friday, between 8:00 AM EST and 5:00 PM EST. This excludes holidays, a county government shutdown, and weekends.

### 6.2 After-hours and Emergencies

FCDC has staff on-call 24/7 and can be reached by the Help Desk phone number: (614) 525-3282. The on-call staff member will assess and handle the issues based on their criticality and needs.

### 6.3 Requests

FCDC strives to be a good partner and provide exceptional service; several entry points exist to access FCDC services. See below:

**Incidents:**

**E-mail:** [helpdesk@franklincountyohio.gov](mailto:helpdesk@franklincountyohio.gov)

**Phone:** (614) 525-3282 (DATA)

**Service Desk Portal:** <https://helpdesk.franklincountyohio.gov>

**General requests and questions:**

**E-mail:** [FCDC-PX@franklincountyohio.gov](mailto:FCDC-PX@franklincountyohio.gov)

**Procurement System:** <https://link.franklincountyohio.gov>

*Note: The Data Center provides procurement governance for technology items on behalf of the Automatic Data Processing Board. Partners Agencies must submit all IT procurements to FCDC for a Technical Review, Security Review, and Fiscal Review to obtain approval for purchase. Please see FCDC's Technology Procurement and Implementation Policy or discuss it with a Partner Experience Manager for more information.*

### 6.4 Escalation/Expedition Pathway

If a partner is not receiving service in a timely or proper manner, Partners may use the following escalation path until a resolution is achieved:

#	Who	Phone	E-mail
1	Help Desk	(614) 525-3282	<a href="mailto:helpdesk@franklincountyohio.gov">helpdesk@franklincountyohio.gov</a>
2	Partner Experience Manager, Shane Lee	(614) 525-6150	<a href="mailto:shane.lee@franklincountyohio.gov">shane.lee@franklincountyohio.gov</a>
3	Chief People Officer, Kassy Franz	(614) 525-7529	<a href="mailto:klfranz@franklincountyohio.gov">klfranz@franklincountyohio.gov</a>
4	Chief Information Officer, Adam Frumkin	(614) 525-3006	<a href="mailto:adam.frumkin@franklincountyohio.gov">adam.frumkin@franklincountyohio.gov</a>

### 6.5 Service Prioritization

FCDC follows a Service Prioritization Method by assessing the situation for specific criteria, identifying the corresponding priority, and acting accordingly. The Help Desk prioritizes issues/requests by urgency and impact to ensure appropriate response time. The FCDC prioritization outline is below:

Priority	Criteria	Response
<b>Priority 5 (LOWEST)</b> Standard Service Request	<ul style="list-style-type: none"><li>• There is no negative impact on the business or services.</li><li>• Standard, repeatable requests (e.g., user management)</li><li>• Low-effort maintenance or enhancement requests</li><li>• A method for taking larger requests that may turn into a project but require additional information and understanding</li></ul>	<ul style="list-style-type: none"><li>• FCDC Staff member will be assigned and contact the requestor as an acknowledgment of the request</li><li>• FCDC will work with the requestor to establish an agreed service delivery schedule or next steps</li></ul>

<b>Priority 4 (LOW)</b> Minimal or No Business Impact	<ul style="list-style-type: none"> <li>• Minimal impact on business or service</li> <li>• No production or individual end-user is affected</li> <li>• The business has an alternative approach until a fix/promotion can be established and/or can be deferred until an acceptable maintenance window can be established for resolution</li> </ul>	<ul style="list-style-type: none"> <li>• FCDC Technician will be assigned and will strive to contact the reporting user within a business day of ticket assignment</li> <li>• FCDC will attempt to resolve this within 40 normal business hours</li> <li>• FCDC will communicate with the reporting user until resolved</li> </ul>
<b>Priority 3 (MEDIUM)</b> Minor Business Impact	<ul style="list-style-type: none"> <li>• There is a degradation to a business service but not a work stoppage</li> <li>• The service component or procedure is NOT critical to customer business functions</li> <li>• The business has an alternative approach until it is resolved</li> </ul>	<ul style="list-style-type: none"> <li>• FCDC Technician will be assigned and will strive to contact the reporting user within four (4) normal business hours of ticket assignment</li> <li>• FCDC will attempt to resolve this within 24 normal business hours</li> <li>• FCDC will communicate with the reporting user until resolved</li> </ul>
<b>Priority 2 (HIGH)</b> Major Business Impact	<ul style="list-style-type: none"> <li>• A business service component, procedure, or application is unusable, or service degradation is very high</li> <li>• The business service is isolated to one (1) Partner Agency</li> <li>• Business service delivery is critically impacted</li> <li>• The business is unable to use an alternative approach to deliver service</li> <li>• A moderate security threat has been identified</li> </ul>	<ul style="list-style-type: none"> <li>• FCDC Technician will be assigned and will strive to contact the reporting user within one (1) hour of ticket assignment during normal business hours</li> <li>• If after hours, an FCDC technician will be dispatched and will strive to contact the reporting user within two (2) hours</li> <li>• FCDC will begin work immediately and continue until resolved</li> <li>• FCDC will communicate with the reporting user until resolved</li> </ul>
<b>Priority 1 (HIGHEST)</b> Severe Business Impact	<ul style="list-style-type: none"> <li>• The entire Franklin County userbase or multiple Partner Agencies are experiencing loss to a production service</li> <li>• Foundational infrastructure component and/or a shared application outage (or imminent outage) with a critical impact on business services</li> <li>• Will cause a significant negative impact on Franklin County's revenue</li> <li>• A substantial security threat has been identified</li> </ul>	<ul style="list-style-type: none"> <li>• FCDC Technician will be assigned and will strive to contact (any method) the reporting user within 30 minutes of ticket assignment during normal business hours</li> <li>• If after hours, an FCDC technician will be dispatched and will strive to contact the reporting user (any method) within one (1) hour</li> <li>• FCDC will begin work immediately and continue until resolved</li> <li>• FCDC will communicate with the reporting user consistently during normal business hours until resolved</li> <li>• If a Priority 1 incident impacts the Partner Agency but is not the reporting user, contact the Help Desk or PXM for an update</li> <li>• Partner Experience Team will issue an E-mail notification to all IT Contacts within one (1) business day</li> </ul>



The above classifications are guidelines first to enable FCDC staff to concentrate on the most critical problems. FCDC assignees may also change the priority as part of their evaluation and/or during the evolution of the work. Partner Agencies may also request a higher priority by contacting the Help Desk. Escalations will be evaluated and determined on a case-by-case basis. It is also important to note that if a Partner Agency has specific Business Services needs that require an alternate support model, it should be defined in this document; otherwise, FCDC will apply this model when evaluating submissions.

## **6.6 Security Audit**


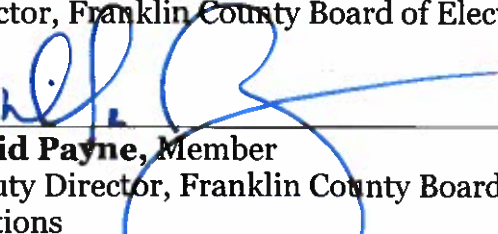
As written in the Franklin County FCDC Security Policy, the FCDC has the right to audit, monitor, and secure all computing environments connected to the FCDN. This would also include any agency processes related to the security of the FCDN. The FCDC would ensure customers and stakeholders a simple, stable, and secure environment by gaining access to agencies' computing environments and procedures. Also, this policy gives the FCDC the ability to identify components that are at risk, in addition to strengthening security and privacy controls. In collaboration with the Agency, the FCDC will report to and assist the Agency in mitigating any findings. If you need a policy copy or have questions, please discuss them with your Partner Experience Manager.

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
TECHNOLOGY MASTER SERVICE AGREEMENT  
FRANKLIN COUNTY PROSECUTING ATTORNEY'S OFFICE

Voting Aye thereon

Voting Nay thereon

  
\_\_\_\_\_  
**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor  
\_\_\_\_\_  
**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor  
\_\_\_\_\_  
**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas  
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**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas  
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**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts  
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**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts  
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**John O'Grady**, Member  
Franklin County Commissioner  
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**John O'Grady**, Member  
Franklin County Commissioner  
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**Daniel O'Connor**, Member  
Franklin County Recorder  
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**Daniel O'Connor**, Member  
Franklin County Recorder  
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**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer  
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**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer  
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**Antone White**, Member  
Director, Franklin County Board of Elections  
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**Antone White**, Member  
Director, Franklin County Board of Elections  
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**David Payne**, Member  
Deputy Director, Franklin County Board of Elections  
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**David Payne**, Member  
Deputy Director, Franklin County Board of Election

**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

**FRANKLIN COUNTY DATA CENTER  
TECHNOLOGY MASTER SERVICE AGREEMENT  
FRANKLIN COUNTY PROSECUTING ATTORNEY'S OFFICE**

**WHEREAS**, in accordance with Ohio Revised Code Section §307.84, the Franklin County Automatic Data Processing Board may authorize, in writing, any County office to purchase, lease, operate, or contract for the use of any automatic or electronic data processing or record-keeping equipment, software, or service; and,

**WHEREAS**, Franklin County Data Center submits this Technology Master Service Agreement (MSA) to the Automatic Data Processing Board for approval; and,

**WHEREAS**, the Data Center Chief Information Officer recommends approval of this MSA; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Franklin County Automatic Data Processing Board approves this MSA.

# Information Technology

2025 Master Service Agreement



Between the:  
Franklin County Data Center  
and  
Franklin County Prosecuting Attorney

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## 1.0 Master Service Agreement Overview

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This is a Master Service Agreement (MSA) between the Franklin County Data Center (FCDC) and the Franklin County Prosecuting Attorney PRAT. The MSA is intended to be the policies and procedures for FCDC and other partner agencies, boards, or offices utilizing services. **This document is not a contract.** However, {AGENCY ABBREVIATION} is expected to comply with the policies and procedures if services are used.

This MSA is in effect as the date the Automatic Data Processing Board approves and signs the associated resolution and will remain in effect indefinitely. Either party can initiate modifications, changes, or termination of this agreement at any time.

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## 2.0 Contact Information and Authorizations

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### 2.1 Franklin County Data Center

#### Partner Experience

**Partner Experience Manager**, Sean O'Donnell:

(614) 525-2237

373 S. High Street, 9<sup>th</sup> Floor

Columbus, Ohio 43215

**E-mail:** sean.odonnell@franklincountyohio.gov

**Team E-mail:** FCDC-PX@franklincountyohio.gov

**Partner Services Manager**, Melissa Peoples:

(614) 525-5691

373 S. High Street, 9<sup>th</sup> Floor

Columbus, Ohio 43215

**E-mail:** melissa.peoples@franklincountyohio.gov

**Team E-mail:** FCDC-PX@franklincountyohio.gov

**Chief People Officer**, Kassy Franz:

(614) 525-7529

373 S. High Street, 9<sup>th</sup> Floor

Columbus, Ohio 43215

**E-mail:** klfranz@franklincountyohio.gov

**Team E-mail:** FCDC-PX@franklincountyohio.gov

#### Financial Services

**Chief Financial Officer**, Julie Lust:

(614) 525-5826

373 S. High Street, 9<sup>th</sup> Floor

Columbus, Ohio 43215

**E-mail:** [jalust@franklincountyohio.gov](mailto:jalust@franklincountyohio.gov)

**Team E-mail:** [fcdfinancialservices@franklincountyohio.gov](mailto:fcdfinancialservices@franklincountyohio.gov)

#### Help Desk

**Enterprise Support Manager**, Chase McDaries

(614) 525-DATA (3282)

373 S. High Street, 8<sup>th</sup> Floor

Columbus, Ohio 43215

**E-mail:** [chase.mcdaries@franklincountyohio.gov](mailto:chase.mcdaries@franklincountyohio.gov)

**Team E-mail:** [helpdesk@franklincountyohio.gov](mailto:helpdesk@franklincountyohio.gov)

**Service Management Portal:** [helpdesk.franklincountyohio.gov](http://helpdesk.franklincountyohio.gov)

## 2.2 Franklin County Prosecuting Attorney

#### General Information

373 S. High Street

Columbus, Ohio 43215

(614) 525-3555

#### Administration

**Prosecuting Attorney**, Shayla Favor:

(614) 525-6392

**E-mail:** [sfavor@franklincountyohio.gov](mailto:sfavor@franklincountyohio.gov)

#### Information Technology

**IT Director**, Nate George:

(614) 525-4909

**E-mail:** [ngeorge@franklincountyohio.gov](mailto:ngeorge@franklincountyohio.gov)

## 2.3 Contact Groups

**Information Technology Contact (IT Contact):** E-mail and Everbridge communications from FCDC will go to the following list of people. Communications may include information on scheduled maintenance, outage alerts, general information, etc. IT contacts will always have the Partner Agency lead (elected official, chief of staff, director, etc.).

**Service Management (Service):** Individuals are granted entitlements to view Service Management ticket details. <https://helpdesk.franklincountyohio.gov>

**Procurement Requestors (Procurement):** Individuals who are authorized to submit procurement requests via the FCDC Procurement system: <https://link.franklincountyohio.gov>

**Security Access Authorization Contact (Security):** Individuals who are authorized to make user management requests via the FCDC Security Form: <https://securityrequest.co.franklin.oh.us>

**Billing Management (Invoices):** Individuals who are authorized to discuss invoices and make decisions for monthly IT resources and any hardware purchases

**Website Coordinators (Website):** Individuals authorized to make requests to FCDC regarding website content.

Name	E-Mail	IT Contact	Service	Procurement	Security	Billing	Website
Shayla Favor	<a href="mailto:sfavor@franklincountyohio.gov">sfavor@franklincountyohio.gov</a>	X			X		
Jeanine Hummer	<a href="mailto:jhummer@franklincountyohio.gov">jhummer@franklincountyohio.gov</a>	X					
Nate George	<a href="mailto:nbgeorge@franklincountyohio.gov">nbgeorge@franklincountyohio.gov</a>	X	X	X	X	X	X
Christian Bryant	<a href="mailto:cbryant@franklincountyohio.gov">cbryant@franklincountyohio.gov</a>	X	X		X		X
Kenneth Finnerty	<a href="mailto:kdfinner@franklincountyohio.gov">kdfinner@franklincountyohio.gov</a>	X	X		X		X
Andrea Freeman	<a href="mailto:afreeman@franklincountyohio.gov">afreeman@franklincountyohio.gov</a>	X	X	X	X		X
Rebecca Needham	<a href="mailto:rneedham@franklincountyohio.gov">rneedham@franklincountyohio.gov</a>					X	

*Note: IT Contacts may work with their PXM to modify the individuals on any list at any point.*

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## 3.0 Core Services

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**Key:**

Partner = Partner utilizes this service and provides primary support

FCDC = FCDC provides primary support

Shared = Combination support between the Partner and FCDC

N/A = Does not currently utilize the service from FCDC

Application Development and Enterprise Tools	Support	Notes
Graphic Design	<b>Shared</b>	
Mobile Application Development	<b>N/A</b>	
Web Development and Content Management	<b>FCDC</b>	Granicus website is maintained by the Data Center

Data Analytics	Support	Notes
Data / Process Analysis	<b>N/A</b>	
Reporting (Interactive/Operational)	<b>N/A</b>	

Engineering Services (IT for IT Departments)	Support	Notes
Partner Agency IT Staff access to support IT Services	<b>N/A</b>	

Enterprise Infrastructure	Support	Notes
Data Backup Solutions	<b>FCDC</b>	
Data Storage	<b>FCDC</b>	
Hi-Availability (HA) Environment	<b>FCDC</b>	
Server Virtualization and Hosting	<b>FCDC</b>	<p>PRAT has (8) servers that are hosted in the FCDC environment:</p> <p>Print server for XEROX XDA for copiers/GF FM Audit for network printers</p> <ul style="list-style-type: none"> <li>• PRAT Production File</li> <li>• K Drives</li> <li>• Super 1000 Drive</li> <li>• Matrix services</li> <li>• Matrix storage</li> <li>• Matrix SQL</li> <li>• Matrix websites</li> <li>• Matrix PRAT file server</li> <li>• File Auditing of K Drive</li> <li>• Evidence tracker (PRAT Property)</li> </ul>
SQL Database	<b>FCDC</b>	<p>PRAT has the following databases in the FCDC SQL environment:</p> <p><b>PRAT Case File Track</b> – this database is supported by PRAT IT staff</p> <p><b>Runs the DB for Matrix V1</b> – these databases are supported by Matrix</p> <p>The server contains the Matrix database environment that the SHRF shares – see Section 4.0 Special Support Services below</p>

Enterprise Network	Support	Notes
Communications & Collaboration	<b>FCDC</b>	All PRAT staff have voicemail accounts
Internet, Firewall, and VPN Services	<b>FCDC</b>	



Wide Area Network (WAN) Connectivity	<b>FCDC</b>	
Wired Network Connectivity	<b>FCDC</b>	
Wireless (Wi-Fi) Network Connectivity	<b>FCDC</b>	

Enterprise Offerings	Support	Notes
Adobe Licensing	<b>FCDC</b>	PRAT leverages the FCDC enterprise Adobe licensing. FCDC will bill back the cost to PRAT as part of the annual licensing cycle.
Adobe Pro		PRAT utilizes Adobe Pro Licenses
Adobe Creative Cloud		PRAT utilizes Adobe Creative Cloud
DocuSign	<b>Shared</b>	PRAT Civil Division uses DocuSign
Everbridge	<b>Partner</b>	EMA owns and administers the Everbridge Platform. The PRAT is responsible for maintaining staff information/access and using this product for their office as needed
Geographic Information Systems (GIS)	<b>N/A</b>	
Intellivue Document Imaging Solution	<b>Shared</b>	<p>PRAT has (4) Intellivue applications that are used to archive case files:</p> <ul style="list-style-type: none"> <li>• <b>CriminalCases</b> (Application ID# 29)</li> <li>• <b>ExpungementCases</b> (Application ID# 67)</li> <li>• <b>Juvenile</b> (Application ID# 58)</li> <li>• <b>Rejects</b> (Application ID# 59)</li> </ul> <p>PRAT, in association with the Matrix's Vendor, utilizes an Intellivue Web API that includes an RDA that allows Matrix to pull case information</p> <p><b>FCDC:</b> Support and maintain the Intellivue environment</p> <p><b>Intellinetics:</b> Manage Intellivue Website XML files and RDA link to the Matrix application</p> <p><b>Matrix Support:</b> Stored on MATRIX Server Matrix created a stored procedure and managed Matrix Support thru PRAT staff</p>
JIRA	<b>FCDC</b>	PRAT leverages the FCDC enterprise platform for JIRA. PRAT is utilizing JIRA and Confluence for support
Microsoft 365	<b>FCDC</b>	PRAT leverages the FCDC enterprise licensing for Microsoft 365
Dynamics	<b>N/A</b>	
SharePoint	<b>N/A</b>	
Enterprise ERP (MUNIS)	<b>Shared</b>	
OnBase Information Platform	<b>N/A</b>	

Visual Studio	<b>N/A</b>	
SurveyMonkey	<b>N/A</b>	
Virtual Conference Room	<b>N/A</b>	
Microsoft Teams Room Licensing	<b>Shared</b>	PRAT leverages the FCDC enterprise Microsoft Teams Room Licensing. FCDC will maintain the Teams video, audio, and annual licensing. FCDC will back the cost to PRAT as part of the annual licensing cycle. PRAT will coordinate with Public Facilities Management (PFM) for any room enhancements and communicate with FCDC
Lifesize	<b>N/A</b>	
Visio	<b>Shared</b>	PRAT leverages the FCDC enterprise Visio licensing
Zoom	<b>Shared</b>	PRAT leverages the FCDC enterprise Zoom licensing for the paid version for Zoom. FCDC will bill back the cost to PRAT as part of the annual licensing cycle. PRAT utilizes only ZOOM paid licenses. These licenses are used by IT and the Civil division.

Enterprise Support	Support	Notes
Centralized Help Desk and Call Center	<b>FCDC</b>	
Hardware Salvage	<b>FCDC</b>	PRAT leverages FCDC to dispose of Hardware Salvage. PRAT will work with the FCDC Helpdesk by placing a JIRA ticket once the hardware is ready to be salvaged
Remote and On-Site Support	<b>FCDC</b>	PRAT leverages FCDC remote and on-site support. Support Requests should be submitted by placing a JIRA ticket
User Device Management and Imaging	<b>Shared</b>	PRAT works with FCDC to create group policy changes.

iSeries Administration and Development	Support	Notes
iSeries Infrastructure Support	<b>Shared</b>	PRAT Juvenile department utilizes FCJS, an iSeries application owned by CLCT. FCJS is hosted in the FCDC iSeries environment.

Leadership and Strategy	Support	Notes
Disaster Recovery and Continuity Planning	<b>Partner</b>	
PFM and IT Coordination	<b>Partner</b>	
Strategic Technology Planning	<b>Partner</b>	
vCIO (Virtual CIO)	<b>N/A</b>	

Procurement and Legal Contracts	Support	Notes
Assistance with Legal Contracts and RFPs	<b>Shared</b>	FCDC is responsible for reviewing IT contracts and RFPs for Agencies. FCDC will work with the Prosecutor's Office, and Purchasing for all contracts and RFPs
IT Budget Planning	<b>Partner</b>	FCDC will work with OMB to review the PRAT IT Budget
IT Procurement Assistance	<b>Shared</b>	PRAT will work with FCDC to review and recommend hardware procurement
Vendor and Licensing Management	<b>Partner</b>	

Security	Support	Notes
Anti-Virus	<b>Shared</b>	PRAT maintains some end user malware protection (Malwarebytes)
Assistance with Security Audits	<b>FCDC</b>	
Cyber Security Insurance Policy Compliance	<b>FCDC</b>	
Mobile Device Management (MDM)	<b>FCDC</b>	
Multifactor Authentication (MFA) and Single Sign-On (SSO)	<b>FCDC</b>	
Security Incident Support	<b>FCDC</b>	
Security Training and Consultation	<b>FCDC</b>	
Web Filtering	<b>FCDC</b>	PRAT staff is required to view the evidence as part of their cases, which requires no web filtering for their staff.

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## 4.0 Special Support Services

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### 4.1 Case Management System

PRAT utilizes a case management system, MatrixProsecutor, created and maintained by Matrix Pointe Software.

#### **FCDC Responsibility:**

- FCDC will maintain the stage and production infrastructure environments (which includes 12 servers), ensuring that both are available and secure
- FCDC will maintain the SQL database stage and production environments utilized by both the MatrixProsecutor and MatrixPolice (SHRF) applications
- FCDC will work with PRAT and the Vendor to address any infrastructure-related updates or issues

#### **PRAT Responsibility:**

- PRAT manages the relationship with the Vendor, including all software updates and modifications

#### **Matrix Responsibility:**

- The Vendor will provide support to PRAT staff in resolving application-related issues
- The Vendor will maintain the application code
- The Vendor will maintain the development environment
- The Vendor will work with FCDC and PRAT to schedule any code maintenance

## 4.2 Digital Evidence Management System

PRAT utilizes a SaaS digital evidence management system, Evidence.com, created and maintained by Axon Enterprise, Inc

### **FCDC Responsibility:**

- FCDC will maintain the Active Directory and Azure connectors that allow for the auto-provisioning of PRAT staff
- FCDC will maintain the identity management (PingID) environment
- FCDC will work with PRAT and the Vendor to address any related updates or issues

### **PRAT Responsibility:**

- PRAT manages the relationship with the Vendor, including all software updates and modifications

### **Axon Responsibility:**

- Axon will provide support to PRAT staff in resolving application-related issues
- Axon will maintain the product
- Axon will work with FCDC and PRAT to schedule any code maintenance

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## 5.0 Budgeting and Service Charges

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### 5.1 IT Budgets

Annually FCDC partners with the Franklin County Office of Management & Budget (OMB) to review and provide input for Partner Agency IT Budgets. OMB requires Partner Agencies to use the Budget Formulation and Management (BFM) application to submit budgeting requests. OMB provides the primary support for BFM.

When reviewing IT budgets, FCDC looks for fiscal/support opportunities through shared or enterprise efforts, elimination of duplicate technologies, opportunities for standardization, security risks, etc. FCDC expects Partner Agencies to provide detailed information (business need and justification) regarding their budget request. Detailed information assists in the review process. FCDC may still reach out to the partners to obtain more information to make recommendations to OMB. FCDC can assist Partner Agencies with IT Budget planning.

### **Typical Annual Budget Schedule:**

- **February – April:** Identify potential IT Plans and engage with FCDC and vendors to define the request and obtain cost information.
- **May:** Prepare Budget documentation
- **June:** Submit IT Budget Plan for FCDC review through BFM
- **July – October:** OMB review and budget hearings are scheduled
- **December:** OMB Budget Approval & Submission of Recurring Costs Budget to FCDC for a January Data Board approval. Partners may submit their baseline in December if desired and available.

## 5.2 FCDC IT Procurement Policy

The Data Center provides procurement governance for technology items on behalf of the Automatic Data Processing Board. Partner Agencies are required to submit all technology procurements to FCDC for a technical review, security review, and fiscal review to obtain Data Board approval for purchase. The FCDC Technology Procurement and Implementation Policy outlines the details of this process and what is included. If you need a copy of the policy or have questions, please discuss them with a Partner Experience Manager.

## 5.3 Chargeback allocations

5.3.1 Rates: FCDC Core Service allocation is calculated annually using a third-party accounting firm (DMG-MAXIMUS, Inc.) specializing in federal, state, and county rate studies. Annual Core Service cost will be communicated upon completion of the county-wide cost allocation plan. These rates are used to calculate the costs charged to billable partner agencies.

5.3.2 Annual Journal Entry for Core Services: FCDC bills partners denoted as ‘billable’ on behalf of the Commissioners and at the direction of OMB. FCDC will process reimbursement journal entries annually in January based on the calculation in 5.4.1. Partners will receive a memo two weeks before the journal entry is submitted.

5.3.3 Annual Journal Entry for Partner Licensing: FCDC oversees the licensing of several software solutions/tools utilized by our partner agencies (i.e., Adobe, Microsoft 365, Zoom). FCDC will process reimbursement journal entries annually in January for the budgeted cost of this licensing. If a partner is using more licensing than budgeted, FCDC will work with the partner to determine if the quantity of licenses can be decreased. If not, the difference will be charged back via journal entry in April.

5.3.4 Reimbursements for technology purchased on Partner Agency's behalf: To assist partner agencies in the efficient procurement of technology, the FCDC maintains open purchase orders and can process same-day or next-day orders with vendors. Quarterly, FCDC will provide a summary of all procurements and process reimbursement journal entries. Each month following the close of a quarter, partners will receive a memo of charges mid-month, and the journal entry will be processed at the end of the month. FCDC will work closely with partners for the timing of Q4 reimbursement journal entries.

5.3.5 Reimbursements for Project Services: When FCDC works with partner agencies on specific projects, those projects will include a specific scope of work and a detailed cost estimate. At the

completion and signoff of a project, FCDC will process a reimbursement journal entry for the amount of the cost estimate and any associated project change orders. During the project kickoff meeting, FCDC will work with partners to determine if the chargeback needs to be processed differently (i.e., multi-year projects, to meet certain funding requirements, etc.)

**Memorandums will be sent for review to:**

**ATTENTION: Rebecca Needham**  
**Franklin County Prosecutor's Office**  
**rneedham@franklincountyohio.gov**

### 5.3.6 Billing questions or disputes can be directed as follows:

#	Who	Phone	E-mail
1	Financial Services	N/A	fcdcfinancialservices@franklincountyohio.gov
2	Partner Experience Manager, Sean O'Donnell	(614) 525-2237	sean.odonnell@franklincountyohio.gov
3	Enterprise Financial Services Manager, Renea Ruple	(614) 525-7392	renea.ruple@franklincountyohio.gov
4	Chief Financial Officer, Julie Lust	(614) 525-5826	jalust@franklincountyohio.gov
5	Chief Information Officer, Adam Frumkin	(614) 525-3006	adam.frumkin@franklincountyohio.gov

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## 6.0 Terms and Conditions

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### 6.1 Normal Business Hours

FCDC defines normal business hours as Monday through Friday, between 8:00 AM EST and 5:00 PM EST. This excludes holidays, a county government shutdown, and weekends.

### 6.2 After-hours and Emergencies

FCDC has staff on-call 24/7 and can be reached by the Help Desk phone number: (614) 525-3282. The on-call staff member will assess and handle the issues based on their criticality and needs.

### 6.3 Requests

FCDC strives to be a good partner and provide exceptional service; several entry points exist to access FCDC services. See below:

**Incidents:**

**E-mail:** [helpdesk@franklincountyohio.gov](mailto:helpdesk@franklincountyohio.gov)

**Phone:** (614) 525-3282 (DATA)

**Service Desk Portal:** <https://helpdesk.franklincountyohio.gov>

**General requests and questions:**

**E-mail:** [FCDC-PX@franklincountyohio.gov](mailto:FCDC-PX@franklincountyohio.gov)

**Procurement System:** <https://link.franklincountyohio.gov>

*Note: The Data Center provides procurement governance for technology items on behalf of the Automatic Data Processing Board. Partners Agencies must submit all IT procurements to FCDC for a Technical Review, Security*

*Review, and Fiscal Review to obtain approval for purchase. Please see FCDC's Technology Procurement and Implementation Policy or discuss it with a Partner Experience Manager for more information.*

## 6.4 Escalation/Expedition Pathway

If a partner is not receiving service in a timely or proper manner, Partners may use the following escalation path until a resolution is achieved:

#	Who	Phone	E-mail
1	Help Desk	(614) 525-3282	helpdesk@franklincountyohio.gov
2	Partner Experience Manager, Sean O'Donnell	(614) 525-2237	sean.odonnell@franklincountyohio.gov
3	Chief People Officer, Kassy Franz	(614) 525-7529	klfranz@franklincountyohio.gov
4	Chief Information Officer, Adam Frumkin	(614) 525-3006	adam.frumkin@franklincountyohio.gov

## 6.5 Service Prioritization

FCDC follows a Service Prioritization Method by assessing the situation for specific criteria, identifying the corresponding priority, and acting accordingly. The Help Desk prioritizes issues/requests by urgency and impact to ensure appropriate response time. The FCDC prioritization outline is below:

Priority	Criteria	Response
<b>Priority 5 (LOWEST)</b> Standard Service Request	<ul style="list-style-type: none"> <li>There is no negative impact on the business or services.</li> <li>Standard, repeatable requests (e.g., user management)</li> <li>Low-effort maintenance or enhancement requests</li> <li>A method for taking larger requests that may turn into a project but require additional information and understanding</li> </ul>	<ul style="list-style-type: none"> <li>FCDC Staff member will be assigned and contact the requestor as an acknowledgment of the request</li> <li>FCDC will work with the requestor to establish an agreed service delivery schedule or next steps</li> </ul>
<b>Priority 4 (LOW)</b> Minimal or No Business Impact	<ul style="list-style-type: none"> <li>Minimal impact on business or service</li> <li>No production or individual end-user is affected</li> <li>The business has an alternative approach until a fix/promotion can be established and/or can be deferred until an acceptable maintenance window can be established for resolution</li> </ul>	<ul style="list-style-type: none"> <li>FCDC Technician will be assigned and will strive to contact the reporting user within a business day of ticket assignment</li> <li>FCDC will attempt to resolve this within 40 normal business hours</li> <li>FCDC will communicate with the reporting user until resolved</li> </ul>
<b>Priority 3 (MEDIUM)</b> Minor Business Impact	<ul style="list-style-type: none"> <li>There is a degradation to a business service but not a work stoppage</li> <li>The service component or procedure is NOT critical to customer business functions</li> <li>The business has an alternative approach until it is resolved</li> </ul>	<ul style="list-style-type: none"> <li>FCDC Technician will be assigned and will strive to contact the reporting user within four (4) normal business hours of ticket assignment</li> <li>FCDC will attempt to resolve this within 24 normal business hours</li> <li>FCDC will communicate with the reporting user until resolved</li> </ul>
<b>Priority 2 (HIGH)</b> Major Business Impact	<ul style="list-style-type: none"> <li>A business service component, procedure, or application is unusable, or service degradation is very high</li> <li>The business service is isolated to one (1) Partner Agency</li> </ul>	<ul style="list-style-type: none"> <li>FCDC Technician will be assigned and will strive to contact the reporting user within one (1) hour of ticket assignment during normal business hours</li> </ul>

	<ul style="list-style-type: none"> <li>• Business service delivery is critically impacted</li> <li>• The business is unable to use an alternative approach to deliver service</li> <li>• A moderate security threat has been identified</li> </ul>	<ul style="list-style-type: none"> <li>• If after hours, an FCDC technician will be dispatched and will strive to contact the reporting user within two (2) hours</li> <li>• FCDC will begin work immediately and continue until resolved</li> <li>• FCDC will communicate with the reporting user until resolved</li> </ul>
<b>Priority 1 (HIGHEST)</b> Severe Business Impact	<ul style="list-style-type: none"> <li>• The entire Franklin County userbase or multiple Partner Agencies are experiencing loss to a production service</li> <li>• Foundational infrastructure component and/or a shared application outage (or imminent outage) with a critical impact on business services</li> <li>• Will cause a significant negative impact on Franklin County's revenue</li> <li>• A substantial security threat has been identified</li> </ul>	<ul style="list-style-type: none"> <li>• FCDC Technician will be assigned and will strive to contact (any method) the reporting user within 30 minutes of ticket assignment during normal business hours</li> <li>• If after hours, an FCDC technician will be dispatched and will strive to contact the reporting user (any method) within one (1) hour</li> <li>• FCDC will begin work immediately and continue until resolved</li> <li>• FCDC will communicate with the reporting user consistently during normal business hours until resolved</li> <li>• If a Priority 1 incident impacts the Partner Agency but is not the reporting user, contact the Help Desk or PXM for an update</li> <li>• Partner Experience Team will issue an E-mail notification to all IT Contacts within one (1) business day</li> </ul>

The above classifications are guidelines first to enable FCDC staff to concentrate on the most critical problems. FCDC assignees may also change the priority as part of their evaluation and/or during the evolution of the work. Partner Agencies may also request a higher priority by contacting the Help Desk. Escalations will be evaluated and determined on a case-by-case basis. It is also important to note that if a Partner Agency has specific Business Services needs that require an alternate support model, it should be defined in this document; otherwise, FCDC will apply this model when evaluating submissions.

## 6.6 Security Audit

As written in the Franklin County FCDC Security Policy, the FCDC has the right to audit, monitor, and secure all computing environments connected to the FCDN. This would also include any agency processes related to the security of the FCDN. The FCDC would ensure customers and stakeholders a simple, stable, and secure environment by gaining access to agencies' computing environments and procedures. Also, this policy gives the FCDC the ability to identify components that are at risk, in addition to strengthening security and privacy controls. In collaboration with the Agency, the FCDC will report to and assist the Agency in mitigating any findings. If you need a policy copy or have questions, please discuss them with your Partner Experience Manager.



FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
TECHNOLOGY MASTER SERVICE AGREEMENT  
FRANKLIN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Voting Aye thereon

Voting Nay thereon

  
\_\_\_\_\_  
**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

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**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

  
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**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas

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**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas

  
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**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts


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**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts

  
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**John O'Grady**, Member  
Franklin County Commissioner

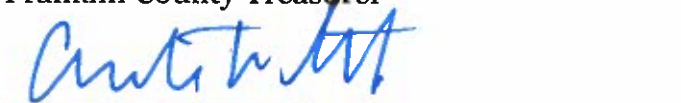
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**John O'Grady**, Member  
Franklin County Commissioner

  
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**Daniel O'Connor**, Member  
Franklin County Recorder

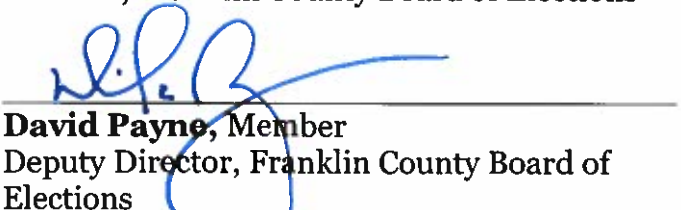
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**Daniel O'Connor**, Member  
Franklin County Recorder

  
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**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer

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**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer

  
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**Antone White**, Member  
Director, Franklin County Board of Elections

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**Antone White**, Member  
Director, Franklin County Board of Elections

  
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**David Payne**, Member  
Deputy Director, Franklin County Board of  
Elections

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**David Payne**, Member  
Deputy Director, Franklin County Board of  
Election

**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

**FRANKLIN COUNTY DATA CENTER  
TECHNOLOGY MASTER SERVICE AGREEMENT  
FRANKLIN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

**WHEREAS**, in accordance with Ohio Revised Code Section §307.84, the Franklin County Automatic Data Processing Board may authorize, in writing, any County office to purchase, lease, operate, or contract for the use of any automatic or electronic data processing or record-keeping equipment, software, or service; and,

**WHEREAS**, Franklin County Data Center submits this Technology Master Service Agreement (MSA) to the Automatic Data Processing Board for approval; and,

**WHEREAS**, the Data Center Chief Information Officer recommends approval of this MSA; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Franklin County Automatic Data Processing Board approves this MSA.

# Information Technology

2025 Master Service Agreement



Between the:  
Franklin County Data Center  
and  
Franklin County Board of Developmental Disabilities

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## 1.0 Master Service Agreement Overview

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This is a Master Service Agreement (MSA) between the Franklin County Data Center (FCDC) and the Franklin County Board of Developmental Disabilities (FCBDD). The MSA is intended to be the policies and procedures for FCDC and other partner agencies, boards, or offices utilizing services. **This document is not a contract.** However, FCBDD is expected to comply with the policies and procedures if services are used.

This MSA is in effect as the date the Automatic Data Processing Board approves and signs the associated resolution and will remain in effect indefinitely. Either party can initiate modifications, changes, or termination of this agreement at any time.

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## 2.0 Contact Information and Authorizations

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### 2.1 Franklin County Data Center

#### Partner Experience

**Partner Experience Manager, Sean O'Donnell:**

(614) 525-2237

373 S. High Street, 9<sup>th</sup> Floor

Columbus, Ohio 43215

**E-mail:** sean.odonnell@franklincountyohio.gov

**Team E-mail:** FCDC-PX@franklincountyohio.gov

**Partner Services Manager, Melissa Peoples:**

(614) 525-5691

373 S. High Street, 9<sup>th</sup> Floor

Columbus, Ohio 43215

**E-mail:** melissa.peoples@franklincountyohio.gov

**Team E-mail:** FCDC-PX@franklincountyohio.gov

**Chief People Officer, Kassy Franz:**

(614) 525-7529

373 S. High Street, 9<sup>th</sup> Floor

Columbus, Ohio 43215

**E-mail:** klfranz@franklincountyohio.gov

**Team E-mail:** FCDC-PX@franklincountyohio.gov

#### Financial Services

**Chief Financial Officer, Julie Lust:**

(614) 525-5826

373 S. High Street, 9<sup>th</sup> Floor

Columbus, Ohio 43215

**E-mail:** [jalust@franklincountyohio.gov](mailto:jalust@franklincountyohio.gov)

**Team E-mail:** [fcdfinancialservices@franklincountyohio.gov](mailto:fcdfinancialservices@franklincountyohio.gov)

#### Help Desk

**Enterprise Support Manager**, Chase McDaries:

(614) 525-DATA (3282)

373 S. High Street, 8<sup>th</sup> Floor

Columbus, Ohio 43215

**E-mail:** [chase.mcdaries@franklincountyohio.gov](mailto:chase.mcdaries@franklincountyohio.gov)

**Team E-mail:** [helpdesk@franklincountyohio.gov](mailto:helpdesk@franklincountyohio.gov)

**Service Management Portal:** [helpdesk.franklincountyohio.gov](https://helpdesk.franklincountyohio.gov)

## 2.2 Franklin County Board of Developmental Disabilities

#### General Information

2879 Johnstown Road

Columbus, OH 43219

(614) 475-6440

**Superintendent/CEO**, Dot Yeager:

**E-mail:** [dot.yeager@fcbdd.org](mailto:dot.yeager@fcbdd.org)

#### Information Technology

**Director of Information Technology**, Travis Sherick:

(614) 342-5970

2879 Johnstown Road

Columbus, OH 43219

**E-mail:** [travis.sherick@fcbdd.org](mailto:travis.sherick@fcbdd.org)

## 2.3 Contact Groups

**Information Technology Contact (IT Contact):** E-mail and Everbridge communications from FCDC will go to the following list of people. Communications may include information on scheduled maintenance, outage alerts, general information, etc. IT contacts will always have the Partner Agency lead (elected official, chief of staff, director, etc.).

**Service Management (Service):** Individuals are granted entitlements to view Service Management ticket details. <https://helpdesk.franklincountyohio.gov>

**Procurement Requestors (Procurement):** Individuals who are authorized to submit procurement requests via the FCDC Procurement system: <https://link.franklincountyohio.gov>

**Security Access Authorization Contact (Security):** Individuals who are authorized to make user management requests via the FCDC Security Form: <https://securityrequest.co.franklin.oh.us>

**Billing Management (Invoices):** Individuals who are authorized to discuss invoices and make decisions for monthly IT resources and any hardware purchases

**Website Coordinators (Website):** Individuals authorized to make requests to FCDC regarding website content.

Name	E-Mail	IT Contact	Service	Procurement	Security	Billing	Website
Dorothy (Dot) Yeager	dot.yeager@fcbdd.org	X					
Jennifer Schueneman	jmschuen@franklincountyohio.gov				X		
Travis Sherick	travis.sherick@fcbdd.org	X	X	X	X	X	X
Ryan Phillips	Ryan.phillips@fcbdd.org						X
Rita Price	Rita.price@fcbdd.org						X

*Note: IT Contacts may work with their PXM to modify the individuals on any list at any point.*

### 3.0 Core Services

**Key:**

Partner = Partner utilizes this service and provides primary support

FCDC = FCDC provides primary support

Shared = Combination support between the Partner and FCDC

N/A = Does not currently utilize the service from FCDC

Application Development and Enterprise Tools	Support	Notes
Graphic Design	N/A	
Mobile Application Development	N/A	
Web Development and Content Management	N/A	

Data Analytics	Support	Notes
Data / Process Analysis	N/A	
Reporting (Interactive/Operational)	N/A	

Engineering Services (IT for IT Departments)	Support	Notes
Partner Agency IT Staff access to support IT Services	N/A	

Enterprise Infrastructure	Support	Notes
Data Backup Solutions	N/A	
Data Storage	N/A	

Hi-Availability (HA) Environment	N/A	
Server Virtualization and Hosting	N/A	
SQL Database	N/A	

Enterprise Network	Support	Notes
Communications & Collaboration	N/A	
Internet, Firewall, and VPN Services	N/A	
Wide Area Network (WAN) Connectivity	FCDC	SD-WAN
Wired Network Connectivity	N/A	
Wireless (Wi-Fi) Network Connectivity	N/A	

Enterprise Offerings	Support	Notes
Adobe Licensing	N/A	
Adobe Pro	N/A	
Adobe Creative Cloud	N/A	
DocuSign	FCDC	<p>FCBDD leverages the FCDC enterprise licensing for DocuSign. FCDC is responsible for maintaining the relationship with the Vendor. FCBDD trains and maintains the templates, forms, and updates within DocuSign for staff. FCBDD forms being utilized within DocuSign:</p> <ul style="list-style-type: none"> <li>• Legal Template AF</li> <li>• Legal Template – GK – No SUPT signature</li> <li>• Legal Template – GK</li> <li>• 2024-2025 LEA Agreement (General)</li> <li>• 2024-2025 LEA Agreement for SWCS</li> <li>• 2024-2025 LEA Agreement for Columbus</li> <li>• 2024-2025 LEA Agreement Westerville</li> </ul>
Everbridge	Partner	EMA owns and administers the Everbridge Platform. The FCBDD is responsible for maintaining staff information/access and using this product for their office as needed
Geographic Information Systems (GIS)	N/A	
Intellivue Document Imaging Solution	N/A	
JIRA	N/A	
Microsoft 365	Partner	FCBDD utilizes the Education contract on their own.
Dynamics	N/A	
SharePoint	N/A	
Enterprise ERP (MUNIS)	Shared	The Franklin County Auditor's Office is responsible for the application. FCDC collects Enterprise ERP charges from FCBDD at the direction of the Board of Commissioners' OMB Office
OnBase Information Platform	N/A	
Visual Studio	N/A	
SurveyMonkey	N/A	
Virtual Conference Room	N/A	
Microsoft Teams Room Licensing	N/A	

Lifeseize	<b>N/A</b>	
Visio	<b>Shared</b>	FCBDD leverages the FCDC enterprise Visio licensing
Zoom	<b>N/A</b>	

Enterprise Support	Support	Notes
Centralized Help Desk and Call Center	<b>Partner</b>	FCBDD manages their own support
Hardware Salvage	<b>Shared</b>	FCBDD leverages FCDC to dispose of Hardware Salvage. FCBDD will work with the FCDC Helpdesk by placing a JIRA ticket once the hardware is ready to be salvaged
Remote and On-Site Support	<b>Partner</b>	FCBDD leverages their remote and on-site support. Support Requests should be redirected to them.
User Device Management and Imaging	<b>Partner</b>	

iSeries Administration and Development	Support	Notes
iSeries Infrastructure Support	<b>N/A</b>	

Leadership and Strategy	Support	Notes
Disaster Recovery and Continuity Planning	<b>N/A</b>	
PFM and IT Coordination	<b>Shared</b>	
Strategic Technology Planning	<b>Shared</b>	
vCIO (Virtual CIO)	<b>N/A</b>	

Procurement and Legal Contracts	Support	Notes
Assistance with Legal Contracts and RFPs	<b>N/A</b>	
IT Budget Planning	<b>Shared</b>	FCDC will work with OMB to review the FCBDD IT Budget
IT Procurement Assistance	<b>N/A</b>	
Vendor and Licensing Management	<b>N/A</b>	

Security	Support	Notes
Anti-Virus	<b>Shared</b>	As it pertains to Enterprise ERP (MUNIS) devices only, CrowdStrike
Assistance with Security Audits	<b>FCDC</b>	As it pertains to Enterprise ERP (MUNIS) devices only
Cyber Security Insurance Policy Compliance	<b>Shared</b>	FCDC administers the Security Awareness Training platform and provides assistance in the event of an incident
Mobile Device Management (MDM)	<b>FCDC</b>	This pertains to FCDCDOM1 accounts that are utilized for Enterprise ERP (MUNIS) .
Multifactor Authentication (MFA) and Single Sign-On (SSO)	<b>FCDC</b>	As it pertains to Enterprise ERP (MUNIS) devices only
Security Incident Support	<b>Shared</b>	FCBDD utilizes KnowBe4 Security Training
Security Training and Consultation	<b>FCDC</b>	As it pertains to Enterprise ERP (MUNIS) devices only
Web Filtering	<b>FCDC</b>	As it pertains to Enterprise ERP (MUNIS) devices only

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## 4.0 Special Support Services

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There are no special support service to define with FCBDD.

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## 5.0 Budgeting and Service Charges

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### 5.1 IT Budgets

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5.3.2 Annual Journal Entry for Core Services: FCDC bills partners denoted as 'billable' on behalf of the Commissioners and at the direction of OMB. FCDC will process reimbursement journal entries

annually in January based on the calculation in 5.4.1. Partners will receive a memo two weeks before the journal entry is submitted.

5.3.3 Annual Journal Entry for Partner Licensing: FCDC oversees the licensing of several software solutions/tools utilized by our partner agencies (i.e., Adobe, Microsoft 365, Zoom). FCDC will process reimbursement journal entries annually in January for the budgeted cost of this licensing. If a partner is using more licensing than budgeted, FCDC will work with the partner to determine if the quantity of licenses can be decreased. If not, the difference will be charged back via journal entry in April.

5.3.4 Reimbursements for technology purchased on Partner Agency's behalf: To assist partner agencies in the efficient procurement of technology, the FCDC maintains open purchase orders and can process same-day or next-day orders with vendors. Quarterly, FCDC will provide a summary of all procurements and process reimbursement journal entries. Each month following the close of a quarter, partners will receive a memo of charges mid-month, and the journal entry will be processed at the end of the month. FCDC will work closely with partners for the timing of Q4 reimbursement journal entries.

5.3.5 Reimbursements for Project Services: When FCDC works with partner agencies on specific projects, those projects will include a specific scope of work and a detailed cost estimate. At the completion and signoff of a project, FCDC will process a reimbursement journal entry for the amount of the cost estimate and any associated project change orders. During the project kickoff meeting, FCDC will work with partners to determine if the chargeback needs to be processed differently (i.e., multi-year projects, to meet certain funding requirements, etc.)

**Memorandums will be sent for review to:**  
**ATTENTION: Travis Sherick**  
**Franklin County Board of Developmental Disabilities**  
**travis.sherick@fcbdd.org**

**5.3.6 Billing questions or disputes can be directed as follows:**

#	Who	Phone	E-mail
1	Financial Services	N/A	fcdcfinancialservices@franklincountyohio.gov
2	Partner Experience Manager, Sean O'Donnell	(614) 525-2237	sean.odonnell@franklincountyohio.gov
3	Enterprise Financial Services Manager, Renea Ruple	(614) 525-7392	renea.ruple@franklincountyohio.gov
4	Chief Financial Officer, Julie Lust	(614) 525-5826	jalust@franklincountyohio.gov
5	Chief Information Officer, Adam Frumkin	(614) 525-3006	adam.frumkin@franklincountyohio.gov

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## 6.0 Terms and Conditions

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### 6.1 Normal Business Hours

FCDC defines normal business hours as Monday through Friday, between 8:00 AM EST and 5:00 PM EST. This excludes holidays, a county government shutdown, and weekends.

## 6.2 After-hours and Emergencies

FCDC has staff on-call 24/7 and can be reached by the Help Desk phone number: (614) 525-3282. The on-call staff member will assess and handle the issues based on their criticality and needs.

## 6.3 Requests

FCDC strives to be a good partner and provide exceptional service; several entry points exist to access FCDC services. See below:

### Incidents:

**E-mail:** [helpdesk@franklincountyohio.gov](mailto:helpdesk@franklincountyohio.gov)

**Phone:** (614) 525-3282 (DATA)

**Service Desk Portal:** <https://helpdesk.franklincountyohio.gov>

### General requests and questions:

**E-mail:** [FCDC-PX@franklincountyohio.gov](mailto:FCDC-PX@franklincountyohio.gov)

**Procurement System:** <https://link.franklincountyohio.gov>

*Note: The Data Center provides procurement governance for technology items on behalf of the Automatic Data Processing Board. Partners Agencies must submit all IT procurements to FCDC for a Technical Review, Security Review, and Fiscal Review to obtain approval for purchase. Please see FCDC's Technology Procurement and Implementation Policy or discuss it with a Partner Experience Manager for more information.*

## 6.4 Escalation/Expedition Pathway

If a partner is not receiving service in a timely or proper manner, Partners may use the following escalation path until a resolution is achieved:

#	Who	Phone	E-mail
1	Help Desk	(614) 525-3282	<a href="mailto:helpdesk@franklincountyohio.gov">helpdesk@franklincountyohio.gov</a>
2	Partner Experience Manager, Sean O'Donnell	(614) 525-2237	<a href="mailto:sean.odonnell@franklincountyohio.gov">sean.odonnell@franklincountyohio.gov</a>
3	Chief People Officer, Kassy Franz	(614) 525-7529	<a href="mailto:klfranz@franklincountyohio.gov">klfranz@franklincountyohio.gov</a>
4	Chief Information Officer, Adam Frumkin	(614) 525-3006	<a href="mailto:adam.frumkin@franklincountyohio.gov">adam.frumkin@franklincountyohio.gov</a>

## 6.5 Service Prioritization

FCDC follows a Service Prioritization Method by assessing the situation for specific criteria, identifying the corresponding priority, and acting accordingly. The Help Desk prioritizes issues/requests by urgency and impact to ensure appropriate response time. The FCDC prioritization outline is below:

Priority	Criteria	Response
<b>Priority 5 (LOWEST)</b> Standard Service Request	<ul style="list-style-type: none"> <li>• There is no negative impact on the business or services.</li> <li>• Standard, repeatable requests (e.g., user management)</li> <li>• Low-effort maintenance or enhancement requests</li> <li>• A method for taking larger requests that may turn into a project but require additional information and understanding</li> </ul>	<ul style="list-style-type: none"> <li>• FCDC Staff member will be assigned and contact the requestor as an acknowledgment of the request</li> <li>• FCDC will work with the requestor to establish an agreed service delivery schedule or next steps</li> </ul>
<b>Priority 4 (LOW)</b> Minimal or No Business Impact	<ul style="list-style-type: none"> <li>• Minimal impact on business or service</li> <li>• No production or individual end-user is affected</li> <li>• The business has an alternative approach until a fix/promotion can be established and/or can be deferred until an acceptable maintenance window can be established for resolution</li> </ul>	<ul style="list-style-type: none"> <li>• FCDC Technician will be assigned and will strive to contact the reporting user within a business day of ticket assignment</li> <li>• FCDC will attempt to resolve this within 40 normal business hours</li> <li>• FCDC will communicate with the reporting user until resolved</li> </ul>
<b>Priority 3 (MEDIUM)</b> Minor Business Impact	<ul style="list-style-type: none"> <li>• There is a degradation to a business service but not a work stoppage</li> <li>• The service component or procedure is NOT critical to customer business functions</li> <li>• The business has an alternative approach until it is resolved</li> </ul>	<ul style="list-style-type: none"> <li>• FCDC Technician will be assigned and will strive to contact the reporting user within four (4) normal business hours of ticket assignment</li> <li>• FCDC will attempt to resolve this within 24 normal business hours</li> <li>• FCDC will communicate with the reporting user until resolved</li> </ul>
<b>Priority 2 (HIGH)</b> Major Business Impact	<ul style="list-style-type: none"> <li>• A business service component, procedure, or application is unusable, or service degradation is very high</li> <li>• The business service is isolated to one (1) Partner Agency</li> <li>• Business service delivery is critically impacted</li> <li>• The business is unable to use an alternative approach to deliver service</li> <li>• A moderate security threat has been identified</li> </ul>	<ul style="list-style-type: none"> <li>• FCDC Technician will be assigned and will strive to contact the reporting user within one (1) hour of ticket assignment during normal business hours</li> <li>• If after hours, an FCDC technician will be dispatched and will strive to contact the reporting user within two (2) hours</li> <li>• FCDC will begin work immediately and continue until resolved</li> <li>• FCDC will communicate with the reporting user until resolved</li> </ul>
<b>Priority 1 (HIGHEST)</b> Severe Business Impact	<ul style="list-style-type: none"> <li>• The entire Franklin County userbase or multiple Partner Agencies are experiencing loss to a production service</li> <li>• Foundational infrastructure component and/or a shared application outage (or imminent outage) with a critical impact on business services</li> <li>• Will cause a significant negative impact on Franklin County's revenue</li> <li>• A substantial security threat has been identified</li> </ul>	<ul style="list-style-type: none"> <li>• FCDC Technician will be assigned and will strive to contact (any method) the reporting user within 30 minutes of ticket assignment during normal business hours</li> <li>• If after hours, an FCDC technician will be dispatched and will strive to contact the reporting user (any method) within one (1) hour</li> <li>• FCDC will begin work immediately and continue until resolved</li> <li>• FCDC will communicate with the reporting user consistently during normal business hours until resolved</li> </ul>

		<ul style="list-style-type: none"> <li>• If a Priority 1 incident impacts the Partner Agency but is not the reporting user, contact the Help Desk or PXM for an update</li> <li>• Partner Experience Team will issue an E-mail notification to all IT Contacts within one (1) business day</li> </ul>
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The above classifications are guidelines first to enable FCDC staff to concentrate on the most critical problems. FCDC assignees may also change the priority as part of their evaluation and/or during the evolution of the work. Partner Agencies may also request a higher priority by contacting the Help Desk. Escalations will be evaluated and determined on a case-by-case basis. It is also important to note that if a Partner Agency has specific Business Services needs that require an alternate support model, it should be defined in this document; otherwise, FCDC will apply this model when evaluating submissions.

## 6.6 Security Audit


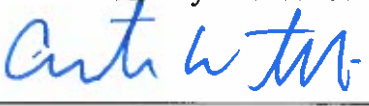
As written in the Franklin County FCDC Security Policy, the FCDC has the right to audit, monitor, and secure all computing environments connected to the FCDN. This would also include any agency processes related to the security of the FCDN. The FCDC would ensure customers and stakeholders a simple, stable, and secure environment by gaining access to agencies' computing environments and procedures. Also, this policy gives the FCDC the ability to identify components that are at risk, in addition to strengthening security and privacy controls. In collaboration with the Agency, the FCDC will report to and assist the Agency in mitigating any findings. If you need a policy copy or have questions, please discuss them with your Partner Experience Manager.

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
PERSONNEL ACTION  
PAY INCREASE: ENTERPRISE PROJECT MANAGER 2

Voting Aye thereon

Voting Nay thereon

  
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**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor  
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**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor  
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**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas  
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**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas  
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**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts  
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**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts  
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**John O'Grady**, Member  
Franklin County Commissioner  
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**John O'Grady**, Member  
Franklin County Commissioner  
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**Daniel O'Connor**, Member  
Franklin County Recorder  
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**Daniel O'Connor**, Member  
Franklin County Recorder  
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**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer  
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**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer  
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**Antone White**, Member  
Director, Franklin County Board of Elections  
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**Antone White**, Member  
Director, Franklin County Board of Elections  
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**David Payne**, Member  
Deputy Director, Franklin County Board of  
Elections  
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**David Payne**, Member  
Deputy Director, Franklin County Board of  
Election

**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

**FRANKLIN COUNTY DATA CENTER  
PERSONNEL ACTION  
PAY INCREASE: ENTERPRISE PROJECT MANAGER 2**

**WHEREAS**, Ohio Revised Code Section §307.844 provides that, subject to the approval of the County Automatic Data Processing Board, the County Auditor as Chief Administrator of the Board may employ such persons as are necessary for the operation of the Data Center and shall fix the compensation of all such employees; and,

**WHEREAS**, the Franklin County Data Center Chief Information Officer has reviewed and recommends this action; and,

**WHEREAS**, the Chief Administrator requests Automatic Data Processing Board approval of Personnel Action number **25-041** attached hereto and made a part hereof; and,

**WHEREAS**, funding for this personnel action is available within the Data Center Personal Services (5100) Account; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Franklin County Automatic Data Processing Board hereby approves Personnel Action number **25-041**.

**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

**Data Center Personnel Action – Pay Increase – Alicen Maestas**

PERSONNEL ACTION FORM			
TRANSACTION TYPE		Pay Increase	
EMPLOYEE/CANDIDATE NAME:		Alicen Maestas	
PERSONNEL ACTION DATE (BOARD)		04/07/2025	
DATE HIRED		07/05/2022	
YEAR WITH FCDC		2 Years, 9 Months, 2 Days	
CURRENT DATA CENTER SECTION		Enterprise Delivery Services	
NEW DATA CENTER SECTION		Enterprise Delivery Services	
CURRENT JOB POSITION / TITLE		Enterprise Project Manager 2	
NEW JOB POSITION / TITLE		Enterprise Project Manager 2	
PAY GRADE		13	
PAY GRADE SALARY RANGE			
MINIMUM	MID	MAXIMUM	
\$ 72,199	\$ 88,444	\$104,689	
	BASE RATE	ANNUAL SALARY	
PREVIOUS	\$ 44.354	\$92,256.84	
Increase	\$2.221	\$4,618.16	
NEW	\$46.575	\$96,875.00	
MISCELLANEOUS ACTIONS / COMMENTS			
<p>Since joining the team in 2022, Alicen has consistently demonstrated exceptional leadership, problem-solving skills, and a commitment to excellence. She has taken on some of FCDC's most challenging projects, achieving successful outcomes through her resourcefulness and determination while actively participating in Delivery Services initiatives. Alicen successfully led high-stakes projects such as Mobile Device Management, which involved resolving project ambiguity and required significant cross-departmental coordination to nail down technical details. She created structure, set objectives, and kept the team focused. Alicen is frequently trusted to manage some of our most challenging and sensitive projects, underscoring her reliability and unique skill set. (We don't just ask anyone to do this.) Alicen has received verbal and written accolades since her arrival, but it's time to thank her materially as a key contributor to FCDC's success.</p>			
Kassy Franz, Chief People Officer			



FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
PERSONNEL ACTION  
PAY INCREASE: GX DEVELOPMENT MANAGER

Voting Aye thereon

Voting Nay thereon

  
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**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

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**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

  
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**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas

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**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas

  
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**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts


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**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts

  
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**John O'Grady**, Member  
Franklin County Commissioner

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**John O'Grady**, Member  
Franklin County Commissioner

  
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**Daniel O'Connor**, Member  
Franklin County Recorder

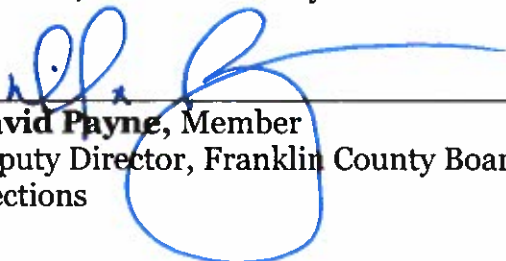
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**Daniel O'Connor**, Member  
Franklin County Recorder

  
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**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer

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**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer

  
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**Antone White**, Member  
Director, Franklin County Board of Elections

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**Antone White**, Member  
Director, Franklin County Board of Elections

  
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**David Payne**, Member  
Deputy Director, Franklin County Board of Elections

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**David Payne**, Member  
Deputy Director, Franklin County Board of Election

**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

**FRANKLIN COUNTY DATA CENTER  
PERSONNEL ACTION  
PAY INCREASE: GX DEVELOPMENT MANAGER**

**WHEREAS**, Ohio Revised Code Section §307.844 provides that, subject to the approval of the County Automatic Data Processing Board, the County Auditor as Chief Administrator of the Board may employ such persons as are necessary for the operation of the Data Center and shall fix the compensation of all such employees; and,

**WHEREAS**, the Franklin County Data Center Chief Information Officer has reviewed and recommends this action; and,

**WHEREAS**, the Chief Administrator requests Automatic Data Processing Board approval of Personnel Action number **25-042** attached hereto and made a part hereof; and,

**WHEREAS**, funding for this personnel action is available within the Data Center Personal Services (5100) Account; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Franklin County Automatic Data Processing Board hereby approves Personnel Action number **25-042**.

**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

**Data Center Personnel Action – Pay Increase – Eric Nutt**

PERSONNEL ACTION FORM			
TRANSACTION TYPE		Pay Increase	
EMPLOYEE/CANDIDATE NAME:		Eric Nutt	
PERSONNEL ACTION DATE (BOARD)		04/07/2025	
DATE HIRED		08/28/2017	
YEAR WITH FCDC		7 Years, 7 Months, 9 Days	
CURRENT DATA CENTER SECTION		GX Foundry	
NEW DATA CENTER SECTION		GX Foundry	
CURRENT JOB POSITION / TITLE		GX Development Manager	
NEW JOB POSITION / TITLE		GX Development Manager	
PAY GRADE		16	
PAY GRADE SALARY RANGE			
MINIMUM	MID	MAXIMUM	
\$ 89,197	\$ 109,267	\$129,336	
	BASE RATE	ANNUAL SALARY	
PREVIOUS	\$ 55.827	\$116,119.90	
Increase	\$2.791	\$5,806.10	
NEW	\$58.618	\$121,926.00	
MISCELLANEOUS ACTIONS / COMMENTS			
<p>For more than 7 years, Eric Nutt has been a reliable and loyal team leader and player under multiple FCDC leaders. His software talents have helped grow new software development professionals and allowed FCDC to evolve its tools to meet new challenges. Unlike many software leaders, Eric has been readily available after hours and on weekends during upgrades, election nights, and unexpected outages. Eric has led high-profile projects like retiring a legacy mainframe application by redesigning the “Unclaimed Funds” platform, which tracks more than \$10M in public money. He led his team to convert a phone-and-paper process into a sleek, fully digital process for Auditor staff and the public. This project earned FCDC national attention from the software vendor and NACo.</p>			
Kassy Franz, Chief People Officer			

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
PERSONNEL ACTION  
PAY INCREASE: ENTERPRISE ARCHITECT

Voting Aye thereon



**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor



**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas



**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts

 FOR JURY

**John O'Grady**, Member  
Franklin County Commissioner



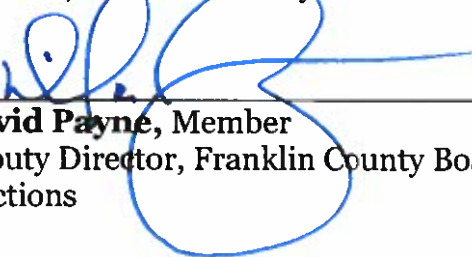
**Daniel O'Connor**, Member  
Franklin County Recorder

 10/3/25

**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer



**Antone White**, Member  
Director, Franklin County Board of Elections



**David Payne**, Member  
Deputy Director, Franklin County Board of  
Elections

Voting Nay thereon

**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas

**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts

**John O'Grady**, Member  
Franklin County Commissioner

**Daniel O'Connor**, Member  
Franklin County Recorder

**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer

**Antone White**, Member  
Director, Franklin County Board of Elections

**David Payne**, Member  
Deputy Director, Franklin County Board of  
Election

**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

**FRANKLIN COUNTY DATA CENTER  
PERSONNEL ACTION  
PAY INCREASE: ENTERPRISE ARCHITECT**

**WHEREAS**, Ohio Revised Code Section §307.844 provides that, subject to the approval of the County Automatic Data Processing Board, the County Auditor as Chief Administrator of the Board may employ such persons as are necessary for the operation of the Data Center and shall fix the compensation of all such employees; and,

**WHEREAS**, the Franklin County Data Center Chief Information Officer has reviewed and recommends this action; and,

**WHEREAS**, the Chief Administrator requests Automatic Data Processing Board approval of Personnel Action number **25-043** attached hereto and made a part hereof; and,

**WHEREAS**, funding for this personnel action is available within the Data Center Personal Services (5100) Account; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Franklin County Automatic Data Processing Board hereby approves Personnel Action number **25-043**.

**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**



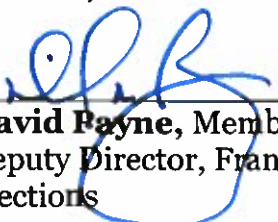
**Data Center Personnel Action – Pay Increase – David Francis**

PERSONNEL ACTION FORM			
TRANSACTION TYPE		Pay Increase	
EMPLOYEE/CANDIDATE NAME:		David Francis	
PERSONNEL ACTION DATE (BOARD)		04/07/2025	
DATE HIRED		07/29/2022	
YEAR WITH FCDC		2 Years, 8 Months, 8 Days	
CURRENT DATA CENTER SECTION		Enterprise Information Technology	
NEW DATA CENTER SECTION		Enterprise Information Technology	
CURRENT JOB POSITION / TITLE		Enterprise Architect	
NEW JOB POSITION / TITLE		Enterprise Architect	
PAY GRADE		17	
PAY GRADE SALARY RANGE			
MINIMUM	MID	MAXIMUM	
\$ 101,946	\$ 124,884	\$147,822	
		BASE RATE	ANNUAL SALARY
PREVIOUS		\$ 57.616	\$119,840.24
Increase		\$2.88	\$5,992.01
NEW		\$60.496.00	\$125,832.25
MISCELLANEOUS ACTIONS / COMMENTS			
<p>The value delivered by Dave Francis as our Enterprise Architect has been unmatched. Since joining the Data Center in 2022, Dave has delivered on some of our most important, complex, and challenging projects. He's a technical keystone for not only FCDC but for the County at large, bringing stability, performance improvements, innovation, and reliability to agency partners such as FCBDD, BOEL, ADAMH, FCSO, and others. He's provided documentation that sets the bar for others to follow to its highest, leaving a legacy for years. His technical expertise, combined with a keen attention to detail when organizing and orchestrating complex technologies, has truly bolstered the technology position for the County. Moreover, Dave has become an invaluable mentor to our junior tech staff, significantly enhancing our team's overall skill set and development.</p>			
Kassy Franz, Chief People Officer			

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
PERSONNEL ACTION  
PAY INCREASE: ENTERPRISE NETWORK ENGINEER 3

Voting Aye thereon

  
\_\_\_\_\_  
**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor  
\_\_\_\_\_  
**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas  
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**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts  
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**John O'Grady**, Member  
Franklin County Commissioner  
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**Daniel O'Connor**, Member  
Franklin County Recorder  
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**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer  
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**Antone White**, Member  
Director, Franklin County Board of Elections  
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**David Payne**, Member  
Deputy Director, Franklin County Board of  
Elections

Voting Nay thereon

\_\_\_\_\_  
**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

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**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas

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**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts

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**John O'Grady**, Member  
Franklin County Commissioner

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**Daniel O'Connor**, Member  
Franklin County Recorder

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**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer

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**Antone White**, Member  
Director, Franklin County Board of Elections

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**David Payne**, Member  
Deputy Director, Franklin County Board of  
Election

**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

**FRANKLIN COUNTY DATA CENTER  
PERSONNEL ACTION  
PAY INCREASE: ENTERPRISE NETWORK ENGINEER 3**

**WHEREAS**, Ohio Revised Code Section §307.844 provides that, subject to the approval of the County Automatic Data Processing Board, the County Auditor as Chief Administrator of the Board may employ such persons as are necessary for the operation of the Data Center and shall fix the compensation of all such employees; and,

**WHEREAS**, the Franklin County Data Center Chief Information Officer has reviewed and recommends this action; and,

**WHEREAS**, the Chief Administrator requests Automatic Data Processing Board approval of Personnel Action number **25-044** attached hereto and made a part hereof; and,

**WHEREAS**, funding for this personnel action is available within the Data Center Personal Services (5100) Account; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Franklin County Automatic Data Processing Board hereby approves Personnel Action number **25-044**.



**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

**Data Center Personnel Action – Pay Increase – John Shields**

PERSONNEL ACTION FORM			
TRANSACTION TYPE		Pay Increase	
EMPLOYEE/CANDIDATE NAME:		John Shields	
PERSONNEL ACTION DATE (BOARD)		04/07/2025	
DATE HIRED		09/26/2022	
YEAR WITH FCDC		2 Years, 6 Months, 10 Days	
CURRENT DATA CENTER SECTION		Enterprise Information Technology	
NEW DATA CENTER SECTION		Enterprise Information Technology	
CURRENT JOB POSITION / TITLE		Enterprise Network Engineer 3	
NEW JOB POSITION / TITLE		Enterprise Network Engineer 3	
PAY GRADE		17	
PAY GRADE SALARY RANGE			
MINIMUM	MID	MAXIMUM	
\$ 86,508	\$ 105,973	\$125,437	
	BASE RATE	ANNUAL SALARY	
PREVIOUS	\$ 50.985	\$106,048.54	
Increase	\$1.90	\$3,951.46	
NEW	\$52.885	\$110,000.00	
MISCELLANEOUS ACTIONS / COMMENTS			
<p>Since joining the Data Center in September 2022, John Shields has become a key member of the Network Engineering team. As the lead engineer for our Firewalls, John consistently demonstrates exceptional skill and professionalism. He independently conducts research, designs, and executes solutions with precision, all while requiring minimal oversight. Migrating from the EOL load balancer was a significant achievement for John, requiring heavy planning and seamless communication across multiple stakeholders. His ability to communicate complex concepts across teams makes him a trusted mentor and invaluable collaborator. John's problem-solving abilities further solidify his reputation as a reliable and effective team member for FCDC.</p>			
Kassy Franz, Chief People Officer			

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD


FRANKLIN COUNTY DATA CENTER  
PERSONNEL ACTION  
PROMOTION: ENTERPRISE SUPPORT ANALYST 2

Voting Aye thereon

Voting Nay thereon

  
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**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

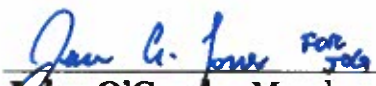
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**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

  
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**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas

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Franklin County Clerk of Courts

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Director, Franklin County Board of Elections

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**David Payne**, Member  
Deputy Director, Franklin County Board of  
Elections

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**David Payne**, Member  
Deputy Director, Franklin County Board of  
Election

**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

**FRANKLIN COUNTY DATA CENTER  
PERSONNEL ACTION  
PROMOTION: ENTERPRISE SUPPORT ANALYST 2**

**WHEREAS**, Ohio Revised Code Section §307.844 provides that, subject to the approval of the County Automatic Data Processing Board, the County Auditor as Chief Administrator of the Board may employ such persons as are necessary for the operation of the Data Center and shall fix the compensation of all such employees; and,

**WHEREAS**, the Franklin County Data Center Chief Information Officer has reviewed and recommends this action; and,

**WHEREAS**, the Chief Administrator requests Automatic Data Processing Board approval of Personnel Action number **25-045** attached hereto and made a part hereof; and,

**WHEREAS**, funding for this personnel action is available within the Data Center Personal Services (5100) Account; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Franklin County Automatic Data Processing Board hereby approves Personnel Action number **25-045**.

**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

**Data Center Personnel Action – Promotion – Maxwell Gatti**

PERSONNEL ACTION FORM			
TRANSACTION TYPE		Promotion	
EMPLOYEE/CANDIDATE NAME:		Maxwell Gatti	
PERSONNEL ACTION DATE (BOARD)		04/07/2025	
DATE HIRED		10/23/2023	
YEARS WITH DATA CENTER		1 Year, 5 Months, 14 Days	
CURRENT DATA CENTER SECTION		Enterprise Information Technology	
NEW DATA CENTER SECTION		Enterprise Information Technology	
CURRENT JOB POSITION / TITLE		Enterprise Support Analyst 1	
NEW JOB POSITION / TITLE		Enterprise Support Analyst 2	
PAY GRADE		7	
PAY GRADE SALARY RANGE			
MINIMUM	MID	MAXIMUM	
\$47,403	\$58,069	\$ 68,734	
		BASE RATE	ANNUAL SALARY
PREVIOUS		\$27,740	\$57,699.98
Increase		\$1,587	\$3,300.02
NEW		\$29,327	\$61,000.00
MISCELLANEOUS ACTIONS / COMMENTS			
<p>Max is a lynchpin for the helpdesk; he's the jack of all trades but master of none. Max and Susan were tasked with tackling OneDoor and finding the technical needs. He did the installs in the new suite when it was ready and tore it all down during the recent water incident. Max regularly picks up tasks, tickets, and efforts for his teammates without prompting from his manager. Max is a workhorse, road warrior, and culture champion for FCDC and Franklin County. Max has earned this promotion to Analyst 2.</p>			
Kassy Franz, Chief People Officer			

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD


FRANKLIN COUNTY DATA CENTER  
PERSONNEL ACTION  
PROMOTION: ENTERPRISE SUPPORT ANALYST 2

Voting Aye thereon

Voting Nay thereon

  
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**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor


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**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

  
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Judge, Franklin County Court of Common Pleas

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Deputy Director, Franklin County Board of  
Elections

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**David Payne**, Member  
Deputy Director, Franklin County Board of  
Election

**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

**FRANKLIN COUNTY DATA CENTER  
PERSONNEL ACTION  
PROMOTION: ENTERPRISE SUPPORT ANALYST 2**

**WHEREAS**, Ohio Revised Code Section §307.844 provides that, subject to the approval of the County Automatic Data Processing Board, the County Auditor as Chief Administrator of the Board may employ such persons as are necessary for the operation of the Data Center and shall fix the compensation of all such employees; and,

**WHEREAS**, the Franklin County Data Center Chief Information Officer has reviewed and recommends this action; and,

**WHEREAS**, the Chief Administrator requests Automatic Data Processing Board approval of Personnel Action number **25-046** attached hereto and made a part hereof; and,

**WHEREAS**, funding for this personnel action is available within the Data Center Personal Services (5100) Account; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Franklin County Automatic Data Processing Board hereby approves Personnel Action number **25-046**.

**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

**Data Center Personnel Action – Promotion – Paige Morris**

PERSONNEL ACTION FORM			
TRANSACTION TYPE		Promotion	
EMPLOYEE/CANDIDATE NAME:		Paige Morris	
PERSONNEL ACTION DATE (BOARD)		04/07/2025	
DATE HIRED		10/23/2023	
YEARS WITH DATA CENTER		1 Year, 5 Months, 14 Days	
CURRENT DATA CENTER SECTION		Enterprise Information Technology	
NEW DATA CENTER SECTION		Enterprise Information Technology	
CURRENT JOB POSITION / TITLE		Enterprise Support Analyst 1	
NEW JOB POSITION / TITLE		Enterprise Support Analyst 2	
PAY GRADE		7	
PAY GRADE SALARY RANGE			
MINIMUM	MID	MAXIMUM	
\$47,403	\$58,069	\$ 68,734	
		BASE RATE	ANNUAL SALARY
PREVIOUS		\$27,740	\$57,699.98
Increase		\$1,587	\$3,300.02
NEW		\$29,327	\$61,000.00
MISCELLANEOUS ACTIONS / COMMENTS			
<p>Paige has accepted additional, impactful projects for FCDC over the last 12 months. She's now the lead knowledge holder of Cooper/MDM/Intune deployments and owns Digital Signage for the SHRF. Paige regularly works cross-functionally with the Security IAM team to improve Adaxes and Cloud/Client for Intune/MDM and SCCM for imaging. Paige is well known by our agency partners and has received 5-star reviews regularly. I would reward Paige's hard work, reliability, and work ethic by promoting her to Analyst 2.</p>			
Kassy Franz, Chief People Officer			

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
PERSONNEL ACTION  
PROMOTION: ENTERPRISE INFRASTRUCTURE ENGINEER 3

Voting Aye thereon

Voting Nay thereon

  
Michael Stinziano, Secretary, Administrator  
Franklin County Auditor

Michael Stinziano, Secretary, Administrator  
Franklin County Auditor

  
Chris Brown, Member  
Judge, Franklin County Court of Common Pleas

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Director, Franklin County Board of Elections

  
David Payne, Member  
Deputy Director, Franklin County Board of  
Elections

David Payne, Member  
Deputy Director, Franklin County Board of  
Election



**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

**FRANKLIN COUNTY DATA CENTER  
PERSONNEL ACTION  
PROMOTION: ENTERPRISE INFRASTRUCTURE ENGINEER 3**

**WHEREAS**, Ohio Revised Code Section §307.844 provides that, subject to the approval of the County Automatic Data Processing Board, the County Auditor as Chief Administrator of the Board may employ such persons as are necessary for the operation of the Data Center and shall fix the compensation of all such employees; and,

**WHEREAS**, the Franklin County Data Center Chief Information Officer has reviewed and recommends this action; and,

**WHEREAS**, the Chief Administrator requests Automatic Data Processing Board approval of Personnel Action number **25-047** attached hereto and made a part hereof; and,

**WHEREAS**, funding for this personnel action is available within the Data Center Personal Services (5100) Account; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Franklin County Automatic Data Processing Board hereby approves Personnel Action number **25-047**.

**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

**Data Center Personnel Action – Promotion – Andrew Clark**

PERSONNEL ACTION FORM			
TRANSACTION TYPE		Promotion	
EMPLOYEE/CANDIDATE NAME:		Andrew Clark	
PERSONNEL ACTION DATE (BOARD)		04/07/2025	
DATE HIRED		09/06/2022	
YEARS WITH DATA CENTER		2 Years, 7 Months	
CURRENT DATA CENTER SECTION		Enterprise Information Technology	
NEW DATA CENTER SECTION		Enterprise Information Technology	
CURRENT JOB POSITION / TITLE		Enterprise Infrastructure Engineer 2	
NEW JOB POSITION / TITLE		Enterprise Infrastructure Engineer 3	
PAY GRADE		14	
PAY GRADE SALARY RANGE			
MINIMUM	MID	MAXIMUM	
\$ 76,449	\$93,650	\$ 110,851	
	BASE RATE	ANNUAL SALARY	
PREVIOUS	\$47,925	\$99,682.96	
Increase	\$3,517	\$7,317.04	
NEW	\$51,442	\$107,000.00	
MISCELLANEOUS ACTIONS / COMMENTS			
<p>Since joining the Data Center in September 2022, Drew has become a valuable contributor, consistently has a driven impact, and has demonstrated a strong growth mindset. During his time, he expanded his technical expertise and took on increasing responsibilities. Drew played a crucial role in key initiatives, such as a major domain migration, where he balanced hands-on problem-solving with strategic insights to ensure success. By assuming the technical SME role, Drew has enabled other team members to focus on leadership and development, strengthening the overall team dynamic. His expertise in resolving technical challenges and his commitment to continuous learning have made him an essential resource, enhancing the team's capabilities and contributing to the Data Center's success.</p>			
Kassy Franz, Chief People Officer			

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
PERSONNEL ACTION  
PROMOTION: DIRECTOR, ENTERPRISE INFORMATION TECHNOLOGY

Voting Aye thereon

Voting Nay thereon

  
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**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor


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Franklin County Auditor

  
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Deputy Director, Franklin County Board of  
Elections

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**David Payne**, Member  
Deputy Director, Franklin County Board of  
Election

**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

**FRANKLIN COUNTY DATA CENTER  
PERSONNEL ACTION  
PROMOTION: DIRECTOR, ENTERPRISE INFORMATION TECHNOLOGY**

**WHEREAS**, Ohio Revised Code Section §307.844 provides that, subject to the approval of the County Automatic Data Processing Board, the County Auditor as Chief Administrator of the Board may employ such persons as are necessary for the operation of the Data Center and shall fix the compensation of all such employees; and,

**WHEREAS**, the Franklin County Data Center Chief Information Officer has reviewed and recommends this action; and,

**WHEREAS**, the Chief Administrator requests Automatic Data Processing Board approval of Personnel Action number **25-048** attached hereto and made a part hereof; and,

**WHEREAS**, funding for this personnel action is available within the Data Center Personal Services (5100) Account; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Franklin County Automatic Data Processing Board hereby approves Personnel Action number **25-048**.

**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

**Data Center Personnel Action – Promotion – Justin Bise**

PERSONNEL ACTION FORM			
TRANSACTION TYPE		Promotion	
EMPLOYEE/CANDIDATE NAME:		Justin Bise	
PERSONNEL ACTION DATE (BOARD)		04/07/2025	
DATE HIRED		12/18/2017	
YEARS WITH DATA CENTER		7 Years, 3 Months, 17 Days	
CURRENT DATA CENTER SECTION		Enterprise Information Technology	
NEW DATA CENTER SECTION		Enterprise Information Technology	
CURRENT JOB POSITION / TITLE		Enterprise Information Technology, Assistant Director	
NEW JOB POSITION / TITLE		Director, Enterprise Information Technology	
PAY GRADE		17	
PAY GRADE SALARY RANGE			
MINIMUM	MID	MAXIMUM	
\$101,945	\$124,884	\$ 147,822	
	BASE RATE	ANNUAL SALARY	
PREVIOUS	\$61.451	\$127,817.56	
Increase	\$4.895	\$10,182.44	
NEW	\$66.346	\$138,000.00	
MISCELLANEOUS ACTIONS / COMMENTS			
<p>Since establishing himself as the Assistant Director of Enterprise IT in 2023, Justin has shown exceptional leadership as a mentor, guide, and trusted partner to his teams and the Executive Leadership team. He consistently embodies the Data Center's Core Values, and his proven track record as a living example of these principles makes him an ideal candidate for the Director of Enterprise Information Technology role.</p> <p>Despite being pushed beyond his comfort zone and technical expertise, Justin embraced a growth mindset, transforming challenges into personal and professional development opportunities. His adaptability and resilience have been remarkable.</p>			

**FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD**

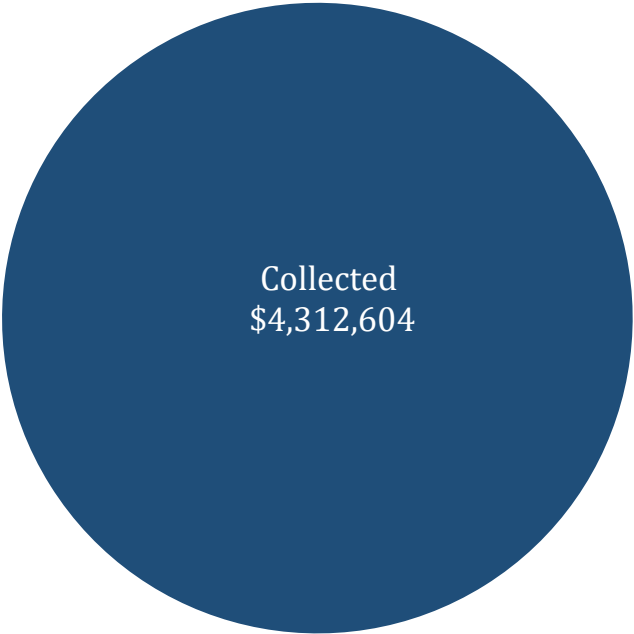
Justin possesses the essential qualities of outstanding leadership: He is an active listener with keen awareness, maintains a steady presence during challenging times, and fosters trust through transparency, respect, and unwavering commitment to his teams, our Partners, and the County. A person of impeccable character, Justin upholds his principles without compromise, consistently doing what is right—even when no one is looking.

Kassy Franz, Chief People Officer

Franklin County Data Center 2025 Financial Update as of April 25, 2025

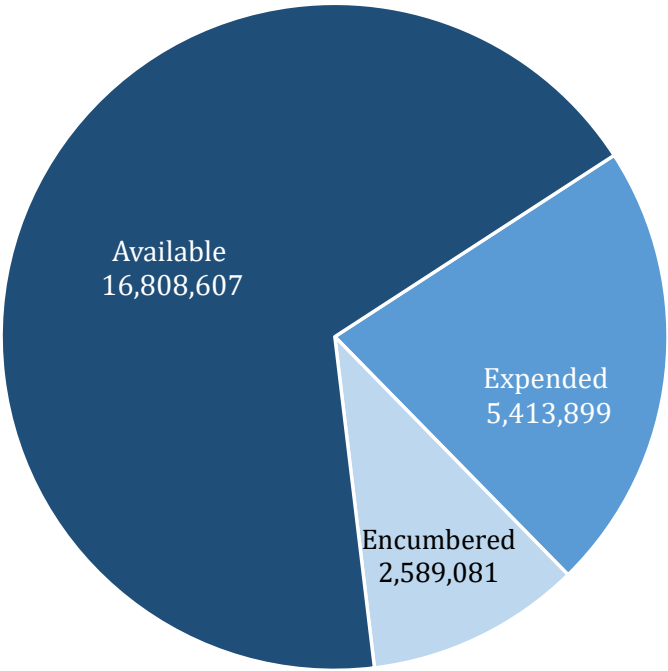
2025 Revenue	Original Appropriation	Revised Budget	YTD Collected		Delta	Percent Collected	Budget Outstanding
Service Fees & Charges	4,069,827		4,312,604		(242,777)	106%	-6%

2025 Aging of Outstanding Revenue	Current	< 30 Days Past Due	< 60 Days Past Due	< 90 Days Past Due	Over 90 Days Past Due	Total Billed Outstanding
	6,615		16,701	-	-	23,316



Franklin County Data Center 2025 Financial Update as of April 25, 2025

2025 Expenses	Original Appropriation	Revised Budget	YTD Expended	YTD Encumbrances	Available Budget	Percent Expended & Encumbered	Percent Available
Salaries and Wages	9,198,827	9,420,763	2,888,088	-	6,532,675	31%	69%
Benefits and Taxes	3,535,771	3,572,062	1,174,135	-	2,397,927	33%	67%
Materials and Services	11,818,762		1,351,677	2,589,081	7,878,005	33%	67%
Capital Investment			-	-	-		
Total	24,553,360	24,811,587	5,413,899	2,589,081	16,808,607	32%	68%





## Board Approval Provided by the Data Center Utilizing Resolution 24-093

Resolution Number	Approval Date	Amount	Agency	Description
24-093-2025137	3/27/2025	\$4,998.00	JPU	(2) Translate Live Devices
24-093-20255225	3/27/2025	\$404.58	SHRF	Adobe Premiere Pro - Matthew Clegg
24-093-20250610	3/28/2025	\$634.50	HMRS	(5) Adobe Pro - Elizabeth Manns, Sanita Johnson, Sue Hamilton, Elaine Bridges and TeLisa Harrison
24-093-20250611	3/28/2025	\$253.80	HMRS	(2) Adobe Pro - Jessica McCurdy and Mackenzie Moran.
24-093-2025427	3/28/2025	\$39,600.00	TREA	LexisNexis Accurint Updat
24-093-20252123	4/1/2025	\$0.00	AUDR	(1) Translate Live Device - Loaner
24-093-2025055	4/1/2025	\$10,800.00	EDP	(8) Standard Dock
24-093-2025035	4/1/2025	\$60.00	FCMT	Hot Spot Request - Verizon charges
24-093-2025139	4/1/2025	\$6,150.00	JPU	(1) Standard Laptops (3) Standard Laptop and Docks
24-093-20251310	4/2/2025	\$1,250.00	JPU	(5) Standard Docks
24-093-20252124	4/3/2025	\$24,300.00	AUDR	(18) Standard Laptops
24-093-2025076	4/7/2025	\$4,998.00	ANCL	ANCL Admin teams room
24-093-2025451	4/7/2025	\$358.51	CTCP	(1) Zoom Account with CRC Lic
24-093-2025037	4/7/2025	\$60.00	FCMT	Please enable hotspot - Verizon charges
24-093-2025555	4/7/2025	\$416.00	FCPH	(1) Visio License for Abby Boeckman and (1) Visio and (1) Adobe Pro for Haley Gilligan
24-093-20250211	4/8/2025	\$523.00	PRCH	(2) Dell 24 inch Adjustable Monitor - P2425 (1) adjustable dual monitor arms
24-093-20250212	4/8/2025	\$250.00	PRCH	(1) Standard Docks
24-093-2025475	4/9/2025	\$150.00	PBCT	Adobe Pro - Mary Farah
24-093-20255226	4/9/2025	\$48.00	SHRF	Sheriff - Snagit
24-093-20254913	4/10/2025	\$8,400.00	CRNR	(7) Standard Desktop PC
24-093-2025452	4/10/2025	\$649.62	CTCP	Microsoft Licenses - Planner & Project P5
24-093-20255217	4/10/2025	\$3,150.00	SHRF	Precision 3680
24-093-20250612	4/15/2025	\$276.90	HMRS	Adobe Pro and Express - Aayushi Dubey
24-093-2025476	4/15/2025	\$150.00	PBCT	Adobe Pro - Elisa Perkins
24-093-20255228	4/15/2025	\$2,754.18	SHRF	(6) Adobe Photoshop - Chief Marvin Hill, Major Levente Berry, Captain Dan Johnson, Lieutenant Virgal Neal, Sergeant Cora Day and Sergeant Nicholas Williams
24-093-2025016	4/16/2025	\$700.00	COMM	(2) Dell 24 inch Adjustable Monitor - P2425 (1) Standard Dock

## Board Approval Provided by the Data Center Utilizing Resolution 24-093

Resolution Number	Approval Date	Amount	Agency	Description
24-093-20255221	4/16/2025	\$6,456.00	SHRF	(3) JJ Kellee Leave Manager
24-093-2025447	4/17/2025	\$150.00	CTAP	Adobe Pro - Judge Dingus
24-093-20250615	4/17/2025	\$150.00	HMRS	Adobe Pro - Lillian Telcontar
24-093-20250614	4/17/2025	\$6,150.00	HMRS	(6) Dell 24 inch Adjustable Monitor - P2425 (3) Standard Laptop and Dock
24-093-20250213	4/17/2025	\$21.00	PRCH	MWM Cordless Mouse
24-093-20252128	4/18/2025	\$150.00	AUDR	Adobe Pro - Conneata Im
24-093-20252129	4/18/2025	\$208.43	AUDR	Power Apps - Conneata Im
24-093-2025644	4/18/2025	\$0.00	CBCF	Klein electronics software
24-093-20255229	4/18/2025	\$133.00	SHRF	MS Visio - Emmett Wheeler
24-093-20255230	4/22/2025	\$150.00	SHRF	Adobe Pro - Kim Boesch
24-093-2025517	4/23/2025	\$0.00	BOEL	Vendor Assessment
24-093-20255231	4/23/2025	\$3,975.00	SHRF	(25) Dell 24 inch Adjustable Monitor - P2425 Monitor Restock
24-093-2025036	4/24/2025	\$5,541.00	FCMT	(3) Dell Latitude 7350,(3) bags, (3) stylus, (3) keyboards and (1) protective case.
24-093-20255234	4/24/2025	\$1,545.00	SHRF	(3) Zebra ZD421 Label Printer
		\$135,964.52		

Franklin County Data Center Project Procurement Update as of April 25, 2025

Resolution Number	Resolution Date	Resolution Amount	Expended Amount	Remaining / Savings	Status	Description
24-095	12/2/2024	11,818,762	1,351,677	10,467,085	Ongoing	Data Center 2025 baseline budget and ongoing expenses
25-026	3/3/2025	150,000	54,807	95,193	Ongoing	Fiber Lease From the City of Columbus
25-027	3/3/2025	1,025,000		1,025,000	Ongoing	2025 Network Upgrades
25-034	5/5/2025			1,750,000	Pending Approval	2025 Infrastructure Expansion