

# 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

---

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

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

**Date:** March 29, 2024

**Subject:** Agenda for the Monday, April 01, 2024, Data Processing Board Meeting

The proposed agenda for the Monday, April 01, 2024, 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  
Susan Bedsole, 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  
Lilly Tesfai, 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, April 01, 2024

---

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

- **Call to Order**
  - **Pledge of Allegiance**
  - **Secretary's Comments**
  - **Approve or amend the Minutes of March 04, 2024, Regular Data Board Meeting**
  - **New Business**
- 
- **Resolution No. 24-028 Franklin County Disposal of County-Owned Personal Property Policy**
  - **Resolution No. 24-029 Franklin County Technical Equipment Salvage**
  - **Resolution No. 24-030 Franklin County Data Center – Disposal of eWaste, Technology Equipment**
  - **Resolution No. 24-031 Franklin County Data Center – Canva Enterprise Design Tool**
  - **Resolution No. 24-032 Franklin County Data Center – Franklin County Phone System, EMA (POC)**
  - **Resolution No. 24-033 Franklin County Data Center – Endpoint Detection and Incident Response Solution**
  - **Resolution No. 24-034 Franklin County Data Center – Google Maps API**
  - **Resolution No. 24-035 Franklin County Data Center – Trello Enterprise Work Visualization Tool**
  - **Resolution No. 24-036 Franklin County Child Support Enforcement Agency – Master Service Agreement**
  - **Resolution No. 24-037 Franklin County Coroner's Office – Master Service Agreement**

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

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

- **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. 24-038 Personnel Action – New Hire – Enterprise Collaboration Engineer 1
- Resolution No. 24-039 Personnel Action – New Hire – Enterprise Identity Access Management Engineer 1
- Resolution No. 24-040 Personnel Action – Backfill – Enterprise Security Analyst 2
- Resolution No. 24-041 Personnel Action – Backfill – Enterprise Security Engineer 2
- Resolution No. 24-042 Personnel Action – Backfill – Enterprise Vendor Risk Management Analyst 2
- Resolution No. 24-043 Personnel Action – Promotion – Enterprise Support Manager
- Resolution No. 24-044 Personnel Action – Promotion – Enterprise Database Engineer 2
- Resolution No. 24-045 Personnel Action – Promotion – Enterprise Financial Analyst 2
- Resolution No. 24-046 Personnel Action – Promotion – Enterprise Infrastructure Engineer 2
- Resolution No. 24-047 Personnel Action – Pay Increase – Enterprise Infrastructure Engineer 1

- **Motion to Adjourn the Executive Session**  
Roll call vote (requires a majority of the quorum)

### **Reconvene in Special Session**

- **Resolution No. 24-038 Personnel Action – New Hire – Enterprise Collaboration Engineer 1**
- **Resolution No. 24-039 Personnel Action – New Hire – Enterprise Identity Access Management Engineer 1**
- **Resolution No. 24-040 Personnel Action – Backfill – Enterprise Security Analyst 2**
- **Resolution No. 24-041 Personnel Action – Backfill – Enterprise Security Engineer 2**
- **Resolution No. 24-042 Personnel Action – Backfill – Enterprise Vendor Risk Management Analyst 2**
- **Resolution No. 24-043 Personnel Action – Promotion – Enterprise Support Manager**
- **Resolution No. 24-044 Personnel Action – Promotion – Enterprise Database Engineer 2**
- **Resolution No. 24-045 Personnel Action – Promotion – Enterprise Financial Analyst 2**
- **Resolution No. 24-046 Personnel Action – Promotion – Enterprise Infrastructure Engineer 2**
- **Resolution No. 24-047 Personnel Action – Pay Increase – Enterprise Infrastructure Engineer 1**

### **Other Business**

### **Adjourn**

**FRANKLIN COUNTY AUTOMATIC DATA PROCESSING BOARD**

**Minutes of the March 04, 2024, Regular Board Meeting**

Date Approved: April 01, 2024



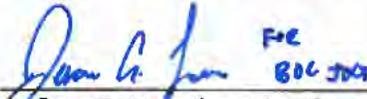
**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor



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



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

**ABSENT**

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

**ABSENT**

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

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24

FRANKLIN COUNTY AUTOMATIC DATA PROCESSING BOARD

- - -

Regular Board Meeting

- - -

Proceedings

Held at 373 South High Street, Olympus, 9th  
Floor, Columbus, Ohio, called at 9:00 a.m., on  
Monday, March 4, 2024.

- - -

*Higgins & Associates*  
*4889 Sinclair Road, Suite 102*  
*Columbus, OH 43229-5433*  
*\*614.985.DEPO (3376) \*888.244.1211*

1 BOARD MEMBERS:

2 The Honorable Michael Stinziano, Franklin County  
Auditor, Secretary/Administrator, FCADPB

3  
4 The Honorable Chris Brown, Member, Franklin County  
Court of Common Pleas

5 The Honorable Maryellen O'Shaughnessy, Member,  
Franklin County Clerk of Courts

6  
7 Mr. David R. Payne, Member, Franklin County Board  
of Elections

8 Mr. Juan Torres, Delegate, Franklin County Board of  
Commissioners

9  
10 Mr. C. Chris Cupples, Delegate, Franklin County  
Recorder

11 Mr. Dusten Kohlhorst, Delegate, Franklin County  
Treasurer

12

13

14 ALSO PRESENT:

15

Mr. Adam Frumkin, Chief Information Officer

16 Ms. Julie Lust, Chief Financial Officer

Ms. Kassy Franz, Chief People Officer

17 Ms. Nikki Milburn, Chief Information Security  
Officer

18 Mr. John Proffitt, Chief Digital Officer

Mr. Trevor Cansler, Chief Technology Officer

19 Ms. Mary Ann Brooks, Executive Administrative  
Assistant

20 Ms. Jeanine Hummer, Assistant Prosecuting Attorney,  
Franklin County Prosecutor's Office

21

- - -

22

23

24

25

	<b>AGENDA</b>	
	- - -	
2	<b>ITEM</b>	<b>PAGE</b>
3	Call to Order	4
4	Secretary's Comments	4
5	Approval of Minutes	15
6	New Business	16
	Resolution 24-025	
7	Resolution 24-026	17
8	Resolution 24-027	17
9	Other Business	20
10	Adjournment	21

11

12

- - -

13

14

15

16

17

18

19

20

21

22

23

24

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24

- - -

CALL TO ORDER

- - -

SECRETARY STINZIANO: It is 9:00, we will call the March 4, 2024 Automatic Data Processing Board meeting to order.

Please join me in the Pledge.

(Pledge of Allegiance.)

SECRETARY STINZIANO: Good morning. Thanks everyone for being here. It is a very small agenda; so we will try to get moving quickly.

With that, I will turn it over to Mr. Frumkin for Secretary comments.

- - -

SECRETARY COMMENTS

- - -

MR. FRUMKIN: Good morning. And welcome Data Board members and Delegates. I hope all of you had a good weekend and enjoyed some of the warm weather. Well, today we are going to have 70 degrees. And this month we celebrate International Women's Day, St. Patrick's Day, the long-awaited first day of Spring, and my favorite, we spring forward on this weekend. Don't forget

1 about that.

2           Soon we will be sharing our new  
3 newsletter with you. The newsletter will tell our  
4 story of our accomplishments, our projects, and how  
5 we continue to assist our agency partners every  
6 month. Again, our goal is to make our work more  
7 visible, predictable, and customer focused.

8           The Data Center team has  
9 successfully on-boarded two additional Project  
10 Managers to assist with the project workload. We  
11 have assigned resources to the ADAMH Crisis Center,  
12 are working on testing plans, and continue to  
13 engage with the Auditor's office on the Tyler Tech  
14 Enterprise Project. We will be wrapping up the  
15 Motorola computer-aided design, CAD, or 911  
16 infrastructure setup and configuration for the  
17 Sheriff's office, and have requested sign-off and  
18 closure of the body-worn camera project.

19           An update on User Management  
20 Automation project: The User Management team has  
21 been utilizing the solution to fulfill current  
22 requests as they come in. This process allows the  
23 team to look for issues and make some  
24 quality-of-life improvements. We are targeting

1 mid-March to start rolling out agencies with the  
2 goal of four agencies per week, and then ramping up  
3 after that. The current access certification  
4 solution we utilize will change in the latter part  
5 of the year.

6                   Potential change for the NIR  
7 Solution, Proof of Concept has wrapped up. And the  
8 final recommendation is being prepared. We will be  
9 finalizing what the plan will look like. But this  
10 will most likely fall into 2025 due to timelines  
11 for implementation, tuning and resource  
12 constraints.

13                   Metrics for February:

14                   The Security Awareness Training  
15 Campaign for 2024 will be launching on March 25th.  
16 Status tracking will be available to IT contacts as  
17 normal. All new employees are automatically added  
18 to the campaign and receive a welcome e-mail and  
19 reminders. Nothing has been done there for new  
20 users.

21                   E-mail security is still proving to  
22 be successful. In February, we received 10,909  
23 phishing attempts that were blocked. 169 malware  
24 attempts blocked. That is just over 11,000

1 bad-actor attempts that were prevented by Microsoft  
2 alone, and are down significantly from previous  
3 months.

4           The secondary and more sophisticated  
5 solution blocked an additional 795 attempts.  
6 Credential theft is still the top attempt,  
7 representing 62 percent of the attempts. There  
8 does seem to be a steady trend upward on the  
9 attempts being blocked by our secondary provider.

10           Patching in February was back to our  
11 normal patch schedule. 3,429 endpoints were  
12 patched successfully, with an average completion  
13 time of 11.6 days. 631 servers were patched with  
14 an average completion time of 31.1 days. This is  
15 longer than normal for some, due to the holiday  
16 schedule and the modified schedule for January. We  
17 should be back on track going forward.

18           February had eight new requests that  
19 required vendor risk assessments. And the endpoint  
20 vulnerability management program continues to move  
21 forward. During the month, there were just over  
22 4,000 critical or high vulnerabilities remediated  
23 across 143 endpoints at one agency. Efforts will  
24 ramp up in the coming months for endpoints and

1 establishing a consistent process for remediation.

2 On the server side, most of the time  
3 and effort was focused on servers that supported a  
4 specific legacy application. Last month, we  
5 ensured that there was nothing externally facing.  
6 And this month we are focused more on any other  
7 remediation activities for internal servers. This  
8 is work that is outside of the standard patching  
9 process.

10 With that, I will turn this over to  
11 Nikki for a further security update.

12 MS. MILBURN: Thank you. This time  
13 I have a paper, because I have so much I want to  
14 cover. I don't want to miss anything.

15 So we completed the Zero Trust  
16 Strategy review for the county, and it's taken us  
17 some time to get through the five pillars. We went  
18 through each of those in five months. You do the  
19 crosscut, that's a sixth month. So we are six  
20 months in from when we started talking about this.  
21 So I kind of wanted to go back and review some of  
22 the initiatives that were ongoing.

23 So within the infinity pillar, we  
24 are moving forward, as Adam said, the automated

1 user provisioning and role-based access control.  
2 Those will continue to move forward as they are.

3           A couple initiatives that we are  
4 holding off until we can get the Identity Engineer  
5 hired. This is an extremely difficult thing for us  
6 right now is to do hiring within the security  
7 space. So a couple of the identity initiatives, we  
8 actually had to switch someone from the engineering  
9 side, that will have to take on those roles. So  
10 our Privileged Identity Management solution does  
11 have to be upgraded. Not just the infrastructure  
12 that it sits on, but there's actually an update  
13 that we have to do to prevent it from going into  
14 end-of-life. We are pulling a resource from the  
15 security engineering side, and moving them over  
16 into the identity space for them to fulfill that  
17 for us. So she will be working on that, and then  
18 off-boarding our access certification solution. We  
19 can't just turn it off. We have data there, we  
20 have connections there. With them, part of it is  
21 cloud-hosted, part of it's on the cloud, we have to  
22 do a full secure off-boarding of that and ensure  
23 that our data is gone from their environment. So  
24 she will be working on that as well. Which draws

1 from security engineering side. So it's a little  
2 bit of a trickle-down effect on that.

3 Local password management was on the  
4 roadmap for Q3 implementation. I will most likely  
5 need to push that back to Q4, based on hiring of  
6 that position.

7 Security engineering side, we did  
8 complete the POCs for the new antivirus solution.  
9 We did not just do a functional POC of the  
10 solution. It's not about can it do this, can it  
11 not do that, what does the interface look like. We  
12 did all of that work.

13 We also through MSI, which I and Zak  
14 are pretty much active members in, reached out to  
15 other local entities that are using these  
16 solutions, and asked them what the service looked  
17 like. What does it look like to implement, did you  
18 use a third-party, do you still have a third-party  
19 engaged. I want to see the full capabilities of  
20 this solution, not just the functional. It has to  
21 fit for our environment, and it has to be the right  
22 way for us to manage our tool set. So we did go  
23 through that.

24 I do have friends that I worked with

1 in Columbus from the private sector, from years  
2 gone by, I sought their input as well. Because  
3 they use a lot of the solutions we do, they deal  
4 with a lot of the vendors. It's just in a  
5 different capacity. So I did seek their input on  
6 it as well, to see what is our best recommendation  
7 going forward for that.

8                   So while we did do all of the  
9 legwork, I am losing an engineer from my team that  
10 would have been responsible for this work. He did  
11 accept a position in the private sector that was  
12 just too good for him and his life, and where he  
13 wants to go long-term. Too good for him to turn  
14 down, and I absolutely appreciate he was  
15 forthcoming, told us about it, gave us over two  
16 weeks' notice. So cannot complain from that  
17 aspect. For him and his family it's the right  
18 decision.

19                   Again, taking a hit on the  
20 engineering side, with another resource. So if we  
21 kind of go through it, we do have four open  
22 resources on the security team, two on the  
23 engineering side, one Identity Engineer, and then  
24 the Vendor Risk Management Analyst that is still

1 open as well.

2           So kind of walking through what this  
3 looks like for us. These postings are out there,  
4 right. We go through a prescreening call with a  
5 security team to say, hey, what's your background,  
6 get to know them as a person, some move up, some  
7 down, should they move to a first round interview.  
8 We do the first round interviews, we do the second  
9 round interview, we bring them to Data Board. So  
10 with magic in the air, we would be able to hit an  
11 April Data Board. This person would not start  
12 until April 22nd. There's a three-week gap. And  
13 then we have to onboard them. This looks very  
14 different than it does, because a lot of times  
15 people walk into a job role, I have this process I  
16 have to follow. It's pretty unique, pretty set.  
17 When they come into the security team or the Data  
18 Center as a whole, you have to learn about the  
19 entire county, and about what each of the agencies'  
20 missions are, what systems do they use, what  
21 systems do you use. So getting them up to speed  
22 does take time. If we can get them to doing the  
23 keeping the lights on work, which is kind of our  
24 bread and butter of my team and what they are

1 focused on right now, is keeping the lights on,  
2 incident remediation triage. That is our focus  
3 right now until we get these positions filled.  
4 You're in it three to four months for them to be an  
5 active member working in that work. Going from  
6 there, you're looking at between four and  
7 six months before they can start taking on those  
8 new initiatives and project work. So we have a  
9 pretty long tail. So if I can make April Data  
10 Board, let's say they start work in May, I'm  
11 looking at them being fully functional in November.  
12 That doesn't mean they know every nook and cranny  
13 of the county. That just means they are functional  
14 enough to lead initiatives, to deploy them. So  
15 it's a very large tail.

16 So what you'll see over the next  
17 couple months I will be giving you updates these  
18 are on track, this is moved, this is on track, this  
19 is moved. And moving resources essentially is our  
20 hottest fires right now is what we are going  
21 through in the security space.

22 Hopefully, that all makes sense. If  
23 you guys have questions, please, please let me  
24 know.

1                   That is what I got. I will keep you  
2 updated on the progress that we make.

3                   MR. FRUMKIN: As you know,  
4 cybersecurity is one of our priorities, main  
5 priorities of moving resources around to make sure  
6 we stay on track on the fillers and direction to  
7 protect the county as a priority for us.

8                   With that, I will turn this over to  
9 Julie.

10                  MS. LUST: And I will say one of the  
11 other things we are trying to do in that security  
12 space is moving funding around. Are we offering  
13 our security team members a salary where, A, we can  
14 get them in the door; also retain them and keep  
15 them, because it is a very competitive market. And  
16 that's something that we continue to work with the  
17 teams on to make sure. It's because of the long  
18 on-boarding process, you don't want someone to  
19 start and a year later quit, then we start over  
20 again. So we are continuing to work on that.

21                  Financials are on the last four  
22 pages of your agenda. Really not anything  
23 outstanding or new on any of the financials.  
24 Everything is where we would expect it to be. We

1 do continue to process all of our billings, for  
2 lack of a better word, through journal entries with  
3 the partner agencies, and that's going very well  
4 this year.

5                   On the last page of your agenda are  
6 the 38 resolutions that we approved on your behalf  
7 this month for technology equipment that was under  
8 100,000 dollars. The total is 300,000 for all 38  
9 entries. And there's nothing unusual that needs to  
10 be spoken about on that.

11                   So pending any questions, this  
12 completes my financial update.

13                   MR. FRUMKIN: Thank you very much.

14                   Barring no other questions or  
15 comments, I'll defer back to Auditor Stinziano.  
16 And wish to thank you for your continued support.

17                   SECRETARY STINZIANO: Thank you.

18                   Are there any questions or comments?

19                   - - -

20                   APPROVAL OF MINUTES

21                   - - -

22                   SECRETARY STINZIANO: Seeing none,  
23 we will now move to approval of the meeting minutes  
24 from the February 5, 2024 Regular Board meeting.

1 Are there any amendments or corrections to the  
2 minutes?

3 Hearing no further review, I would  
4 like to seek a motion for approval.

5 CLERK O'SHAUGHNESSY: I so move.

6 MR. CUPPLES: Second.

7 SECRETARY STINZIANO: It's been  
8 moved and seconded. All those in favor, please  
9 signify by voting aye.

10 Same sign for any opposition.

11 And any abstentions.

12 Minutes approved.

13 (Vote taken; motion passed.)

14 - - -

15 NEW BUSINESS

16 RESOLUTION NO. 24-025

17 - - -

18 SECRETARY STINZIANO: We will now  
19 move to New Business. First is Resolution 24-025,  
20 Franklin County Technical Equipment Salvage.

21 MS. LUST: Thank you.

22 And this is equipment that we have  
23 deemed has reached end-of-life and should be  
24 disposed of or recycled. There's nothing unusual

1 on this list.

2 So pending any questions, I request  
3 your approval of this resolution.

4 SECRETARY STINZIANO: Thank you for  
5 the presentation.

6 Any questions or comments?

7 Hearing none, I would like to seek a  
8 motion for approval.

9 CLERK O'SHAUGHNESSY: I so move.

10 MR. KOHLHORST: Second.

11 SECRETARY STINZIANO: It's been  
12 moved and seconded. All those in favor, please  
13 signify by voting aye.

14 Same sign for any opposition.

15 And any abstentions.

16 Resolution is approved.

17 (Vote taken; motion passed.)

18 - - -

19 RESOLUTION NOS. 24-026; 24-027

20 SECRETARY STINZIANO: The only two  
21 items we have after that are personnel actions. We  
22 will have Kassy present both and then pursue the  
23 resolutions after her presentation.

24 MS. FRANZ: Perfect. Good morning.

1           So these will be hopefully short and  
2           sweet. Both of the resolutions we are seeking your  
3           approval for have been contractors on our team for  
4           the last six months. So when we do go the  
5           contracting route, we do have to keep them as  
6           contractors for six months. And then we are able  
7           to evaluate how their work has been for us, and  
8           then convert them at no fee from that time frame.  
9           So both of these individuals have proven themselves  
10          in their spaces.

11                        And the first one I'm seeking your  
12          approval for is Resolution No. 24-026. This is to  
13          bring Roshun Sampson on to our team as an  
14          Enterprise Collaboration Engineer 1. So he would  
15          be under Zack Fiddler and the cabling team. He has  
16          been a huge asset in the Wi-Fi and doing the  
17          cabling throughout the different buildings. So we  
18          are eager to bring him on as a full-time employee.

19                        The second one is Resolution No.  
20          24-027, this is to bring Walter LaMont onto our  
21          team. He will be an Enterprise Cloud and Client  
22          Engineer 3.

23                        So if there are no further  
24          questions, I turn it over to you.

1                   SECRETARY STINZIANO: Thank you for  
2 the presentation.

3                   First, we will begin with Resolution  
4 24-026, New Hire, Enterprise Collaboration Engineer  
5 1. Are there any questions or comments from  
6 Members of the Board?

7                   Hearing none, I would like to seek a  
8 motion for approval.

9                   CLERK O'SHAUGHNESSY: I so move

10                  MR. CUPPLES: Second.

11                  SECRETARY STINZIANO: It's been  
12 moved and seconded. All those in favor, please  
13 signify by voting aye.

14                  Same sign for any opposition.

15                  And any abstentions.

16                  Resolution is approved.

17                  (Vote taken; motion passed.)

18                  SECRETARY STINZIANO: Next is  
19 Personnel Resolution 24-027, New Hire, Enterprise  
20 Client Engineer 1. Are there any questions or  
21 comments?

22                  Hearing none, I would like to seek a  
23 motion for approval.

24                  CLERK O'SHAUGHNESSY: I so move.

1 MR. KOHLHORST: Second.

2 SECRETARY STINZIANO: It's been  
3 moved and seconded. All those in favor, please  
4 signify by voting aye.

5 Same sign for any opposition.

6 And any abstentions.

7 Resolution is approved.

8 (Vote taken; motion passed.)

9 - - -

10 OTHER BUSINESS

11 - - -

12 SECRETARY STINZIANO: That concludes  
13 today's resolutions. We will go to other business.

14 Judge, anything you want to share?

15 JUDGE BROWN: Nothing on behalf of  
16 the Franklin County Common Pleas Court.

17 SECRETARY STINZIANO: Ma'am Clerk?

18 CLERK O'SHAUGHNESSY: Happy March,  
19 Erin go Bragh.

20 SECRETARY STINZIANO: Any updates on  
21 the Board of Commissioners?

22 MR. TORRES: Not at this time.

23 SECRETARY STINZIANO: Recorder?

24 MR. CUPPLES: Nope.

1                   SECRETARY STINZIANO: Treasurer's  
2 office?

3                   MR. KOHLHORST: Nope.

4                   SECRETARY STINZIANO: I assume it's  
5 a day of the week that ends in a Y so there's an  
6 election somewhere.

7                   DEPUTY DIRECTOR PAYNE: March 19th  
8 Primary. Early voting is starting, and this  
9 Saturday is our first weekend of early voting. We  
10 don't have a lot of Franklin County residents  
11 voting. So let's get out there and do it.

12                   SECRETARY STINZIANO: Hearing no  
13 further business, we're adjourned.

14                   Thank you everyone.

15                   - - -

16                   Thereupon, the proceeding concluded at  
17 approximately 9:15 a.m.

18                   - - -

19

20

21

22

23

24

C E R T I F I C A T E

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24

- - -

THE STATE OF OHIO:

SS:

COUNTY OF FRANKLIN:

I, Angela S. Moore, a Professional Reporter and Notary Public in and for the State of Ohio, do hereby certify that the foregoing is a true, correct, and complete written transcript of the proceedings in this matter;

That the foregoing was taken by me stenographically and transcribed by me with computer-aided transcription;

That the foregoing occurred at the aforementioned time and place;

That I am not an attorney for or relative of either party and have no interest whatsoever in the event of this litigation.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal of office at Columbus, Ohio, this 26th day of March, 2024.

\_\_\_\_\_  
/s/Angela S. Moore  
Notary Public, State of Ohio

My Commission Expires: February 28, 2026.

- - -

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24

C E R T I F I C A T E

- - -

THE STATE OF OHIO:

SS:

COUNTY OF FRANKLIN:

I, Angela S. Moore, a Professional Reporter and Notary Public in and for the State of Ohio, do hereby certify that the foregoing is a true, correct, and complete written transcript of the proceedings in this matter;

That the foregoing was taken by me stenographically and transcribed by me with computer-aided transcription;

That the foregoing occurred at the aforementioned time and place;

That I am not an attorney for or relative of either party and have no interest whatsoever in the event of this litigation.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal of office at Columbus, Ohio, this 26th day of March, 2024.

Angela S. Moore  
/s/Angela S. Moore  
Notary Public, State of Ohio



My Commission Expires: February 28, 2026.

- - -

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY  
DISPOSAL OF COUNTY-OWNED PERSONAL PROPERTY POLICY

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

*ABSTAIN*  
\_\_\_\_\_  
**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

*ABSENT*  
\_\_\_\_\_  
**Antone White**, Member  
Director, Franklin County Board of Elections

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

*ABSENT*  
\_\_\_\_\_  
**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  
DISPOSAL OF COUNTY-OWNED PERSONAL PROPERTY POLICY**

**WHEREAS**, the Franklin County Data Center, on behalf of the Automatic Data Processing Board, processes technology equipment that has reached end-of-life, ensuring that all data has been removed from devices; and

**WHEREAS**, the Automatic Data Processing Board supports a disposal program and policy that provides residents and non-profit agencies an opportunity to obtain and use county-owned personal property that would otherwise be discarded or salvaged and is in the best interest of the county and its residents; and,

**WHEREAS**, the Franklin County Data Center CIO recommends this policy; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Franklin County Automatic Data Processing Board authorizes the attached Disposal of County Owned Personal Property Policy for technology equipment.



Franklin County Automatic Data Processing Board  
Information Technology Policy Resolution  
Resolution #: 24-028  
Dated: 04/01/2024

---

Title	Disposal of County-Owned Personal Property
Agency	Franklin County Board of Commissioners
Amount	\$0.00
Category	Policy

---

### **Business Justification**

The Franklin County Board of Commissioners (BOC) has the authority to sell, donate, and dispose of all county-owned personal property that is not needed for public use, is obsolete, or is unfit for the purpose for which it was acquired. This resolution is reinstating a county disposal policy to allow for property to be properly disposed of.

### **Description**

The Board of Commissioners believes that its disposal policy should provide an opportunity for the BOC to ensure the disposal of county-owned property that is not needed for public use and is obsolete or unfit for the purpose for which it was acquired by way of the following.

1. Sale to the highest bidder at auction, including Internet auction
2. Direct private sale
3. Donation
4. Lease

When the BOC determines that the county-owned personal property is not needed for public use, is obsolete or unfit for the purpose for which it was acquired, and the property has no value, the BOC may discard or salvage the property. By having a disposal program, the Board of Commissioners believes that a disposal program will provide residents, vendors, and non-profit agencies an opportunity to obtain and use county-owned personal property that would otherwise be discarded or salvaged.

### **Franklin County Data Center Recommendation**

The Data Center CIO recommends this policy.

**Franklin County Board of Commissioners**  
**Disposal of County-Owned Personal Property Policy**

**PREAMBLE:**

The Franklin County Board of Commissioners (the “BOC”) believes that its disposal policy should provide an opportunity for the BOC to ensure the disposal of county-owned property that is not needed for public use, is obsolete or unfit for the purpose for which it was acquired by way of the following: 1.) sale to the highest bidder at auction, including internet auction; 2.) direct private sale; 3.) donation; and 4.) lease. In those circumstances where the BOC determines that the county-owned personal property is not needed for public use, is obsolete or unfit for the purpose for which it was acquired, and the property has no value, the BOC may discard or salvage the property.

In addition, the BOC believes that a disposal program and policies will provide residents, vendors, and non-profit agencies an opportunity to obtain and use county-owned personal property that would otherwise be discarded or salvaged.

By adoption of Resolution \_\_\_\_\_, the BOC reaffirmed the County’s commitment to the mutually compatible goals of environmental protection and economic growth and also expressed its intention to promote sustainable principles in policy decisions and programs.

**INCLUSION STATEMENT:**

The BOC recognizes the community benefit of creating equal opportunity for all residents, vendors, and qualified non-profits to participate in the County disposal process. The advancement of economic inclusion improves equity, economic mobility, and quality of life for all Franklin County residents. Accordingly, the Commissioners encourage the disposal of county property that is not needed for public use, is obsolete, or is unfit for the purpose for which it was acquired to ensure county property is disposed of in an environmentally safe manner and to provide material assistance to qualified non-profits.

**PURPOSE:**

The BOC has issued this policy in order to provide guidance to County agencies and officials regarding the procedures and requirements for the disposal of all county-owned personal property pursuant to the BOC’s authority.

**AUTHORITY:**

Ohio Revised Code (“ORC”) §307.12 provides for the BOC with the authority to sell, donate, and dispose of all county-owned personal property that is not needed for public use, is obsolete or unfit for the purpose for which it was acquired.

ORC §7.16 provides the BOC with the authority to publish notices or advertisements in a newspaper of general circulation.

Chapter 5107 of the ORC establishes the Ohio Works First program and provides the BOC with the authority to donate motor vehicles for the purpose of meeting the transportation needs of participants in the program established under Chapter 5107 of the Revised Code.

Chapter 5108 of the ORC establishes the participants in the prevention, retention, and contingency program. It provides the BOC with the authority to donate motor vehicles for the purpose of meeting the transportation needs of participants in the prevention, retention, and contingency program.

ORC Sections 307.84 through 307.86 allow for the creation and powers of an Automatic Data Processing Board (“Data Board”) which the Franklin County commissioners have established and which directs the work of the Franklin County Data Center (“Data Center”) created under ORC 307.842.

26 U.S.C. 501(a) and (c)(3) defines organizations exempt from federal income taxation.

**REVIEW:**

This policy has been reviewed by the Franklin County Prosecuting Attorney’s Office and is approved to form.

This policy has been reviewed by the Data Board and approved on \_\_\_\_\_.

The policy has been reviewed by the County Auditor, and the Auditor has recommended approval.

**A. EFFECTIVE DATE.** This policy is effective upon passage of the Resolution and will remain in effect until further modified or terminated by the BOC in accordance with this policy. This policy will be reviewed annually by the County Administrator, who will coordinate any recommended changes to the Policy.

**B. SALE OF COUNTY PROPERTY.**

This policy permits the BOC to sell county property where it finds, by way of resolution, that the county’s personal property, including motor vehicles and or road machinery, equipment, tools, and supplies is not needed for public use, is obsolete, or is unfit for the use for which it was acquired, to be sold in the following manner:

**1. Sale of County Property at Public Auction Where the Fair Market Value of the Property is Greater than \$2,500.00. (ORC 307.12(A)(1))**

*The BOC resolution regarding the sale of county property valued greater than \$2,500.00, at a public auction must contain the following:*

- a determination or finding by the BOC that the county has personal property, including motor vehicles and or road machinery, equipment, tools, and supplies is not needed for public use, is obsolete, or is unfit for the use for which it was acquired; and
- an opinion of the BOC that the fair market value of the property to be sold at public auction is in excess of \$2,500.00.
- a listed property to be sold at public auction.

**2. Sale of County Property by Sealed Bid Where the Fair Market Value of the Property is greater than \$2,500.00. (ORC 307.12(A)(1))**

*The BOC resolution regarding the sale of county property valued greater than \$2,500.00, by sealed bid must contain the following:*

- a determination or finding by the BOC that the county has personal property, including motor vehicles and or road machinery, equipment, tools, and supplies is not needed for public use, is obsolete, or is unfit for the use of which it was acquired; and
- an opinion by the BOC that the fair market value of the property to be sold by sealed bid to the highest bidder, is in excess of \$2,500.00.
- a listed property to be sold by sealed bid.
- A statement by BOC that the property shall be sold to the highest bidder, except that the BOC may reject all bids and hold another sale, by public auction or sealed bid, in the manner prescribed by ORC 307.12.

**3. Sale of County Property Where the Fair Market Value of the Property is \$2,500.00 or Less (ORC 307.12(B)(1))**

*The BOC Resolution regarding the sale of county property valued at \$2,500.00 or less must contain the following:*

- a determination or finding by the BOC that the county has personal property, including motor vehicles and or road machinery, equipment, tools, and supplies is not needed for public use, is obsolete, or is unfit for the use for which it was acquired;
- an opinion by the BOC that the fair market value of the property to be sold is \$2,500.00 or less;
- a list of the property to be sold by private sale; and
- the private sale may be conducted without advertisement or public notification.

**4. Sale of County Property by Internet Auction (ORC 307.12(E))**

*The BOC Resolution regarding the sale of county property by internet auction must contain the following;*

- a determination or finding by the BOC that the county has personal property, including motor vehicles and or road machinery, equipment, tools, and supplies is not needed for public use, is obsolete, or is unfit for the use for which it was acquired;
- a statement expressing the intent of the BOC to sell county property, regardless of value, by way of internet auction;
- the number of days for bidding on the property, which shall be no less than ten days, including Saturdays, Sundays, and legal holidays;
- a statement indicating whether the BOC will conduct the internet auctions or the board will contract with a representative to conduct the internet auctions;
- if a representative is contracted to conduct the internet auction and is known when the resolution is adopted, the resolution shall provide the representative's contact information such as the representative's name, address, and telephone number;
- the BOC may establish the minimum price that will be accepted for each specific item or authorize its representative to establish the minimum price;

- the BOC may establish any other terms and conditions for a particular sale, including requirements for pick-up or delivery, method of payment, and sales tax, or authorize its representative to establish the minimum price;
- a description of how the internet auctions will be conducted; and
- establish the general terms and conditions of sales. The terms and conditions may include but are not limited to the following:
  1. bid forms for specific items or items;
  2. list of items available for sale;
  3. list of bidders;
  4. notices/advertising of internet auctions;
  5. terms and conditions of purchases -in most instances, items sold are “as is” and without warranty;
  6. transfer of warranty, where applicable;
  7. right to inspect items;
  8. requirement for pick up or arrangements for delivery;
  9. title to vehicles or other equipment;
  10. tax forms, if required;
  11. establish the minimum price for items to be sold; and
  12. record keeping relating to disposition of property sold by internet auction by BOC and/or representative

**5. Sale of County Property to Vendors (ORC 307.12(G))**

*The BOC Resolution regarding the sale of county property to Vendors must contain the following:*

- a determination or finding by the BOC that the county has personal property, including motor vehicles and or road machinery, equipment, tools, and supplies is not needed for public use, is obsolete, or is unfit for the use for which it was acquired;
- a statement by the BOC that it desires to sell the vehicles, equipment, or machinery to the person or firm from which it proposes to purchase other vehicles, equipment, or machinery;
- a statement by the BOC to offer to sell the vehicles, equipment, or machinery to the person or firm, from which it proposes to purchase other vehicles, equipment, or machinery and to have the selling price credited to the person or firm against the purchase price of other vehicles, equipment, or machinery; and
- a list of the property to be offered for sale.

**6. Sale of County Property to Vendors Bidding on the Sale of New Vehicles, Equipment or Machinery to the County (ORC 307.12(H))**

No resolution is necessary where the BOC advertises for bids for the sale of new vehicles, equipment or machinery to the county. The adoption of this policy serves as authority to move forward with this process.

*Any advertisement must contain the following:*

- a notice of the willingness of the BOC to accept bids for the purchase of county-owned vehicles, equipment, or machinery that is obsolete or not needed for public use; and
- to have the amount of those bids subtracted from the selling price of the other vehicles, equipment, or machinery as a means to determine the lowest responsible bidder.

**C. SALE OR DONATION OF COUNTY PROPERTY TO SPECIFIC POLITICAL SUBDIVISIONS. (ORC 307.12(D))**

The policy permits the BOC to sell or donate county personal property, including motor vehicles, regardless of value, to the federal government, the State of Ohio, any political subdivision of the State of Ohio, or a county land reutilization corporation without advertisement or public notification. The adoption of this policy by Resolution approved this process moving forward.

**D. DONATION OF COUNTY PROPERTY TO ELIGIBLE OHIO-BASED NON-PROFIT ORGANIZATIONS. (ORC 307.12(B)(2))**

This policy permits the BOC to donate county property to eligible non-profit organizations located in Ohio that are exempt from federal income taxation pursuant to 26 U.S.C. 501(a) and (c)(3). Before donating any property, the BOC shall adopt a resolution expressing its intent to make unneeded, obsolete, or unfit-for-use county personal property, with a value of less than \$2,500.00, available to these organizations.

*The BOC Resolution shall contain the following:*

- a determination or finding by the BOC that the county has personal property, including motor vehicles and or road machinery, equipment, tools, and supplies is not needed for public use, is obsolete, or is unfit for the use for which it was acquired;
- a statement expressing the BOC's intent to make unneeded, obsolete, or unfit-for-use county personal property available to eligible non-profits;
- if a representative is contracted to conduct the donation program and is known when the resolution is adopted, the BOC's resolution shall provide the representative's contact information such as the representative's name, address, and telephone number;
- Guidelines and Procedures the BOC believes necessary to implement a donation program. The Guidelines and Procedures shall include the following:

1. a statement by the BOC indicating whether the BOC will conduct the donation program or the BOC will contract with a representative to conduct the donation program;
  2. provide the name, address, and telephone number of any representative contracted by the BOC to conduct a donation program;
  3. require that any non-profit organization desiring to obtain donated property shall submit a written notice to the BOC or its representative;
  4. the written notice shall include evidence that the organization is a non-profit organization that is located in this state and is exempt from federal income taxation pursuant to 26 U.S.C. 501(a) and (c)(3);
  5. a description of the organization's primary purpose; a description of the type or types of property the organization needs;
  6. the name, address, and telephone number of a person designated by the organization's governing board to receive donated property and to serve as its agent;
  7. the BOC may adopt resolution identifying specific eligible non-profits to be given priority with respect to an item's donation and the resolution shall specify the reasons why the non-profits are given that priority;
  8. regarding any resolution pertaining to property purchased on the recommendation of or under the control of the Data Center, recommendations as to priority given to an eligible non-profit to receive the donation of county property may be made by the Data Board to the BOC or its representative;
  9. the BOC and/or its representative shall maintain a list of all county personal property the BOC finds to be unneeded, obsolete, or unfit for use and available for donation; and
  10. the BOC and/or its representative shall post a list of county property available for donation, conspicuously in the offices of the county auditor and BOC.
  11. the BOC and/or its representative shall maintain a list of all eligible non-profits its expressing a desire to obtain donated county property.
- Guidelines and Procedures may also include any other terms and conditions as the Board of Commissioners deems appropriate.
    1. forms for notice of participation in the donation program;
    2. form for requesting for priority status for certain donated items;
    3. forms for requesting donations of specific items or items;
    4. list of eligible non-profits with priority status;
    5. notices/advertising of available items for donation;
    6. terms and conditions of donation-in most instances items donated are "as is" and without warranty;
    7. transfer of warranty, where applicable;
    8. right to inspect donated item;

9. requirement for pick up or arrangements for delivery;
10. title to vehicles or other equipment;
11. tax forms, if required;
12. right to inspect items for sale, including requirements for pick-up or delivery, method of payment, and sales tax or authorize its representative to establish the minimum price; and
13. record keeping relating to disposition of property by BOC and/or its representative.

**2. Donation of a County Motor Vehicle to a Qualified Non-Profit (ORC 307.12(A)(2))**

*The BOC resolution regarding the donation of a county-owned motor vehicle with a value no greater than \$4,500.00, must contain the following:*

- a determination or finding by the BOC that the county has a motor vehicle (or motor vehicles) that is not needed for public use is obsolete or is unfit for the use for which it was acquired;
- an opinion of the BOC that the fair market value of the motor vehicle to be donated is no greater than in excess of \$4,500.00; and
- is being donated to a non-profit organization exempt from federal income taxation, pursuant to 26 U.S.C. 501(a) and (c)(3) for the purpose of meeting the transportation needs of participants in the Ohio Works First program established under Chapter 5107 of the Revised Code and participants in the prevention, retention, and contingency program established under Chapter 5108. of the Revised Code.

**E. LEASE OF COUNTY PROPERTY. (ORC 307.12(F))**

The policy permits a county officer or department head to notify the BOC that county-owned personal property under the jurisdiction of the officer or department head, including motor vehicles, road machinery, equipment, tools, or supplies, is not of immediate need and the BOC may lease that personal property to any municipal corporation, township, other political subdivision of the state, or to a county land reutilization corporation.

*The lease must include the following:*

- reimbursed under terms, conditions, and fees established by the BOC, or under contracts executed by the BOC; and
- a list of the items to be leased to the municipal corporation, township, other political subdivision of the state, or to a county land reutilization corporation.

**F. DISCARDING OR SALVAGING COUNTY PROPERTY. (ORC 307.12(I))**

The policy permits the BOC to discard, or salvage county property that it has determined is not needed for public use or is obsolete or unfit for the use for which it was acquired and that the property has no value, the BOC may discard or salvage that property.

**G. DISPOSAL OF SCRAP CONSTRUCTION MATERIAL. (ORC 307.12(J))**

The BOC policy permits the county engineer, in the engineer's discretion to dispose of scrap construction materials on such terms as the engineer determines reasonable, including disposal without recovery of costs, if the total value of the materials does not exceed twenty-five thousand dollars. The engineer shall maintain records of all dispositions made under this division, including identification of the origin of the materials, the final disposition, and copies of all receipts resulting from the dispositions.

- "scrap construction materials" means construction materials that result from a road or bridge improvement, remain after the improvement is completed, and are not reusable. Construction material that is metal and that results from a road or bridge improvement and remains after the improvement is completed is scrap construction material only if it cannot be used in any other road or bridge improvement or other project in its current state.

**H. CONSULTATION WITH OHIO ETHICS COMMISSION. (ORC 307.12(C))**

The BOC acknowledges the duty to consult with the Ohio Ethics Commission and comply with the provisions of Chapters 102. and 2921 of the Revised Code, with respect to any sale or donation under division (A) or (B) of this section to a nonprofit organization of which a county commissioner, any member of the county commissioner's family, or any business associate of the county commissioner is a trustee, officer, board member, or employee.

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
TECHNICAL EQUIPMENT SALVAGE

Voting Aye thereon

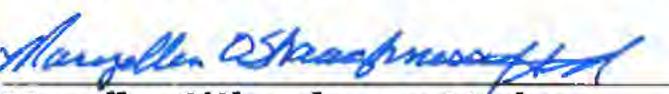
Voting Nay thereon

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

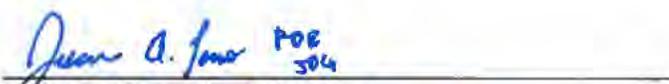
\_\_\_\_\_  
**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

  
\_\_\_\_\_  
**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

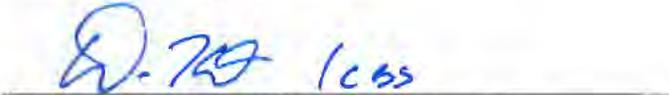
\_\_\_\_\_  
**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts

  
\_\_\_\_\_  
**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 DATA CENTER  
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; 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, that the equipment be placed for public sale or disposal, the technology equipment specified in the attached list.



Franklin County Automatic Data Processing Board  
Technical Equipment Salvage Resolution  
Resolution #: 24-029  
Date: 04/01/2024

---

Agency	Description	Number of Units
Common Pleas, Domestic Relations & Juvenile	Desktop PC	12
Common Pleas, Domestic Relations & Juvenile	Monitor	12
Common Pleas, Domestic Relations & Juvenile	Printer	2
Common Pleas, Domestic Relations & Juvenile	Sound Mixer	3
Data Center	Docking Station	2
Purchasing	Printer	1

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
DISPOSAL OF EWASTE, TECHNOLOGY EQUIPMENT

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

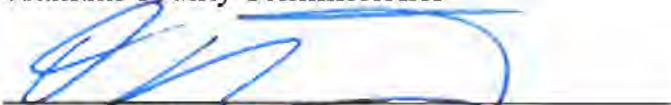
\_\_\_\_\_  
**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas

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

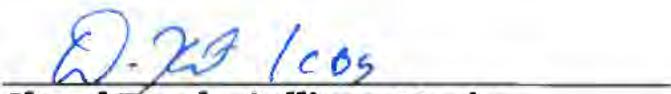
\_\_\_\_\_  
**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts

 FOR 2024  
\_\_\_\_\_  
**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

 /cos  
\_\_\_\_\_  
**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer

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

 ABSENT  
\_\_\_\_\_  
**Antone White**, Member  
Director, Franklin County Board of Elections

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

 ABSENT  
\_\_\_\_\_  
**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 DATA CENTER  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
DISPOSAL OF E-WASTE DISPOSAL, TECHNOLOGY EQUIPMENT**

**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 list 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 MUNIS.



Franklin County Automatic Data Processing Board  
Information Technology Project Resolution  
Resolution #: 24-030  
Dated: 04/01/2024

---

Title	Disposal of eWaste, Technology Equipment
Agency	Franklin County Data Center
Amount	Not to Exceed \$75,000
Category	Services

---

### **Business Justification**

The Data Center processes technology devices that have reached end-of-life for our partner agencies. This service includes ensuring data is no longer available on hard drives and memory, processing damaged batteries, and seeking Automatic Data Processing Board approval to dispose of items. We currently have over 8,000 items processed from 9/1/2022 – 2/29/2024 that have been stored and must be disposed of per ISO, R2 v3, and EPA standards.

### **Description**

The Data Center has selected Columbus Micro Systems to fulfill this need. Columbus Micro Systems is Franklin County-based, holds RIOS, R2, ISO, and EPA certifications, and works with SWACO, the City of Columbus, and Smart Columbus. The initial pick-up of 8,211 items will be collected from our partner locations, properly disposed of, and certified at no cost to the county.

The Data Center looks forward to partnering with Columbus Micro Systems for future disposal needs, battery disposal, and possible equipment refurbishing.

### **Franklin County Data Center Recommendation**

The Data Center CIO recommends this project.

### **Fiscal Information**

**Funding Source:** The Data Center baseline budget.

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

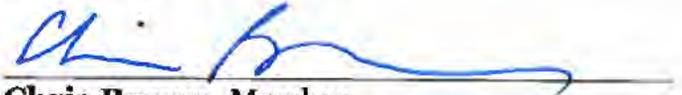
FRANKLIN COUNTY DATA CENTER  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
CANVA ENTERPRISE DESIGN TOOL

Voting Aye thereon

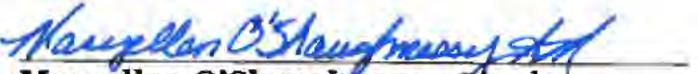
Voting Nay thereon

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

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

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

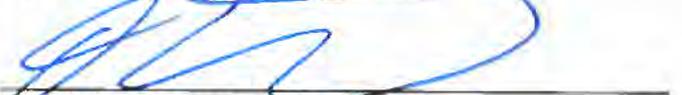
\_\_\_\_\_  
**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas

  
\_\_\_\_\_  
**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 DATA CENTER  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
CANVA ENTERPRISE DESIGN TOOL**

**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 list 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 MUNIS.



Franklin County Automatic Data Processing Board  
Information Technology Project Resolution  
Resolution #: 24-031  
Dated: 04/01/2024

---

Title	Canva Enterprise Design Tool
Agency	Franklin County Data Center
Amount	Not to Exceed \$25,000
Category	Software

---

### **Business Justification**

Canva is a cloud design platform that allows users to create custom designs for presentation or print. The number of partners using the application has increased, creating a need for an enterprise agreement and procurement. The Enterprise Agreement will ensure that accounts, use, and renewals are properly managed.

### **Description**

Working with the Prosecuting Attorney and Purchasing, the Data Center will consolidate accounts under an enterprise agreement.

### **Franklin County Data Center Recommendation**

The Data Center CIO recommends consolidating accounts under an enterprise agreement.

### **Fiscal Information**

**Funding Source:** The Data Center will work closely with OMB to identify funding.

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
FRANKLIN COUNTY PHONE SYSTEM, EMA (POC)

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

 FOR 3049  
\_\_\_\_\_  
**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

*ABSENT*  
\_\_\_\_\_  
**Antone White**, Member  
Director, Franklin County Board of Elections

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

*ABSENT*  
\_\_\_\_\_  
**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 DATA CENTER  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
FRANKLIN COUNTY PHONE SYSTEM – EMA (POC)**

**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 list 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 MUNIS.



Franklin County Automatic Data Processing Board  
Information Technology Project Resolution  
Resolution #: 24-032  
Dated: 04/01/2024

---

Title	Franklin County Phone System, EMA (POC)
Agency	Franklin County Data Center
Amount	\$30,000.00 over five years
Category	Software and Services

---

### **Business Justification**

Franklin County Emergency Management & Homeland Security (EMA) coordinates and prepares for all-hazards disaster planning, community education, warning, training, grant funding, response, and recovery efforts to prepare and protect the residents of Franklin County before, during, and after a natural and man-made disaster. As such, a reliable phone system is vital.

### **Description**

Earlier this year, EMA identified a need to replace its phone system. The Data Center partnered with EMA and deployed a Cisco Meraki Cellular platform as a proof of concept (POC). The POC was successful, and we would like to proceed with the procurement and deployment, including five years of software and support.

### **Franklin County Data Center Recommendation**

The Data Center CIO recommends this procurement as vital to EMA's technology infrastructure.

### **Fiscal Information**

**Funding Source:** The Data Center will work closely with OMB to identify funding.

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
ENDPOINT DETECTION AND INCIDENT RESPONSE SOLUTION

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

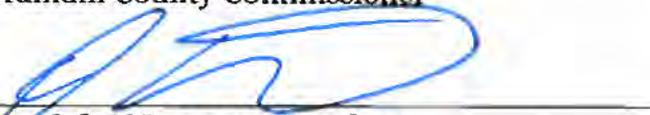
\_\_\_\_\_  
**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas

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

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

*John A. Grady FOR JULY*  
\_\_\_\_\_  
**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

*D. Brooks CBS*  
\_\_\_\_\_  
**Cheryl Brooks Sullivan**, Member  
Franklin County Treasurer

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

*ABSENT*  
\_\_\_\_\_  
**Antone White**, Member  
Director, Franklin County Board of Elections

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

*ABSENT*  
\_\_\_\_\_  
**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 DATA CENTER  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
ENDPOINT DETECTION AND INCIDENT RESPONSE SOLUTION**

**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 list 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 MUNIS.



Franklin County Automatic Data Processing Board  
Information Technology Project Resolution  
Resolution #: 24-033  
Dated: 04/01/2024

---

Title	Endpoint Detection and Incident Response Solution
Agency	Franklin County Data Center
Amount	\$150,388.00
Category	Software and Services

---

### **Business Justification**

The Data Center has determined that a more robust Endpoint Detection and Response solution is needed. This would replace the current base-level antivirus solution used in the county. Threat actors have evolved, and as a country, our defenses must also evolve. Basic antivirus relies on static data, such as file indicators received from the vendor after being reported by security community members. Bad actors have changed their tactics to more of a lifeless attack, which standard antivirus cannot detect or defend. A proof of concept was performed with the existing solution, additional modules, and two other leading vendors. After six months of testing and evaluation, a new solution was the best choice for the county, not only from a functional perspective but also from a service offering, maintenance, and support. These are critical factors for establishing a partnership to ensure the country's security.

### **Description**

The new solution will run an agent on endpoints and servers that will receive updates from the vendor on new hashes and signatures that indicate malicious activity, which is very similar to what is in place today. The ability to analyze user and machine behavior will be an advantage as it does not rely on static file indicators that bad actors are not utilizing anymore. The ability to automate incident response is included in this solution as well. This decreases the time to recognize an issue, remediate it, and protect the rest of the country's infrastructure. Threat Hunting is part of the service offering. This means that dedicated resources are looking at the alarms and alerts across all its customers and utilizing that data to hunt for that activity across all environments. Real-time information consumption across extensive data sets fosters sharing without compromising where the data originated.

### **Franklin County Data Center Recommendation**

The Data Center CIO recommends this procurement.

### **Fiscal Information**

**Funding Source:** Data Center Baseline Budget

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
GOOGLE MAPS API

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

**ABSENT**  
\_\_\_\_\_  
**Antone White**, Member  
Director, Franklin County Board of Elections

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

**ABSENT**  
\_\_\_\_\_  
**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 DATA CENTER  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
GOOGLE MAPS API**

**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 list 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 MUNIS.



Franklin County Automatic Data Processing Board  
Information Technology Project Resolution  
Resolution #: 24-034  
Dated: 04/01/2024

---

Title	Google Maps API
Agency	Franklin County Data Center
Amount	Not to Exceed \$5,000
Category	Software

---

### **Business Justification**

The new Granicus-based One County website will use location-based services, and the vendor has recommended Google Maps API. This feature will allow residents to search for services based on their location or the location closest to their home or neighborhood. The functionality will also support location visualization, mapping, and wayfinding.

### **Description**

The Data Center will procure the API with the assistance of the Prosecuting Attorney and Purchasing. The Government Experience team will deploy the functionality within the One County website with a goal of initial use by mid-April.

### **Franklin County Data Center Recommendation**

The Data Center CIO recommends this project.

### **Fiscal Information**

**Funding Source:** The Data Center will work closely with OMB to identify funding.

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
TRELLO ENTERPRISE WORK VISUALIZATION TOOL

Voting Aye thereon

Voting Nay thereon

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

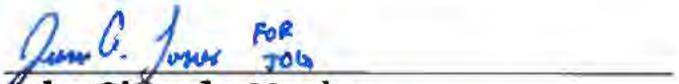
\_\_\_\_\_  
**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

  
\_\_\_\_\_  
**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

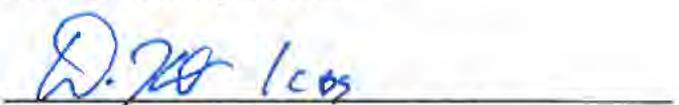
\_\_\_\_\_  
**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts

  
\_\_\_\_\_  
**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

*ABSENT*  
\_\_\_\_\_  
**Antone White**, Member  
Director, Franklin County Board of Elections

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

*ABSENT*  
\_\_\_\_\_  
**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 DATA CENTER  
INFORMATION TECHNOLOGY PROCUREMENT REQUEST  
TRELLO ENTERPRISE WORK VISUALIZATION TOOL**

**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 list 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 MUNIS.



Franklin County Automatic Data Processing Board  
Information Technology Project Resolution  
Resolution #: 24-035  
Dated: 04/01/2024

---

Title	Trello Enterprise Work Visualization Tool
Agency	Franklin County Data Center
Amount	Not to Exceed \$25,000
Category	Software

---

### **Business Justification**

Trello is a cloud-based work visualization tool that helps teams manage projects, workflow, or tasks. In April, the licensing requirements for working in groups require free users to move to a paid version. The Data Center has identified over 200 users with a Franklincountyohio.gov email address using the free version, creating a need for an enterprise agreement and procurement. The Enterprise Agreement will ensure that accounts, use, and renewals are properly managed.

### **Description**

Working with the Prosecuting Attorney and Purchasing, the Data Center will consolidate accounts under an enterprise agreement.

### **Franklin County Data Center Recommendation**

The Data Center CIO recommends consolidating accounts under an enterprise agreement.

### **Fiscal Information**

**Funding Source:** The Data Center will work closely with OMB to identify funding.

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
INFORMATION TECHNOLOGY MASTER SERVICE AGREEMENT  
CHILD SUPPORT ENFORCEMENT AGENCY

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

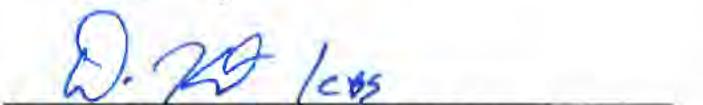
Abstained

\_\_\_\_\_  
**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

ABSENT

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

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

ABSENT

\_\_\_\_\_  
**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 DATA CENTER  
TECHNOLOGY MASTER SERVICE AGREEMENT  
FRANKLIN COUNTY CHILD SUPPORT ENFORCEMENT AGENCY**

**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 subject to the Resource Requirements referenced in support of obtaining Federal Tax Information (FTI) security compliance.

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

# Information Technology

2024 Master Service Agreement



Between the:  
Franklin County Data Center  
and  
Franklin County Child Support  
Enforcement Agency

---

## 1.0 Master Service Agreement Overview

---

This is a Master Service Agreement (MSA) between the Franklin County Data Center (FCDC) and the Franklin County Child Support Enforcement Agency (CSEA). 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, CSEA 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.

---

## 2.0 Contact Information and Authorizations

---

### 2.1 Franklin County Data Center

#### Business Services

**Enterprise Business Relationship 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

**Team E-mail:** fcdcfinancialservices@franklincountyohio.gov

#### Help Desk

**Assistant Director, Enterprise IT**, Justin Bise:

(614) 525-DATA (3282)

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

Columbus, Ohio 43215

**E-mail:** justin.bise@franklincountyohio.gov

**Team E-mail:** helpdesk@franklincountyohio.gov

**Service Management Portal:** helpdesk.frankincountyohio.gov

## 2.2 Franklin County Child Support Enforcement Agency

### General Information

80 E. Fulton Street

Columbus, Ohio 43215

(614) 525-6030

**Director,** Susan Brown

**E-mail:** susan.brown@jfs.ohio.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
Susan Brown	Susan.Brown@jfs.ohio.gov	X		X		X	X
William Peltcs	William.Peltcs@jfs.ohio.gov	X		X		X	X
Emeka Okafor	Emeka.Okafor@jfs.ohio.gov			X		X	
Nicole Mitchell	Nicole.Mitchell@jfs.ohio.gov			X		X	
David Kowaleski	David.Kowaleski@jfs.ohio.gov	X	X		X	X	X
Emily Sacksteder	Emily.Sacksteder@jfs.ohio.gov	X	X		X	X	X
Joan Rowe	Joan.Rowe@jfs.ohio.gov	X			X		X
Aleah Palmer	Aleah.Palmer@jfs.ohio.gov	X			X		X
Christina Nichols	Christina.Nichols@jfs.ohio.gov						X
Margaret Wallman	Margaret.Wallman@jfs.ohio.gov						X

Note: IT Contacts may work with their BRM 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

Vendor = Vendor provides service

Application Development and Enterprise Tools	Support	Notes
Graphic Design	N/A	
Mobile Application Development	N/A	
Web Development and Content Management	Partner	The CSEA website falls under the BOC branding and was created in Kentico

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	Shared	CSEA maintains a separate environment from the State of Ohio. However, there are specific systems that CSEA uses within Franklin County
Data Storage	Shared	CSEA maintains a separate environment from the State of Ohio. However, there are specific systems that CSEA uses within Franklin County

Hi-Availability (HA) Environment	<b>Shared</b>	CSEA maintains a separate environment from the State of Ohio. However, there are specific systems that CSEA uses within Franklin County
Server Virtualization and Hosting	<b>FCDC</b>	Hosted Servers
SQL Database	<b>Shared</b>	CSEA is working with FCDC to expand SQL services in the FCDC environment

Enterprise Network	Support	Notes
Communications & Collaboration	<b>Shared</b>	Upon request, FCDC is available to work on any cabling needs. CSEA uses the State of Ohio phone system, and FCDC must work with the state to manage network connectivity
Internet, Firewall, and VPN Services	<b>Shared</b>	CSEA is on the State of Ohio network but requires access to specific county resources. FCDC works with the State of Ohio to co-manage connectivity for CSEA
Wide Area Network (WAN) Connectivity	<b>N/A</b>	
Wired Network Connectivity	<b>Shared</b>	
Wireless (Wi-Fi) Network Connectivity	<b>Partner</b>	CSEA uses the State of Ohio Wi-Fi

Enterprise Offerings	Support	Notes
Adobe Licensing	<b>N/A</b>	
Adobe Pro	<b>N/A</b>	
Adobe Creative Cloud	<b>N/A</b>	
DocuSign	<b>FCDC</b>	CSEA leverages the FCDC enterprise licensing for DocuSign. FCDC is responsible for maintaining the relationship with the Vendor. CSEA trains and maintains the templates, forms, and updates within DocuSign for staff. CSEA forms being utilized within DocuSign: <ul style="list-style-type: none"> <li>• Electronic IV-D and non-IV-D contract process</li> </ul>
Everbridge	<b>Shared</b>	EMA owns and administers the Everbridge Platform. CSEA 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>N/A</b>	
Microsoft 365	<b>Partner</b>	CSEA receives licensing through the State of Ohio
AvePoint	<b>N/A</b>	
Dynamics	<b>N/A</b>	
SharePoint	<b>N/A</b>	
Enterprise ERP (MUNIS)	<b>Shared</b>	The Franklin County Auditor's Office is responsible for the application. FCDC collects Enterprise ERP charges from CSEA at the direction of the Board of Commissioners' OMB Office
OnBase Information Platform	<b>Shared</b>	Help Desk services are provided internally by CSEA and the State of Ohio. However, for items involving resources within Franklin County, the FCDC Help Desk is used
Visual Studio	<b>N/A</b>	

SurveyMonkey	N/A	
Virtual Conference Room	N/A	
Microsoft Teams Room Licensing	N/A	
Lifesize	N/A	
Visio	N/A	
Zoom	N/A	

Enterprise Support	Support	Notes
Centralized Help Desk and Call Center	Shared	Help Desk services are provided internally by CSEA and the State of Ohio. However, for items involving resources within Franklin County, the FCDC Help Desk is used
Hardware Salvage	N/A	
Remote and On-Site Support	N/A	
User Device Management and Imaging	N/A	

iSeries Administration and Development	Support	Notes
iSeries Infrastructure Support	N/A	

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

Procurement and Legal Contracts	Support	Notes
Assistance with Legal Contracts and RFPs	N/A	
IT Budget Planning	N/A	
IT Procurement Assistance	Shared	CSEA is required to procure items from the State of Ohio's standard list but is still required to follow the Franklin County Procurement Policy and utilize FCDC procurement services when possible
Vendor and Licensing Management	N/A	

Security	Support	Notes
Anti-Virus	N/A	The State of Ohio is responsible
Assistance with Security Audits	Shared	This is a combined effort between FCDC and the State of Ohio, and the responsibility will depend on what area an audit focuses on. CSEA's BRM at FCDC is the initial point of contact for FTI, IRS audits, and breaches
Cyber Security Insurance Policy Compliance	Shared	The Franklin County Cyber security insurance policy applies to the items that are hosted/maintained within the FCDN
Mobile Device Management (MDM)	N/A	
Multifactor Authentication (MFA) and Single Sign-On (SSO)	Shared	MFA/SSO would be applied to specific resources provided by FCDC that CSEA may use
Security Incident Support	Shared	FCDC will run as a primary responder for resources hosted/maintained by FCDC. Otherwise, the responsibility would fall to CSEA and the State of Ohio

Security Training and Consultation	N/A	The State of Ohio is responsible
Web Filtering	N/A	The State of Ohio is responsible

---

## 4.0 Special Support Services

---

**4.1 CSEASQLPRD01 Server and Database:** CSEASQLPRD01 is a virtual server within the FCDC environment. It has two purposes:

- Consume data from the State of Ohio and push it to CSEA's OnBase application.
- CSEA SQL environment for CSEA to migrate out of Microsoft Access

**FCDC Responsibility:**

- Maintain and monitor the performance of the server to ensure good performance
- Maintain server updates and patching
- Is not responsible for connections between the State of Ohio or CSEA's OnBase application
- Maintain all licensing related to the CSEASQLPRD01 server (VM and SQL)
- Secondary support for CSEA's use of SQL on this server. FCDC cannot guarantee a resource to understand CSEA's use of SQL and be an adequate support backup. FCDC resources will work to assist to the best of our abilities. Any request from CSEA to assist will be subject to charges according to the current year rates
- In general, incidents related to this service will be considered a **Priority 3 (MEDIUM)** Minor Business Impact. Please see the support details in Section 6.5

**CSEA Responsibility:**

- Test all server updates and patches for application compatibility
- Maintain/manage connection from CSEASQLPRD01 to the OnBase application
- Primary support for CSEA's use of SQL on this server
- Financially responsible for monthly server/storage costs and any requested enhancement or incident work

**4.2 Federal Taxpayer Information (FTI) Compliance:** IRS-1075 Compliance: Keeping All Federal Tax Information (FTI) Data Safe.

FCDC will work in good faith with CSEA stakeholders to procure the necessary resources required (e.g., personnel, background services, etc.) to maintain compliance with IRS-1075. The CSEA is responsible for submitting an updated 45-day notice to the Office of Child Support if it is requested. The FCDC is responsible to cooperate by providing any changes or updates that are required by this request. This MSA provides written notification to the consolidated Data Center Management that they are bound by the provision of Publications 1075, relative to protecting all FTI within their possession or control. The CSEA recognizes that they are responsible for protecting FTI and that FCDC shares this same responsibility and compliance.

**FTI Qualifications:** All FCDC Personnel, all contractors, or sub-contractors that will have, or currently have, direct or indirect access to CSEA systems that contain FTI data (e.g., Database Administrators or Help Desk staff with PC administrator access) shall complete the IRS 1075 compliant background review, the required annual awareness training and execute the JFS 7014 prior to being granted access to said systems.

**Failure to Comply:** It is required that the FCDC have a formal disciplinary process in place for individuals who fail to comply with FTI security policies and procedures. FCDC is required to notify CSEA of the proposed discipline, if any.

TERMS:

**Data Incident:** a data incident is an occurrence that: 1) actually or imminently jeopardizes, without lawful authority, the integrity, confidentiality or availability of information or an information system; or 2) constitutes a violation or imminent threat of violation of law, security policies, security procedures or acceptable use policies. Incidental and inadvertent accesses are considered data incidents.

**Data Breach:** a data breach is an incident involving a loss, theft or inadvertent disclosure of FTI. Further defined as the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, or any similar occurrence where: 1) person other than an authorized user accesses or potentially accesses FTI or, 2) an authorized user accesses or potentially accesses FTI for an unauthorized purpose.

**Information spillage:** instances where FTI is inadvertently placed on systems that are not authorized to handle FTI or are not part of the agency's intended FTI workflow.

When discovering a possible improper inspection or disclosure of FTI, which includes data incidents, data breaches and information spillage, the person making the observation or receiving the information must notify the Child Support Enforcement Agency (CSEA) Director, Susan Brown, Susan.Brown@jfs.ohio.gov or 614-961-1713, immediately. If the Director is unavailable, notification can be made to one of the other following CSEA designees:

**CSEA Assistant Director**, William Peltcs, William.Peltcs@jfs.ohio.gov or 614-961-1841

**CSEA Deputy Director**, Kimberly Collins, Kimberly.Collins@jfs.ohio.gov or 614-961-1728

**CSEA Data Systems Supervisor**, David Kowaleski, David.Kowaleski@jfs.ohio.gov or 614-961-1795

**CSEA Network Technical Supervisor**, Emily Sacksteder, Emily.Sacksteder@jfs.ohio.gov or 614-961-1857

**CSEA Administrative Counsel, Scott Scherger**, Scott.Scherger@jfs.ohio.gov or 614-961-1862

FCDC is required to provide information available about data elements to CSEA when reporting a possible improper inspection:

- Name of agency and agency Point of Contact for resolving data incident with contact information.
- Date and time of the incident.
- Date and time the incident was discovered.
- How the incident was discovered.
- Description of the incident and the data involved, including specific data elements, if known.
- Potential number of FTI records involved. If unknown, provide a range if possible.
- Address where the incident occurred.
- IT involved (e.g. laptop, server, mainframe).
- Does the incident involve an unauthorized access or disclosure by an Agency employee (Y/N).
- After FCDC completes its internal investigation, FCDC will notify CSEA within 60 days if a criminal indictment will be pursued, and if not, what, if any disciplinary or adverse action is being proposed against the FCDC employee, or contractor, involved in the unauthorized access and/or disclosure. The internal investigation shall be completed within 60 days. The timeframe for the completion of the internal investigation does not alter FCDC's requirement to notify the CSEA of a suspected data breach or unauthorized disclosure within 24 hours of its discovery.

The Child Support Enforcement Agency (CSEA) must report any improper inspection or disclosure of FTI, including data breaches, data incidents, and information spillage, to the Office of Child Support. The Office of Child Support will notify the IRS Office of Safeguards by email at [safeguardreports@irs.gov](mailto:safeguardreports@irs.gov).

The IRS Office of Safeguards will report all improper inspection or disclosure of FTI to Treasury Inspector General for Tax Administration (TIGTA).

**IRS Findings:** It is the responsibility of the FCDC to address any corrective action recommendations to resolve any findings of non-compliance with all IRS inspections.

**Qualified FCDC Personnel, contractors, and sub-contractors must meet the following:**

- BCI and FBI background reviews, that are IRS 1075 compliant, every five (5) years
- Governed by workstation access control policies while onsite and working remotely
- Complete annual awareness training and compliance administration/certification
- Read and Sign the JFS 7014 (Tax Information Safeguarding Authorization Agreement)

**Proper handling of FTI data:**

- Physical security of equipment for all FCDC locations
- Logical security - user authentication, fine-grained entitlements, role-based authentication, and multifactor authentication (MFA)
- Data Segregation practices - during data processing, data storage, and data transmission
- Utilize offsite data storage, backup, and protection

FCDC will provide annual status to CSEA with FTI compliance details. FCDC will partner with CSEA to provide any necessary information regarding FTI compliance in the event of an inspection from the State of Ohio or federal entities. FCDC will comply with any changes that come after an FTI inspection.

**FCDC FTI Access:** FCDC will be housing document images of our case files on their server that could contain FTI correspondence.

- FTI data elements to be disclosed - Case file information that could contain federal tax offset information, the filing status, SSN, and address information
- FTI will be accessed on an as-needed basis only. This will include any new functionality, updates to existing functionality, and resolving connectivity or performance issues with the solution.

**FCDC Subcontractor(s):** Any FCDC Subcontractors will have access to the Data stored on the server at the Franklin County Data Center. Access to this Data is identical to the Franklin County Data Center.

- FTI will be accessed on an as-needed basis only. This will include any new functionality, updates to existing functionality, and resolving connectivity or performance issues with the solution.

**Where work will be performed:** Work will be performed onsite at the Franklin County Data Center or by remote access established via multifactor authentication. Data will not be moved from the server at the Franklin County Data Center or accessed offshore.

- Equipment used to access the Data will be owned by FCDC

## FTI Exhibit 7 Safeguarding Contract Language:

### CONTRACT LANGUAGE FOR GENERAL SERVICES

#### I. PERFORMANCE

In performance of this contract, the Contractor agrees to comply with and assume responsibility for compliance by officers or employees with the following requirements:

- (1) All work will be performed under the supervision of the contractor.
- (2) The contractor and contractor's officers or employees to be authorized access to FTI must meet background check requirements defined in IRS Publication 1075. The contractor will maintain a list of officers or employees authorized access to FTI. Such list will be provided to the agency and, upon request, to the IRS.
- (3) FTI in hardcopy or electronic format shall be used only for the purpose of carrying out the provisions of this contract. FTI in any format shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this contract. Inspection or disclosure of FTI to anyone other than the contractor or the contractor's officers or employees authorized is prohibited.
- (4) FTI will be accounted for upon receipt and properly stored before, during, and after processing. In addition, any related output and products require the same level of protection as required for the source material.
- (5) The contractor will certify that FTI processed during the performance of this contract will be completely purged from all physical and electronic data storage with no output to be retained by the contractor at the time the work is completed. If immediate purging of physical and electronic data storage is not possible, the contractor will certify that any FTI in physical or electronic storage will remain safeguarded to prevent unauthorized disclosures.
- (6) Any spoilage or any intermediate hard copy printout that may result during the processing of FTI will be given to the agency. When this is not possible, the contractor will be responsible for the destruction of the spoilage or any intermediate hard copy printouts and will provide the agency with a statement containing the date of destruction, description of material destroyed, and the destruction method.
- (7) All computer systems receiving, processing, storing, or transmitting FTI must meet the requirements in IRS Publication 1075. To meet functional and assurance requirements, the security features of the environment must provide for the managerial, operational, and technical controls. All security features must be available and activated to protect against unauthorized use of and access to FTI.
- (8) No work involving FTI furnished under this contract will be subcontracted without the prior written approval of the IRS.
- (9) Contractor will ensure that the terms of FTI safeguards described herein are included, without modification, in any approved subcontract for work involving FTI.
- (10) To the extent the terms, provisions, duties, requirements, and obligations of this contract apply to performing services with FTI, the contractor shall assume toward the subcontractor all obligations, duties and responsibilities that the agency under this contract assumes toward the

contractor, and the subcontractor shall assume toward the contractor all the same obligations, duties and responsibilities which the contractor assumes toward the agency under this contract.

(11) In addition to the subcontractor's obligations and duties under an approved subcontract, the terms and conditions of this contract apply to the subcontractor, and the subcontractor is bound and obligated to the contractor hereunder by the same terms and conditions by which the contractor is bound and obligated to the agency under this contract.

(12) For purposes of this contract, the term "contractor" includes any officer or employee of the contractor with access to or who uses FTI, and the term "subcontractor" includes any officer or employee of the subcontractor with access to or who uses FTI.

(13) The agency will have the right to void the contract if the contractor fails to meet the terms of FTI safeguards described herein.

## II. CRIMINAL/CIVIL SANCTIONS

(1) Each officer or employee of a contractor to whom FTI is or may be disclosed shall be notified in writing that FTI disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any FTI for a purpose not authorized herein constitutes a felony punishable upon conviction by a fine of as much as \$5,000 or imprisonment for as long as 5 years, or both, together with the costs of prosecution.

(2) Each officer or employee of a contractor to whom FTI is or may be accessible shall be notified in writing that FTI accessible to such officer or employee may be accessed only for a purpose and to the extent authorized herein, and that access/inspection of FTI without an official need-to-know for a purpose not authorized herein constitutes a criminal misdemeanor punishable upon conviction by a fine of as much as \$1,000 or imprisonment for as long as 1 year, or both, together with the costs of prosecution.

(3) Each officer or employee of a contractor to whom FTI is or may be disclosed shall be notified in writing that any such unauthorized access, inspection or disclosure of FTI may also result in an award of civil damages against the officer or employee in an amount equal to the sum of the greater of \$1,000 for each unauthorized access, inspection, or disclosure, or the sum of actual damages sustained as a result of such unauthorized access, inspection, or disclosure, plus in the case of a willful unauthorized access, inspection, or disclosure or an unauthorized access/inspection or disclosure which is the result of gross negligence, punitive damages, plus the cost of the action. These penalties are prescribed by IRC sections 7213, 7213A and 7431 and set forth at 26 CFR 301.6103(n)-1.

(3) Additionally, it is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a(i)(1), which is made applicable to contractors by 5 U.S.C. 552a(m)(1), provides that any officer or employee of a contractor, who by virtue of his/her employment or official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

(4) Granting a contractor access to FTI must be preceded by certifying that each officer or employee understands the agency's security policy and procedures for safeguarding FTI. A contractor and each officer or employee must maintain their authorization to access FTI through

annual recertification of their understanding of the agency's security policy and procedures for safeguarding FTI. The initial certification and recertifications must be documented and placed in the agency's files for review. As part of the certification and at least annually afterwards, a contractor and each officer or employee must be advised of the provisions of IRC sections 7213, 7213A, and 7431 (see Exhibit 4, *Sanctions for Unauthorized Disclosure*, and Exhibit 5, *Civil Damages for Unauthorized Disclosure*). The training on the agency's security policy and procedures provided before the initial certification and annually thereafter must also cover the incident response policy and procedure for reporting unauthorized disclosures and data breaches. (See Section 10) For the initial certification and the annual recertifications, the contractor and each officer or employee must sign, either with ink or electronic signature, a confidentiality statement certifying their understanding of the security requirements.

### III. INSPECTION

The IRS and the Agency, with 24 hour notice, shall have the right to send its inspectors into the offices and plants of the contractor to inspect facilities and operations performing any work with FTI under this contract for compliance with requirements defined in IRS Publication 1075. The IRS' right of inspection shall include the use of manual and/or automated scanning tools to perform compliance and vulnerability assessments of information technology (IT) assets that access, store, process or transmit FTI. Based on the inspection, corrective actions may be required in cases where the contractor is found to be non-compliant with FTI safeguard requirements.

**4.3 CSEA OnBase Application:** CSEA is the largest consumer of the Enterprise OnBase Platform, which is hosted by FCDC. CSEA uses OnBase as a case management application, and it is critical to their business.

#### **CSEA OnBase Point of Contact:**

- David Kowaleski
- Joan Rowe
- Emily Sacksteder
- Christopher Hlovacs

#### **FCDC Responsibility:**

- FCDC owns and maintains the OnBase platform and licensing
- FCDC provides limited level 2 support for the CSEA OnBase application and will initiate services with the 3rd party (3SG Plus) vendor for support when needed
- FCDC owns and funds the 3<sup>rd</sup> party support service agreement with 3SG Plus. Any services rendered by 3SG Plus on behalf of CSEA will be charged back on the next billing cycle
- FCDC maintains the OnBase environment for Franklin County (i.e., upgrades)
- FCDC is required to give advanced notice and to work closely with CSEA regarding any changes to the OnBase environment (updates or upgrades)
- In general, incidents related to this service will be considered a **Priority 2 (HIGH):** Major Business Impact.

#### **CSEA Responsibility:**

- CSEA is the primary support for their OnBase application
- CSEA is required to notify FCDC regarding any plans to significantly modify the CSEA OnBase Application and work with FCDC to ensure stability in the platform
- CSEA is required to obtain procurement approval prior to contracting with a vendor to make modifications to the CSEA OnBase Application
- CSEA is financially responsible for any requested enhancement or incident OnBase work for CSEA

---

## 5.0 Budgeting and Service Charges

---

### 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

### 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 IT procurements to FCDC for a technical review, security review, and fiscal review to obtain 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 Business Relationship Manager.

### 5.3 Annual Resource Allocation Estimate

At the request of the partner agency, FCDC will produce and deliver a Resource Allocation Estimate (RAE) for the new year to any billable Partner Agency on or before January 15. The RAE estimates FCDC usage and costs based on the previous year's allocations, the current rate, and any projected consumption changes. This document is an estimate and a planning tool, and FCDC does not guarantee the costs presented in this document. The Partner Agency will be billed for actual use.

This applies to **CSEA** as they are a billable Partner Agency to FCDC.

## 5.4 Chargeback allocations

**5.4.1 Rates:** FCDC rates are calculated annually using a third-party accounting firm (DMG-MAXIMUS, Inc.) specializing in federal, state, and county rate studies. A current-year rate sheet will be shared with the Partner Agency on or before January 15.

**5.4.2 Billing:** FCDC bills on behalf of the Commissioners and at the direction of OMB. FCDC uses internal tracking tools to establish resource usage and FCDC staff labor. A journal entry will be processed for core services at the end of each month. Core services are infrastructure technology services made available to all agencies, courts, and boards. Core Services include cybersecurity, Franklin County Data Network connection, wired and Wi-Fi internet, OnBase hosting, data storage, ERP, document imaging, and electronic signature services to name a few. A journal entry will be processed quarterly for items FCDC purchases on behalf of the CSEA. Projects will be billed as agreed at project kickoff.

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

#	Who	Phone	E-mail
1	Financial Services	N/A	fcdcfinaancialservices@franklincountyohio.gov
2	Enterprise Business Relationship Manager, Melissa Peoples	(614) 525-5691	melissa.peoples@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

---

## 6.0 Terms and Conditions

---

### 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 Business Relationship 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	Enterprise Business Relationship Manager, Melissa Peoples	(614) 525-5691	melissa.peoples@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> </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</li> </ul>

	<ul style="list-style-type: none"> <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>	<p>assignment during normal business hours</p> <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>
<p><b>Priority 1 (HIGHEST)</b> Severe Business Impact</p>	<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 BRM for an update</li> <li>• Business Services 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 Business Relationship Manager.

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
INFORMATION TECHNOLOGY MASTER SERVICE AGREEMENT  
FRANKLIN COUNTY CORONER'S OFFICE

Voting Aye thereon

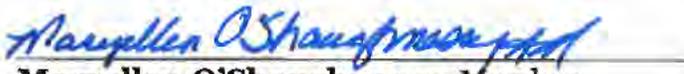
Voting Nay thereon

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

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

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

\_\_\_\_\_  
**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

*ABSENT*  
\_\_\_\_\_  
**Antone White**, Member  
Director, Franklin County Board of Elections

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

*ABSENT*  
\_\_\_\_\_  
**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 DATA CENTER  
TECHNOLOGY MASTER SERVICE AGREEMENT  
FRANKLIN COUNTY CORONER'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.

**NOW, THEREFORE, BE IT RESOLVED** that the Franklin County Automatic Data Processing Board approves this MSA and authorizes the Data Center CIO to sign all associated documents.

# Information Technology

2024 Master Service Agreement



Between the:  
Franklin County Data Center  
and  
The Franklin County Coroner's Office

---

## 1.0 Master Service Agreement Overview

---

This is a Master Service Agreement (MSA) between the Franklin County Data Center (FCDC) and the Franklin County Coroner's Office (CRNR). 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, (CRNR) 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 anytime.

---

## 2.0 Contact Information and Authorizations

---

### 2.1 Franklin County Data Center

#### Business Services

**Enterprise Business Relationship 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

**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

**Team E-mail:** fcdfinancialservices@franklincountyohio.gov

#### Help Desk

**Assistant Director, Enterprise IT, Justin Bise:**

(614) 525-DATA (3282)

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

Columbus, Ohio 43215

**E-mail:** justin.bise@franklincountyohio.gov

**Team E-mail:** helpdesk@franklincountyohio.gov

**Service Management Portal:** helpdesk.frankincountyohio.gov

## 2.2 Franklin County Coroner's Office

### General Information

**Franklin County Forensic Science Center, Office of the Coroner**

2090 Frank Road

Columbus, Ohio 43223

(614) 525-5290

**Franklin County Coroner, Nathaniel Overmire, M.D.:**

**E-mail:** nathaniel.overmire@franklincountyohio.gov

**Phone:** (614) 525-2494

**Chief of Staff, Patrick McLean:**

**E-mail:** patrick.mclean@franklincountyohio.gov

**Phone:** (614) 525-5361

**Director of Operations, Amanda Alvarez-Wright:**

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

**Phone:** (614) 525-2490

## 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
Nathaniel Overmire	nathaniel.overmire@franklincountyohio.gov	X		X	X		
Amanda Alvarez Wright	analvare@franklincountyohio.gov	X	X	X	X	X	X
Jeremy Blake	jeremyblake@franklincountyohio.gov	X					
Beverly Harper	baharper@franklincountyohio.gov	X		X	X	X	
Patrick McLean	patrick.mclean@franklincountyohio.gov	X	X	X	X		X

*Note: IT Contacts may work with their BRM 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

Vendor = Vendor provides service

Application Development and Enterprise Tools	Support	Notes
Graphic Design	<b>FCDC</b>	
Mobile Application Development	<b>N/A</b>	
Web Development and Content Management	<b>FCDC</b>	The CRNR website coroner.franklincountyohio.gov is built and managed using the CMS tool Kentico. The CRNR staff can maintain elements of the website using that tool.

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>Shared</b>	

Enterprise Infrastructure	Support	Notes
Data Backup Solutions	<b>Shared</b>	FCDC manages all backup activities related to files on the FCDN. The CRNR has a contracted vendor (Candelis) that provides backup services for the PACS system that the Lodox and CT Machine images go to.
Data Storage	<b>Shared</b>	FCDC manages all storage activities related to files on the FCDN. The CRNR has a contracted vendor (Candelis) that is their PACS system.
Hi-Availability (HA) Environment	<b>Shared</b>	

Server Virtualization and Hosting	<b>Shared</b>	
SQL Database	<b>N/A</b>	

Enterprise Network	Support	Notes
Communications & Collaboration	<b>FCDC</b>	FCDC supplies Mitel phones to CRNR staff. The CRNR's Office is responsible for voicemail and pre-recorded lines. The CRNR's Office has (21) user lines and (2) Administrative lines for the NICE recording System
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>	CRNR leverages the FCDC enterprise Adobe licensing. FCDC will bill back the cost to CRNR as part of the annual licensing cycle
Adobe Pro	<b>Shared</b>	CRNR utilizes Adobe Pro Licenses for Administration
Adobe Photoshop	<b>Shared</b>	CRNR utilizes Adobe Photoshop Licenses for Investigations and Morgue operations
DocuSign	<b>Shared</b>	CRNR leverages the FCDC enterprise licensing for DocuSign. FCDC is responsible for maintaining the relationship with the Vendor. CRNR trains and maintains the templates, forms, and updates within DocuSign for staff. CRNR forms being utilized within DocuSign: <ul style="list-style-type: none"> <li>• Body Release Form</li> </ul>
Everbridge	<b>Shared</b>	EMA owns and administers the Everbridge Platform. The CRNR is responsible for maintaining staff information/access and using this product for their office as needed
Geographic Information Systems (GIS)	<b>Partner</b>	The CRNR utilizes GIS for their grant-funded Statistician for reporting. The Franklin County Auditor's Office is responsible for administering this application to the CRNR
Intellivue Document Imaging Solution	<b>Shared</b>	FCDC maintains the enterprise agreement with Intellivue and supports the CRNR application. CRNR is responsible for working with the Franklin County Recorder's Office for scanning projects and indexing files.
JIRA	<b>N/A</b>	
Microsoft 365	<b>FCDC</b>	CRNR leverages the FCDC enterprise licensing for Microsoft 365
AvePoint	<b>N/A</b>	
Dynamics	<b>N/A</b>	
SharePoint	<b>FCDC</b>	CRNR uses SharePoint. CRNR manages the updating and organization of the content. CRNR utilizes the SharePoint Online environment for their daily morgue board list that is housed in OneNote

Enterprise ERP (MUNIS)	<b>Shared</b>	The Franklin County Auditor's Office is responsible for the application. FCDC collects Enterprise ERP charges from CRNR at the direction of the Board of Commissioners' OMB Office
OnBase Information Platform	<b>N/A</b>	
Visual Studio	<b>N/A</b>	
SurveyMonkey	<b>N/A</b>	
Virtual Conference Room	<b>Shared</b>	
Microsoft Teams Room Licensing		CRNR leverages the FCDC enterprise Microsoft Teams Room Licensing. FCDC will maintain the Teams video, audio, and annual licensing. FCDC will back the cost to CRNR as part of the annual licensing cycle. CRNR will coordinate with Public Facilities Management (PFM) for any room enhancements and communicate with FCDC
Lifesize	<b>N/A</b>	
Visio	<b>N/A</b>	
Zoom	<b>Shared</b>	CRNR leverages the FCDC enterprise Zoom licensing for Basic Licensing. FCDC will bill back the cost to CRNR as part of the annual licensing cycle

Enterprise Support	Support	Notes
Centralized Help Desk and Call Center	<b>FCDC</b>	<p>FCDC is responsible for all level 1 IT support for the CRNR's office. The CRNR is granted a dedicated resource from the Help Desk, one day a week, plus other requests submitted to the Help Desk that can be resolved remotely.</p> <p>The following Help Desk Staff members are granted physical access to the CRNR location:</p> <ul style="list-style-type: none"> <li>• David Staley</li> <li>• Chase McDaries</li> <li>• Zach Cramer</li> <li>• Max Gatti</li> </ul> <p>2090 Frank Road Columbus, Ohio 43223</p> <p>*Building access is managed by the CRNR's Office through Public Facilities Management (PFM)</p>
Hardware Salvage	<b>FCDC</b>	The CRNR's Office leverages FCDC to dispose of Hardware Salvage. The CRNR's Office 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>	
User Device Management and Imaging	<b>FCDC</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>Partner</b>	
PFM and IT Coordination	<b>Shared</b>	
Strategic Technology Planning	<b>Shared</b>	
vCIO (Virtual CIO)	<b>FCDC</b>	

Procurement and Legal Contracts	Support	Notes
Assistance with Legal Contracts and RFPs	<b>Shared</b>	FCDC is responsible for reviewing technology legal contracts and RFPs for CRNR. FCDC will work with the CRNR's Office, 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 CRNR's Office IT Budget
IT Procurement Assistance	<b>FCDC</b>	
Vendor and Licensing Management	<b>Partner</b>	

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>	

---

## 4.0 Special Support Services

---

### 4.1 Toxicology Endpoint Device Patching

#### FCDC Responsibility:

- Patching for the listed devices occurs the Monday after patch Tuesday at 8:00 am.
- Patch Tuesday is always the second Tuesday of the month.

#### CRNR Responsibility:

- Provide 1 business day notice to FCDC if patching needs to be adjusted. Notice should be made to the Help Desk or BRM.
- Obtains support from the vendor Agilent on an as-needed basis but also budgets for equipment maintenance annually so equipment can remain on the network and be patched.

#### **4.2 Candelis: CRNR PACS System holds and views x-ray images and CT scans.**

##### **FCDC Responsibility:**

- Assist/maintain network connections and VPN access for the vendor.
- Assist/maintain the SQL connections between Candelis and Lodox for integration.
- Assist/maintain the SQL connections between Candelis and Siemens (CT) for integration.

##### **CRNR Responsibility:**

- The CRNR maintains a support and maintenance contract with the vendor.

#### **4.3 Lodox: The full-body X-ray machine and software that is integrated with their PACS system.**

##### **FCDC Responsibility:**

- Assist/maintain network connections and VPN access for the vendor.
- Assist/maintain the SQL connections between Candelis and Lodox for integration.

##### **CRNR Responsibility:**

- The CRNR staff will reach out to Lodox for technical assistance or issues.
- The CRNR maintains a support and maintenance contract with the vendor.

#### **4.4 Siemens Healthcare Somatomgo. Now CT Machine: The CT machine and software are integrated with their PACS system.**

##### **FCDC Responsibility:**

- Assist/maintain network connections and VPN access for the vendor.
- Assist/maintain the SQL connections between Candelis and Siemens for integration.

##### **CRNR Responsibility:**

- The CRNR staff will reach out to Siemens for technical assistance or issues.
- The CRNR maintains a support and maintenance contract with the vendor.

#### **4.5 JusticeTrax: Toxicology Software that is integrated with the case management software Medicolegal Death Investigation (MDI).**

##### **FCDC Responsibility:**

- Maintains the sequel server environment according to the FCDC OS and security patches standards.

**CRNR Responsibility:**

- Provide 1 business day notice to FCDC if patching needs to be adjusted. Notice should be made to the Help Desk or BRM
- The CRNR's office staff will place a ticket(s) with JusticeTrax if assistance is needed for the agency or on behalf of FCDC.
- This CRNR is responsible for maintaining a support contact with the vendor. The current contract is renewed in October.

**4.6 Medicolegal Death Investigation (MDI): Case Management System, Cloud-Based Solution.**

**FCDC Responsibility:**

- FCDC is responsible for the sequel data transfer processes between MDI and JusticeTrax.

**CRNR Responsibility:**

- The CRNR's office will contact the MDI's helpdesk (support@mdilog.com) for assistance with the system.
- The CRNR is responsible for maintaining a support contract with the vendor. The current contract is renewed in December of every year.

**4.7 Recuva: Recovers files from digital camera cards used by Investigators and Technicians at scenes and during exams.**

**FCDC Responsibility:**

- FCDC will assist with the installation of the software on (1) computer in the Investigations Department.
- FCDC provides application support as needed. The CRNR must enter a JIRA ticket to request assistance.

**CRNR Responsibility:**

- The CRNR office is responsible for recovering photos from the SD cards.

**4.8 Crossmatch HID: The Cross Match Fingerprint Scanner is used for I.D. decedents. It captures fingerprints electronically and is FBI-certified. Pathologists view the person's hands before taking fingerprints. Then, fingers are cleaned, placed on the screen, and scanned.**

**FCDC Responsibility:**

- FCDC owns the relationship on behalf of CRNR for technical support.

**CRNR Responsibility:**

- The CRNR office is responsible for the relationship with Crossmatch HID.
- The CRNR's office is responsible for training all staff on how to use the Crossmatch scanner.

**4.9 Dexis Dental: The Dental Imaging Software that takes dental X-rays. This software is used by a contracted Odonatologist (forensic dentist) when requested for a case.**

**FCDC Responsibility:**

- FCDC is responsible for maintaining the computer on which the Dexis Software is installed.

**CRNR Responsibility:**

- The CRNR's office is responsible for maintaining the Dexis Software for the Odonatologist.
- The CRNR's office is responsible for ensuring the Odonatologist can access the Dexis Software.

**5.0 Electronic Death Record System (EDRS): The state of Ohio's electronic Death record system is utilized by the Coroner, Pathologist, and Case Management Department.**

**FCDC Responsibility:**

- FCDC has no responsibility for EDRS.

**CRNR Responsibility:**

- The CRNR's office is responsible for contacting The State of Ohio to onboard and offboard employees.
- The CRNR's office is responsible for maintaining the relationship with The State of Ohio.

**5.1 Teams Room: The Coroner's Office currently has one Teams room located in the Coroner Conference room outside of the Coroner's Office.**

**FCDC Responsibility:**

- FCDC will maintain the Teams video and audio equipment located in the room.
- FCDC will work with CRNR staff to resolve any issues related to the equipment.
- FCDC will maintain the Teams Room annual licensing and will bill back the cost to CRNR as part of the annual licensing cycle.
- FCDC will coordinate with PFM for work related to Teams equipment and networking setup.

**CRNR Responsibility:**

- CRNR 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.

---

## 5.0 Budgeting and Service Charges

---

### 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

### 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 Business Relationship 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 Services cost will be communicated upon completion of the county-wide cost allocation plan.

**5.3.2 Reimbursements for technology purchased on your behalf:** To assist partner agencies in the efficient procurement of technology, the Data Center maintains open purchase orders and can process same or next day orders with vendors. Quarterly, FCDC will provide a summary of all procurements and process a reimbursement journal entry. The exception to quarterly billing is Adobe, Microsoft, and Zoom. These will be processed for reimbursement annually.

**Payments shall be by check or warrant, made payable to:**  
**FRANKLIN COUNTY DATA CENTER**  
373 S. High Street, 9<sup>th</sup> Floor  
Columbus, Ohio 43215-4599

**Invoices will be sent to:**  
**ATTENTION: Beverly Harper**  
**Franklin County Coroner's Office**  
2090 Frank Road  
Columbus, Ohio 43223  
baharper@franklincountyohio.gov

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

#	Who	Phone	E-mail
1	Financial Services	N/A	fcdcfinancialservices@franklincountyohio.gov
2	Enterprise Business Relationship 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

---

## 6.0 Terms and Conditions

---

### 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 Business Relationship 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	Enterprise Business Relationship Manager, Shane Lee	(614) 525-6150	shane.lee@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 BRM for an update</li> <li>• Business Services 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 Business Relationship Manager.

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
PERSONNEL ACTION  
NEW HIRE: ENTERPRISE COLLABORATION ENGINEER 1

Voting Aye thereon

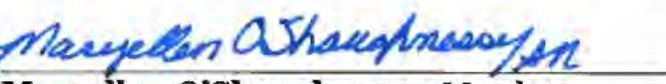
Voting Nay thereon

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

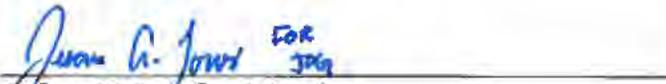
\_\_\_\_\_  
**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

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

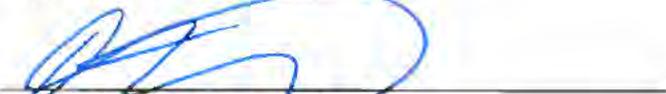
\_\_\_\_\_  
**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas

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

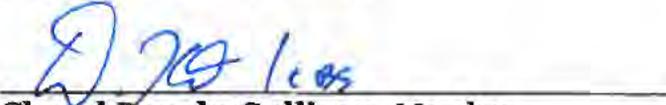
\_\_\_\_\_  
**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts

  
\_\_\_\_\_  
**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

**ABSENT**  
\_\_\_\_\_  
**Antone White**, Member  
Director, Franklin County Board of Elections

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

**ABSENT**  
\_\_\_\_\_  
**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  
NEW HIRE: ENTERPRISE COLLABORATION ENGINEER 1**

**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 Chief Administrator requests Automatic Data Processing Board approval of Personnel Action number **24-038** 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 personal action number **24-038**.

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

**Data Center Personnel Action – New Hire – Keith Thompson, Jr.**

PERSONNEL ACTION FORM		
TRANSACTION TYPE	New Hire	
EMPLOYEE/CANDIDATE NAME:	Keith Thompson, Jr.	
PERSONNEL ACTION NUMBER	24-038	
PERSONNEL ACTION DATE (BOARD)	April 01, 2024	
DATA CENTER SECTION	Enterprise IT	
NEW JOB POSITION / TITLE	Enterprise Collaboration Engineer 1	
PAY GRADE	9	
EFFECTIVE DATE	April 01, 2024	
PAY GRADE SALARY RANGE		
MINIMUM	MID	MAXIMUM
\$ 55,273	\$ 67,710	\$ 80,146
	BASE RATE	ANNUAL SALARY
NEW	\$ 27.8846	\$ 58,000

**KEY RESPONSIBILITIES OF THE ROLE**

- Design, plan, install, and support current-generation structured cabling solutions for County facilities; collaborate with outside cabling vendors as needed; collaborate with Public Facilities Management (PFM) teams as needed.
- Monitor structured cabling investments across all County facilities and build lifecycle plans and recommendations to keep cabling systems reasonably current and capable of supporting the digital evolution of County operations and public services.
- Plan, deploy, maintain, and support unified communication / VoIP / IP telephony solutions across Franklin County facilities and teams, including end-user support, system monitoring, planning and executing upgrades, and managing reseller/manufacturer services and support.
- Collaborate with Enterprise Financial Services and the broader Enterprise Network team on managing telecommunications circuit agreements and services with third parties (e.g., AT&T, Spectrum, Crown Castle Fiber); maintain lifecycle plans for all circuits and services to keep pace with the County's digital evolution.
- Plan, deploy, maintain, and support digital collaboration platform installations, especially in shared spaces like conference and meeting rooms, for example, design collaboration spaces with Microsoft Teams Rooms systems and services, along with appropriate audio-visual equipment from relevant manufacturers.
- Level 3 engineers will participate heavily in long-range planning, technical roadmaps, budget forecasting, analysis, design work, and project management efforts to ensure the services of the Enterprise C&C team are delivered efficiently and effectively.

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

- Utilize LogicMonitor, Opsgenie, or similar monitoring and alerting systems to maintain limited on-call support for emergency diagnosis, assessment, and support of VoIP / IP Telephony systems and third-party carrier circuits and services after-hours.
- Monitor industry trends and developments in telecom, VoIP, and collaboration systems; identify opportunities for long-term and short-term improvements in capacity, functionality, and efficiency that are sized appropriately for known or predicted FCDC and client needs.
- Actively participate in ITIL-based incident management for Communication and Collaboration assets and services using FCDC's established work management systems, including intake, escalation, problem identification, vendor coordination, and ongoing resolution, closure, and communication with end users and BRM team members as needed.
- Monitor Communications and Collaboration platforms utilization and consumption (bandwidth, storage, processing, memory, cloud, etc.) and project growth to help develop roadmaps and budgets.

**EMPLOYMENT NOTABLES**

- Provide work direction to Safety/Security Technicians and provide on-the-job training by demonstrating work.
- Install, Troubleshoot, Repair, and maintain electronic equipment in county buildings to support safety and security operations.
- Perform preventative maintenance, and test electronic equipment, Television, security monitors, security cameras, and electronic door controls.

**EDUCATION & OTHER CREDENTIALS**

- Associate of Applied Science, Heating, Ventilating, and Air Conditioning Technology – Columbus State

**RELEVANT WORK EXPERIENCE**

- Management/Supervision – 5 years
- Maintenance and Repair – 6 years
- Troubleshooting – 6 years
- Customer Service – 7 years

**SCREENING STATUS**

- Professional References: In process.
- Background Check: Results pending. Contingent offer.
- Pre-employment drug testing: results are pending. Contingent offer.

**Kassy Franz, Chief People Officer**

# Keith E Thompson Jr



## Skills

Troubleshooting, Problem Solving, Teamwork

## Experience

March 2023 - Present

### **Franklin County Public Facilities Management** - *Safety & Security Tech Crew lead*

- Provide work direction to Safety/Security Technicians and provide on-the-job training by demonstrating work.
- Install, Troubleshoot, Repair, and maintain electronic equipment in county buildings to support safety and security operations.
- Perform preventative maintenance, and test electronic equipment, Television, security monitors, security cameras, and electronic door controls.
- With supervisor's approval, ordered supplies, equipment, and parts. Enter record of completed job assignments and maintain records of parts and supplies used.
- With approval Called in work orders and Relayed information to coworkers

November 2020- March 2023

### **Franklin County Public Facilities Management**- *Safety & Security Tech*

- Install, Troubleshoot, Repair, and maintain electronic equipment in county buildings to support safety and security operations.
- Perform preventative maintenance, and test electronic equipment, Television, security monitors, security cameras, and electronic door controls.
- With supervisor's approval, ordered supplies, equipment and parts. Enter record of completed job assignments and maintain records of parts and supplies used.

March 2017- November 2020

**Franklin County Public Facilities Management** - *Maintenance Worker*

- Perform maintenance repairs (e.g., repair or replace doors, cabinets, bulbs, lighting fixtures, electrical switches, motors, appliances, electrical circuits, sinks, faucets, toilets, pipes, drains, sewer pipes, trap fittings, plumbing fixtures, pumps, regulators, valves, flush sensors, and drinking fountains, etc.).
- Clean up after water leaks/floods. Schedule and perform preventative maintenance on power tools and equipment after use.
- Replace bulbs and ballast. Clean light fixtures. Perform some custodial work.

May 2016- March 2017

**Sunoco Convenience Store** - *Assistant Manager*

- Assisted in all store operations including merchandising, product inventory, and weekly merchandise ordering.
- Maintain the safety and security of the store, properly documenting any incidents that occur
- Prepared daily sales reports & bank deposits. Received orders from vendors and stocked and rotated products on shelves and coolers.

May 2013 - May 2016

**United States Army** - *Mortarman Team leader*

- Ensured soldiers were trained and efficient on weapon systems
- Lead a group of soldiers as they complete a project.
- Developed and implemented timelines and delegated workloads to each of them to complete tasks.
- Ensured the training and well-being of the soldiers.
- Performed Performance/Behavioral monthly Counseling's on soldiers

## **Education**

**Tri Rivers Career Center**- *Automotive Technician / Highschool diploma*

May 2010

**Columbus State** - *Heating, Ventilating and Air Conditioning Technology AAS*

August 2018 - Present

## **Certificates**

<b>Residential light Commercial Hvac Cert</b>	December	2019
<b>Epa 608</b>	March	2019
<b>Aerial Work Platforms</b>	August	2018
<b>Sit down internal combustion Rider Pallet jack</b>	August	2017

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
PERSONNEL ACTION

NEW HIRE: ENTERPRISE IDENTITY ACCESS MANAGEMENT ENGINEER 1

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

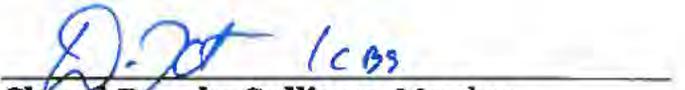
\_\_\_\_\_  
**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts

  
\_\_\_\_\_  
**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

*ABSENT*  
\_\_\_\_\_  
**Antone White**, Member  
Director, Franklin County Board of Elections

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

*ABSENT*  
\_\_\_\_\_  
**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  
NEW HIRE: ENTERPRISE IDENTITY ACCESS MANAGEMENT ENGINEER 1**

**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 Chief Administrator requests Automatic Data Processing Board approval of Personnel Action number **24-039** 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 personal action number **24-039**.

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

**Data Center Personnel Action – New Hire – Kara Holland**

PERSONNEL ACTION FORM			
TRANSACTION TYPE		New Hire	
EMPLOYEE/CANDIDATE NAME:		Kara Holland	
PERSONNEL ACTION NUMBER		24-039	
PERSONNEL ACTION DATE (BOARD)		April 01, 2024	
DATA CENTER SECTION		Enterprise Information Security	
NEW JOB POSITION / TITLE		Enterprise Identity Access Management Engineer 1	
PAY GRADE		12	
EFFECTIVE DATE		April 01, 2024	
PAY GRADE SALARY RANGE			
MINIMUM	MID	MAXIMUM	
\$ 67,950	\$ 83,239	\$ 98,528	
	BASE RATE	ANNUAL SALARY	
NEW	\$ 40.8653	\$ 85,000	
<u>KEY RESPONSIBILITIES OF THE ROLE</u>			
<ul style="list-style-type: none"> <li>Actively participate and, at times, lead the research, planning, design, deployment, and maintenance of Identity Security solutions and policies</li> <li>Lead and assist in defining business processes &amp; controls around identity security to ensure compliance with financial, privacy, and other security &amp; regulatory requirements</li> <li>Development of Identity Security processes &amp; documentation for both strategic projects and continuous improvement activities</li> <li>Conceptualize and implement various identity workflows, integrations, and adapters to meet agency needs</li> <li>Participate in the development of Information Security Policy and roadmaps in collaboration with Enterprise Information Security teams and leadership</li> <li>Ability to drive innovation for system and security improvements, determine engineering and design best practices, find automation opportunities, and guide proper use of new features</li> <li>Working with multiple vendors on product issues, product roadmap, and new feature requirements</li> <li>Assists as needed in Incident Response (IR) in the event of a breach, intrusion, or theft by providing security capability expertise</li> <li>Encourage, support, and participate in cross-training across teams</li> <li>Responds to inquiries regarding identity and computer security, policies, and procedures</li> </ul>			

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

**EMPLOYMENT NOTABLES**

- Identity Operations and Cybersecurity Operations roles
- Document processes for roles, including building a new space on Confluence for Cybersecurity Operations, and worked with Senior Analysts and Engineers.
- Mentor new Cybersecurity Analysts in Identity Operations and Cybersecurity Operations certification/training paths
- Collaborate with HR, GRC, and Service Desk on process improvement opportunities, including alignment, approval, and putting changes into effect
- Identity Engineering tasks, including privileged access management, directory cleanup, and service account creation
- Organized Cybersecurity Operations, provided support in Identity Operations and Cybersecurity Operations, and worked with Governance, Risk, and Compliance (GRC) to improve business alignment to IT/Cyber policy.

**EDUCATION & OTHER CREDENTIALS**

- B.S. Information Technology
- (ISC)<sup>2</sup> SSCP Systems Security Certified Practitioner and CC Certified in Cybersecurity
- IBM Cybersecurity Analyst, Computer Security & Systems Management Specialization
- Google IT Support Professional, Six Sigma Principles, & ITIL ITSM

**RELEVANT WORK EXPERIENCE**

Technology – 9+ years

Customer Service – 10+ years

GRC- 2+ years

Cybersecurity – 4+ years

Service Management – 5+ years

Identity and Access Tooling – 5+ years

**SCREENING STATUS**

- Professional References: In process.
- Background Check: Results pending. Contingent offer.
- Pre-employment drug testing: results are pending. Contingent offer.

Kassy Franz, Chief People Officer

# KARA HOLLAND, SSCP | Identity & Access Management

---

---

## PROFILE

A diligent, resourceful, and analytical Identity and Access Management professional with 9+ years of diverse experience in information technology/security, (ISC)<sup>2</sup> SSCP and ITIL® ITSM certified, and a bachelor's degree in information technology. Forever curious, initiative-taking, and results-driven, with strong problem solving and collaboration skills, explaining complex technical concepts to a variety of audiences for the understanding of all involved. Passionate about innovation, professional development, optimizing security, and making a positive impact.

## PROFESSIONAL EXPERIENCE

NetJets, Inc. – Columbus, Ohio

### **Cybersecurity Analyst (Identity Operations and Cybersecurity Operations)** August 2023 – Current

- Competently working in both Identity Operations and Cybersecurity Operations roles simultaneously while continuing to document processes for both roles, including building a new space on Confluence just for Cybersecurity Operations runbooks and procedures, and working closely with Senior Analysts and Engineers
- Mentoring incoming Cybersecurity Analysts in both Identity Operations and Cybersecurity Operations, utilizing their fresh perspective to further update documentation, and advising on potential certification/training paths in alignment with their career goals
- Continuously collaborating with HR, GRC, and Service Desk on process improvement opportunities, including alignment, approval, and putting changes into effect with notable immediate efficiency improvement
- Upskilling into Identity Engineering tasks, including privileged access management, directory cleanup, service account creation and import into vault, and more, as well as further training outside of working hours

### **Identity and Access Management Engineer, Associate** March – August 2023

- Promptly adapted to NetJets technology environment within 30 days, tackled backlog of requests and immediately began documenting Identity Operations processes into Confluence
- Eliminated backlog by 45 days and need for weekly calls with Engineering for request queue assistance within 60 days, as well as confidently handling Identity Operations queues solo within 60 days while working an investigation and troubleshooting a multi-user access issue during the same week with no SLA breaches
- Re-organized into Cybersecurity Operations at 29 days, provided support in Identity Operations and Cybersecurity Operations, worked closely with Governance, Risk, and Compliance (GRC) to improve business alignment to IT/Cyber policy, and officially promoted in August

Career Break – Columbus, Ohio

### **Primary Caregiver and Volunteer** July 2009 – February 2023

- Volunteered at humane societies, advocating animal welfare, training volunteers in dog handling, creating new activities for enrichment programs, providing support at events, and assisting with marketing and fundraising efforts, as well as advising on technology improvements
- Served on board for a non-profit startup, working closely with the founder, including outreach for community and donor support, and advising on technology needs for communications, records storage, and receiving donor funds

### Senior Operations Analyst

May 2008 – June 2009

- Interviewed subject matter experts (SMEs) and identified process improvements to mitigate risks and remain compliant with policy and legal requirements
- Maintained all standard operating procedures for department, including continuous review cycles to ensure each document was up-to-date and complete
- Administrated department project workflow database, improved the user interface for a more intuitive experience, and prepared reports for stakeholders

### LAN Analyst

September 2005 – April 2008

- Delivered technical assistance to 5,000+ users by resolving access and equipment issues while safeguarding data integrity, minimizing downtime, and enabling a smoother user experience
- Managed repository of department procedures, identifying inefficiencies in existing processes and implementing improvements with notable efficiency gains in service delivery
- Collaborated on higher level initiatives with several IT/IS teams on cross-platform applications/data merging and business continuity disaster recovery during and after the Chase Bank and Bank One merge by identifying risks and developing mitigation strategies

Franklin University – Columbus, Ohio

### Desktop Technician

September 2004 – September 2005

- Provided technical support for main and satellite campuses and the annual Raymond E. Mason Jr. Leadership Symposium, ensuring smooth operation for staff, students, presenters, and participants
- Performed identity and access administration, creating users, assigning applications, share drives, and printers, including troubleshooting access issues, and updating device objects during equipment refreshes
- Maintained internal procedures, lab diagrams, equipment inventories, and vendor information while collaborating with SMEs to analyze and streamline procedures, reducing or eliminating equipment downtimes

### Jr. Desktop Technician

September 2003 – May 2004

- Student position and later rehired into Desktop Technician role (FTE) by same manager

### TECHNICAL SKILLS

**Identity & Access Tooling:** Active Directory, Azure, DataDog, Delinea Secret Server and Privilege Manager, Microsoft 365, Okta, OpenSearch, PowerShell, Royal TS, and SailPoint Identity Now

**Cybersecurity Tooling:** Avalor, BitSight, CrowdStrike, Feedly Enterprise, Airwatch, Microsoft Endpoint Manager, Microsoft Exchange, and Microsoft Intune, OpenSearch, Proofpoint, Tenable, Veoci, and Zscaler

**Service Management and Documentation:** Jira, Service Now, and PagerDuty

### EDUCATION & CERTIFICATION

- B.S. Information Technology – Franklin University, Columbus, Ohio
- (ISC)<sup>2</sup> SSCP Systems Security Certified Practitioner and CC Certified in Cybersecurity
- IBM Cybersecurity Analyst, Computer Security & Systems Management Specialization, Google IT Support Professional, Six Sigma Principles, and ITIL ITSM

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
PERSONNEL ACTION  
BACKFILL: ENTERPRISE SECURITY ANALYST 2

Voting Aye thereon

Voting Nay thereon

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

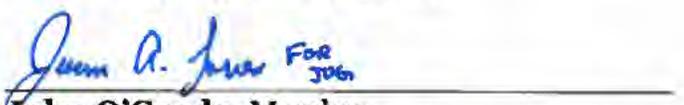
\_\_\_\_\_  
**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

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

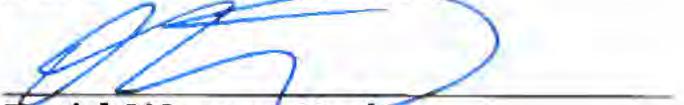
\_\_\_\_\_  
**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas

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

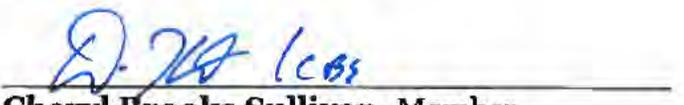
\_\_\_\_\_  
**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts

  
\_\_\_\_\_  
**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

ABSENT  
\_\_\_\_\_  
**Antone White**, Member  
Director, Franklin County Board of Elections

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

ABSENT  
\_\_\_\_\_  
**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  
BACKFILL: ENTERPRISE SECURITY 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 Chief Administrator requests Automatic Data Processing Board approval of Personnel Action number **24-040** 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 personal action number **24-040**.

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

**Data Center Personnel Action – Backfill –Abdullahi Ali**

PERSONNEL ACTION FORM			
TRANSACTION TYPE		Backfill	
EMPLOYEE/CANDIDATE NAME:		Abdullahi Ali	
PERSONNEL ACTION NUMBER		24-040	
PERSONNEL ACTION DATE (BOARD)		April 01, 2024	
DATA CENTER SECTION		Enterprise Information Security	
NEW JOB POSITION / TITLE		Enterprise Security Analyst 2	
PAY GRADE		12	
EFFECTIVE DATE		April 01, 2024	
PAY GRADE SALARY RANGE			
MINIMUM	MID	MAXIMUM	
\$ 67,950	\$ 83,239	\$ 98,528	
	BASE RATE	ANNUAL SALARY	
NEW	\$38.4615	\$ 80,000	
<b><u>KEY RESPONSIBILITIES OF THE ROLE</u></b>			
<ul style="list-style-type: none"> <li>• Participate with the deployment and operation of information security systems, including integration, testing, troubleshooting, and updating/upgrading of various security tools and appliances such as antivirus, IPS, malware detection tools, web filtering, identity federation, SIEM, and encryption tools.</li> <li>• Perform daily monitoring of activities including SIEM and other information sources monitoring, identification and mitigation of suspicious events, vulnerability management and threat mitigation.</li> <li>• Maintain existing and future security systems such as IPS/IDS, antivirus, SIEM, NAC, and other cyberattack detection and analytics tools; responsible for the full lifecycle of security technologies including deployment, configuration, troubleshooting, and maintenance, patching/upgrading and decommission.</li> <li>• Monitor information systems and maintain security controls to ensure compliance with regulatory policies and industry best practices.</li> <li>• Advise and consult with internal stakeholders on risk assessment, threat modeling, and fixing.</li> <li>• Collaborates with partners on identity federation solutions and implementation of security controls.</li> <li>• Monitor established network and security policies, procedures, and standards to ensure conformance with security framework and industry standards.</li> </ul>			

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

- Develop and maintain various daily reports for audit review (security and change management).
- Ensure that information security policies and controls are current and compliant with required regulatory compliance.

**EMPLOYMENT NOTABLES**

- Cybersecurity NDR support Engineer, Cybersecurity Trainer, technical support specialist, and ESL Program Coordinator/Lead
- Technical and customer-facing soft skills
- Troubleshoot, diagnose, and analyze issues with Cybersecurity tools.
- Conduct in-depth investigations through log analysis.
- Administer Identity and Access Management (IAM)
- Create technical content, including Knowledge Base articles.
- Develop and continuously update comprehensive Cyber Security technical education curriculum.
- Conduct configuration reviews and provide feedback.

**EDUCATION & OTHER CREDENTIALS**

- Master of Science in Cyber Security and Information Assurance
- Bachelor of Arts in English
- Splunk Certified Core User
- Certified CompTIA CySA+ 003
- Certified Ethical Hacker v11 (CEH)
- Certified CompTIA Security+
- Certified Cisco CCNA
- Certified Fortinet NSE4
- Palo Alto Networks Certified Network Security Engineer

**RELEVANT WORK EXPERIENCE**

- Network Support Engineer – 2 year
- Cyber Specialist and Instructor – 4 years
- Cybersecurity – 3+ years

**SCREENING STATUS**

- Professional References: In process.
- Background Check: Results pending. Contingent offer.
- Pre-employment drug testing: results are pending. Contingent offer.

**Kassy Franz, Chief People Officer**

# ABDULLAHI ALI

## Cybersecurity Analyst

### SUMMARY

---

A skilled and motivated Splunk Certified cybersecurity professional with a master's degree in Cybersecurity and a background in network monitoring, vulnerability analysis, and network security. Has experience working as a cybersecurity NDR support Engineer, Cybersecurity Trainer, technical support specialist, and ESL Program Coordinator/Lead. Has excellent soft skills and a proven track record of success in both technical and customer-facing roles. Seeking a Security Analyst position at a security-focused company where I can utilize my expertise in SIEM, NDR and log analysis tools to enhance the security team's efficiency and contribute to the organization's overall security posture.

### EDUCATION

---

<b>Master of Science in Cyber security and Information Assurance</b>	10/2022
<i>Western Governors University   Salt Lake City, UT</i>	
Relevant Course: <i>Secure Network Design, Ethical Hacking, Cybersecurity Engineering, Cybersecurity Management</i>	
Capstone Project: <i>Implementation of a Vulnerability and Patch Management System</i>	
<b>Bachelor of Arts in English</b>	12/2014
<i>Ohio State University   Columbus, OH</i>	

### CERTIFICATIONS

---

<b>Splunk Certified Core User</b>	01/2024
<b>CompTIA CySA+ 003</b>	01/2024
<b>Certified Ethical Hacker v11 (CEH)</b>	06/2022
<b>CompTIA Security+</b>	03/2022
<b>Cisco CCNA</b>	09/2021
<b>Fortinet NSE4</b>	08/2021
<b>Palo Alto Networks Certified Network Security Engineer</b>	07/2021

### RELEVANT EXPERIENCE

---

<b>Network Detection and Response Support Engineer</b>	07/2023 - Present
<i>ExtraHop Networks (Remote - Seattle, WA)</i>	
<ul style="list-style-type: none"><li>Received the "Employee of the Month Award" which is awarded to the individual who demonstrates outstanding performance, dedication, eagerness to learn, and a strong commitment to team success.</li><li>Typical daily functions include decryption of client NDR logs using in-house programs and viewing logs via SSH to ExtraHop servers as well as reproducing client issues in internal environments utilizing tools such as VMWare.</li><li>Troubleshooting ExtraHop security and monitoring appliances, including issues with data feeds from network infrastructure, virtual switches, and packet forwarders.</li><li>Conducting deep log analysis and investigations, utilizing Linux tools and PostgreSQL databases to extract valuable insights and information.</li><li>Administering Identity and Access Management (IAM) tasks utilizing tools such as Okta and Cognito.</li><li>Providing hardware and firmware deployment support for ExtraHop appliances.</li><li>Efficiently triaging and meticulously documenting new cases, encompassing detailed problem descriptions as well as assessment of severity and priority.</li><li>Escalating advanced cases to the appropriate technical resource.</li><li>Contributing to the enhancement of the training program for new support Engineers.</li></ul>	
<b>Cybersecurity Instructor (SME)</b>	07/2023 – 1/2024
<i>University of South New Hampshire (Remote - Manchester, NH)</i>	
<ul style="list-style-type: none"><li>Developed and continuously updated comprehensive Cyber Security technical education curriculum spanning multiple content areas, ensuring students received up-to-date and relevant training.</li><li>Delivered engaging and interactive curriculum sessions, complemented by hands-on technical lab demonstrations, utilizing a diverse range of cybersecurity and network defense tools to enhance students' practical understanding.</li><li>Fostered a dynamic learning environment by combining expert instruction with real-world application, equipping students with the skills and knowledge needed to excel in the field of Cyber Security.</li></ul>	
<b>Technical Cybersecurity Support Specialist and TA</b>	08/2022 – 7/2023

## Coding Dojo (Colorado Springs, CO)

- Troubleshooting and supporting SOC tools for monitoring and log analysis such as ELK Stack SIEM, Wireshark, Nessus, Snort (IDS/IPS), Autopsy, and Windows Events. This involves working with trainees to identify and resolve issues, providing expert technical knowledge and advice.
- Providing technical support to trainees in the installation, configuration, and administration of virtual machines and a range of pen-testing tools such as Nmap, Metasploit, Nikto, and Lynis.
- Provided in-depth walkthroughs on how to spin up Linux machines and log analysis tools.
- Demonstrating how to run vulnerability scans using Nessus in a virtual environment.
- Providing step by step guidance on how to exploit vulnerabilities in windows machines using Metasploit.
- Demonstrating how to monitor, investigate, identify, and analyze suspicious security events using Elastic SIEM, Snort, Wireshark, VirusTotal and other tools.
- Documenting and updating training material to enable seamless usage of security analysis and penetration testing tools.
- Conducting research on new and evolving threats and vulnerabilities using security blogs, articles and podcasts.
- Using a ticketing system to efficiently handle and resolve trainee requests for troubleshooting assistance and escalating when necessary.
- Conducting configuration reviews and providing feedback to trainees as necessary.
- Supporting Trainers by assisting with lectures, live demos, and labs.

## Cybersecurity Mentor and Expert

09/2022 – 08/2023

Thoughtful, Chegg (Remote - San Francisco, CA)

- Providing technical support with networking and cybersecurity labs using virtual machines like Kali Linux.
- Providing 1-on-1 mentoring for Cybersecurity students in an intense bootcamp program.
- Assisting students with any curriculum or technical issues and making sure they stay on track.
- Improved student understanding of Net+, Sec+, and CySa+ curriculum by creating review content.
- Improved student retention by providing a supportive and personalized learning experience.

## Help Desk Support Specialist

07/2022 – 10/2022

Wrkk (Remote - Georgetown, TX), Seasonal

- Resolved software issues and diagnosed problems for end users.
- Improved customer satisfaction by providing accurate and empathetic support with a high level of attention to detail via email and phone.

## ESL Program Coordinator, Lead, Instructor

12/2015 - 03/2022

Al-Khaleej Training (Saudi Arabia)

- Improved the virtual learning experience by contributing to curriculum development and the planning and implementation of virtual learning and exams.
- Offered technical support to instructors in utilizing the online learning and examination management system.
- Enhanced the effectiveness of the English Department by coordinating resources and supporting 20+ teachers
- Improved language skills for over 200 students by providing online instruction and classroom support through Zoom and Blackboard.
- Achieved educational goals by effectively interacting with various levels of senior management.

## Web Designer/Graphic Designer

03/2019 – 01/2020

Freelancer

- Utilized contemporary design principles to create a unique and concise website for specific client needs using WordPress.
- Excelled to meet the clients' needs and provided the finished product quickly.
- Created and assembled brand identification including web graphics, logos, banners, and icons.

## Tech Support Specialist

05/2011 – 09/2011

Verizon FIOS Call Center, Columbus, OH

- Used different networking tools to troubleshoot internet connectivity from the Teleperformance operations center.
- Resolved customer issues regarding their internet, cable and phone services in a quick and efficient manner.
- Arranged for a technician to go out to the customer when it was necessary.
- Documented all customer requests through the IT help desk ticketing system and help desk software.
- Provided excellent customer service through active listening on every interaction.

## PROJECTS (<https://medium.com/@aali23> | <https://github.com/abdullahali23/>)

---

**Security Analysis:** Developed walkthrough for and performed the following tasks:

- Configuring, querying, and analyzing security alerts using Elastic (Elk Stack SIEM).
- Conducting initial triage of alerts to identify potential threats.

**Vulnerability Assessment:** Developed walkthrough for and performed the following tasks:

- Installed and configured Nessus Essentials to perform credentialed vulnerability scans against Windows 10 hosts and then remediated vulnerabilities.
- Developed automated remediation process to preemptively deal with vulnerabilities stemming from windows updates and third-party software.

**Active Directory Administration (IAM):** Developed walkthrough for and performed the following tasks using Windows Server:

- PowerShell: Automated the provisioning, maintaining, and deprovisioning of user accounts.
- Implementation and maintenance of Windows DNS and DHCP services.

## TECHNOLOGIES (SKILLS)

---

**Tools:** Splunk & Elastic SIEM, Wireshark, Nmap, Snort, Event Viewer, Lynis, Nessus, OpenVas, Active Directory, Salesforce, Zendesk, Jira.

**Systems:** Windows, macOS, Linux, Windows Server 2019, Kali Linux, Oracle VirtualBox, VMware

**Networking:** OSI, TCP/IP Model, Network Management, Network Analysis, Subnetting, DHCP, DNS, Firewall (Palo Alto NGFW), etc.

**Skills:** Log Analysis and Monitoring, Vulnerability Scanning, Incident Response, Software/hardware Troubleshooting, HTML, Forensic Analysis, NIST Security Framework, Firewall Configuration.

## Awards/Accomplishments

---

- Employee of the Month at ExtraHop Networks in only my second month.
- Volunteer Cyber Security Mentor at Cyber Mentor Dojo, June – September 2022
- Dean's List, Ohio State University, Fall of 2009, Winter of 2010, Fall of 2014 (Cumulative GPA: 3.68)

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
PERSONNEL ACTION  
BACKFILL: ENTERPRISE SECURITY ENGINEER 2

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

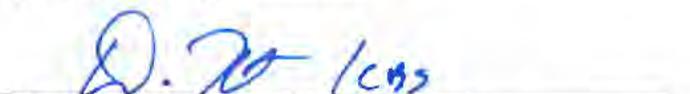
\_\_\_\_\_  
**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts

  
\_\_\_\_\_  
**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

*ABSENT*  
\_\_\_\_\_  
**Antone White**, Member  
Director, Franklin County Board of Elections

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

*ABSENT*  
\_\_\_\_\_  
**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  
BACKFILL: ENTERPRISE SECURITY ENGINEER 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 Chief Administrator requests Automatic Data Processing Board approval of Personnel Action number **24-041** 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 personal action number **24-041**.

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

**Data Center Personnel Action – Backfill – Charles Manch**

PERSONNEL ACTION FORM			
TRANSACTION TYPE		Backfill	
EMPLOYEE/CANDIDATE NAME:		Charles Manch	
PERSONNEL ACTION NUMBER		24-041	
PERSONNEL ACTION DATE (BOARD)		April 01, 2024	
DATA CENTER SECTION		Enterprise Information Security	
NEW JOB POSITION / TITLE		Enterprise Security Engineer 2	
PAY GRADE		12	
EFFECTIVE DATE		April 01, 2024	
PAY GRADE SALARY RANGE			
MINIMUM	MID	MAXIMUM	
\$ 67,950	\$83,239	\$ 98,528	
	BASE RATE	ANNUAL SALARY	
NEW	\$ 44,711.5	\$ 93,000	
<b><u>KEY RESPONSIBILITIES OF THE ROLE</u></b>			
<ul style="list-style-type: none"> <li>• Actively participate and, at times, lead the research, planning, design, deployment, and maintenance of Security solutions and policies</li> <li>• Lead and assist in defining business processes &amp; controls around information security to ensure compliance with financial, privacy, and other security &amp; regulatory requirements.</li> <li>• Development of Security processes &amp; documentation for both strategic projects and continuous improvement activities</li> <li>• Conceptualize and implement various workflows, integrations, and adapters to meet agency needs while ensuring security compliance.</li> <li>• Participate in developing Information Security policies and roadmaps with Enterprise Information Security teams and leadership.</li> <li>• Ability to drive innovation for system and security improvements, determine engineering and design best practices, find automation opportunities, and guide proper use of new features.</li> <li>• Participate in the deployment and operation of information security systems, including integration, testing, troubleshooting, and updating/upgrading various security tools and appliances.</li> <li>• Perform daily monitoring of security solutions and other information sources for monitoring, identifying, and mitigating suspicious events, vulnerability management, and threat mitigation, as well as tool efficiency and efficacy.</li> <li>• Maintain security systems through the full system lifecycle, including deployment, configuration, troubleshooting, maintenance, patching/upgrading, and decommissioning.</li> </ul>			

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

- Working with multiple vendors on product issues, product roadmap, and new feature requirements

**EMPLOYMENT NOTABLES**

- Create customer dashboards based on requirements and needs.
- Run regular security health checks to ensure the customer environment is healthy.
- Direct support during installation, deployment, removal, and practices of security tools
- Create custom security templates and workflows with repeat tasks, detections, or alerts.
- Diagnose and resolve reported issues.

**EDUCATION & OTHER CREDENTIALS**

- Computer Information Technology/Network Administration – Columbus State Community College
- EXIN ITIL v3 certification
- CrowdStrike CCFA certification

**RELEVANT WORK EXPERIENCE**

- Technical Consultant/Lead – 10+ years
- Identity & Access Management – 5+ years
- Cyber Security – 5+ years
- Project Management – 5+ years

**SCREENING STATUS**

- Professional References: In process.
- Background Check: Results pending. Contingent offer.
- Pre-employment drug testing: results are pending. Contingent offer.

**Kassy Franz, Chief People Officer**

---

## Technical Security Consultant

---

Dynamic, hands-on Technical Security Consultant with 13+ years' experience and success in security, project management, and vendor support. Deliver outstanding customer service through frequent, transparent lines of communication. A deep working knowledge of cyber security, project management and other IT technologies. Partner with organization support teams and external vendors/business partners in the pursuit of excellence in customer service involving technology.

**TECHNOLOGY EXPERIENCE:** CrowdStrike Falcon platform, Windows 10/11, Windows Server, Microsoft Active Directory, DHCP, DNS, Group Policy, Certificate Authority Management, MECM (SCCM) 2103 Endpoint Management, Splunk, LogScale/Humio, Linux Ubuntu/Kali, SQL, EPIC, Wireshark, ServiceNow

**COMPETENCIES:** Customer Service Excellence, IT Security Best Practices, Network Security, Information Security, Internet Security, Project Management, Problem Solving, Technology Integration, Maintenance, Patching, Data Analysis & Reporting, Server Administration, Application Development

---

### PROFESSIONAL EXPERIENCE

---

#### CrowdStrike Inc.

2023 - present

##### Falcon Launch Team : TECHNICAL ENGAGEMENT LEAD

- Falcon Platform expert with working knowledge of separate modules
- First line triage of customer endpoint detections
- Act as a primary CrowdStrike contact and project lead for customers
- Create customer dashboards based on requirements and needs
- Run regular security health checks to ensure customer environment is healthy
- Ensure appropriate security settings are enabled per unique customer environment
- Educate customers on security best practices within environment
- Ensure customers have direct support during their installation and deployment and advise customers as they deploy the Falcon sensor
- Advise on incumbent security software removal
- Writing custom Indicator of Attack or Indicator of Compromise rules based on environment requirements
- Advise customers on remediation practices according to their environment
- Create and deploy custom security templates to each unique customer environment
- Create custom workflows to assist customers with repeat tasks, detections, or alerts
- Quickly diagnose and resolve any customer reported issues
- Recommend specific platform modules on a per-customer basis

#### OhioHealth - Dublin, Ohio

2011 - 2022

##### TECHNICAL CONSULTANT (2017 - 2022)

- Managed and oversaw 27 Microsoft 2019 production, test, and QA servers. Troubleshot production issues on all servers. Designed custom PowerShell scripts that alerted to server issues via text message and email.
- Performed high level security assessments and analysis for potential Community Connect clients
- Streamlined processes for deploying the Community Connect program to all aspects of the business and new client practices.
- Seamlessly transitioned and migrated the Community Connect webpage from Internet Explorer to Microsoft Edge. Tested and successfully deployed all practices simultaneously.
- Actively troubleshot IIS and other third party software services. Decreased the average turnaround time to permanently resolve emerging issues.

SENIOR DESKTOP SUPPORT ANALYST (2013 – 2017)

- Perform device quarantine and remediation for incident response alerts.
- Refine Splunk dashboard(s) to fit desktop support team needs.
- Assessed and recommended potential locations for support and practice acquisitions. Analyzed the existing infrastructure, need for equipment, and constructed/executed a plan for deployment. Reduced costs by re-using equipment.
- Retrieved and remediated infected devices based on information security team assessments. Removed devices from the environment and isolated for forensic analysis. Authored in-depth incident reports shared with the CISO.
- Facilitated health check and compliance audits on a frequent basis. Proactively identified and remediated emerging issues and potential security threats.

INFORMATION SECURITY IDENTITY & ACCESS MANAGEMENT (2011 – 2013)

- Perform risk assessments for suggested application adoption
- Configure Splunk dashboards for Access Management team
- Directly assisted in routine compliance auditing of various user populations. Compiled data for technical reports for HIPAA compliance. Ensured the maintenance of regulatory compliance across the board.
- Introduced the Workforce Access Management (WAM) tool for the OhioHealth environment. Effectively and securely managed non-OhioHealth access through robust information security identity and access management protocols.

---

**EDUCATION & PROFESSIONAL DEVELOPMENT**

Technical Certificate – Columbus State Community College  
Network Administration Certificate  
EXIN ITIL v3 Certification – License #0018839  
CrowdStrike CCFA certification

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
PERSONNEL ACTION

BACKFILL: ENTERPRISE VENDOR RISK MANAGEMENT ANALYST 2

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

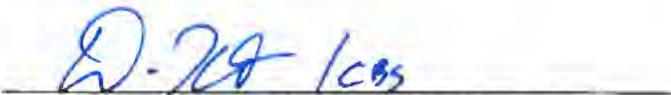
\_\_\_\_\_  
**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts

  
\_\_\_\_\_  
**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

*ABSENT*  
\_\_\_\_\_  
**Antone White**, Member  
Director, Franklin County Board of Elections

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

*ABSENT*  
\_\_\_\_\_  
**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  
BACKFILL: ENTERPRISE VENDOR RISK MANAGEMENT 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 Chief Administrator requests Automatic Data Processing Board approval of Personnel Action number **24-042** 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 personal action number **24-042**.

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

**Data Center Personnel Action – Backfill – Solomon Ocansey**

PERSONNEL ACTION FORM			
TRANSACTION TYPE		Backfill	
EMPLOYEE/CANDIDATE NAME:		Solomon Ocansey	
PERSONNEL ACTION NUMBER		24-042	
PERSONNEL ACTION DATE (BOARD)		April 01, 2024	
DATA CENTER SECTION		Enterprise Information Security	
NEW JOB POSITION / TITLE		Enterprise Vendor Risk Management Analyst 2	
PAY GRADE		12	
EFFECTIVE DATE		April 01, 2024	
PAY GRADE SALARY RANGE			
MINIMUM	MID	MAXIMUM	
\$ 67,950	\$ 83,239	\$ 98,528	
		BASE RATE	ANNUAL SALARY
NEW		\$ 38.4615	\$ 80,000
<u>KEY RESPONSIBILITIES OF THE ROLE</u>			
<ul style="list-style-type: none"> <li>• Assist in defining business processes and controls for the assessment of third-party providers to ensure compliance with security and regulatory requirements</li> <li>• Provide subject matter expertise supporting vendor risk management processes and solutions</li> <li>• Review vendor responses &amp; documentation, drafting of controls in place and controls not in place, and engage with the vendor, business contact, and leadership as appropriate to complete the assessment</li> <li>• Reviews, documents, tracks, and collaborates on the remediation of any third-party deficiencies</li> <li>• Writing recommendations for updates to vendor security assessment procedures, forms, RFI, RFP, questionnaires, security contract language templates, and vendor security assessment reporting and metrics</li> <li>• Execute recurring assessments</li> <li>• The primary point of contact for the vendor for security questionnaires, responses, and documentation</li> <li>• Collaboration with auditors to provide evidence of compliance</li> <li>• Acts as vendor risk management advisor on projects</li> <li>• Continually improve the accuracy, depth, and efficiency of the vendor risk management program through tools and processes</li> </ul>			

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

**EMPLOYMENT NOTABLES**

- Execute key activities across third-party risk management, including vendor risk assessments, risk mitigation, and confidentiality, integrity, availability, and data protection
- Implement strategic goals established by business owners and executive leadership
- Organize the collection of required artifacts from suppliers regularly
- Facilitate business reviews for high-risk vendors, including the development of review agendas
- Developed and maintained strong relationships with clients and stakeholders
- IT security audits of information systems to ensure compliance

**EDUCATION & OTHER CREDENTIALS**

- Bachelor of Science – Telecommunication Engineering
- CISA Certification
- CISM Certification
- CISSP Certification

**RELEVANT WORK EXPERIENCE**

- Governance, Risk, & Compliance – 5+ years
- Cybersecurity – 7+ years
- Third-Party Risk Management – 5+ years
- IT Industry – 15+ years
- Compliance – 5+ years
- Security Risk Assessments – 7+ years

**SCREENING STATUS**

- Professional References: In process.
- Background Check: Results pending. Contingent offer.
- Pre-employment drug testing: results are pending. Contingent offer.

**Kassy Franz, Chief People Officer**

# Solomon Ocansey

Phone: [REDACTED]

A hands-on IT Professional with over 15 years of experience in the IT industry, spending the last 10 years specializing in IT governance, risk management, and compliance (GRC). Possess a strong background in leading large-scale IT audits, risk assessments, and compliance engagements for government and commercial/enterprise clients. Proven expertise in identifying and mitigating risks, developing and implementing security controls, and ensuring compliance with regulatory requirements and frameworks such as GDPR, CCPA, NIST RMF(SP 800 53/171), NIST CSF, CMMC, FedRAMP, ISO/IEC 27001, TPRM(Vendor risk management), SOX, COSO/Cobit, PCI-DSS, SSAE 16/18 (SOC1,2,3), FISCAM and HIPAA/HITRUST.

## EXPERIENCE

### **CZI (Apex Systems), West Hollywood— *Third Party Risk Manager***

May 2023 - PRESENT

- Execute key activities across third-party risk management including vendor risk assessments, risk mitigation, and ensuring Confidentiality, Integrity, Availability and data protection.
- Assess and track TPRM lifecycle activities, which includes risk assessment & due diligence, contract negotiation, ongoing monitoring, and termination/offboarding.
- Organize the collection of required artifacts (e.g. SOC reports ISO/IEC 27001 and other security attestations) from suppliers regularly.
- Implement strategic goals established by business owners and executive leadership.
- Facilitate business reviews for high-risk vendors, including the development of review agendas.
- Assist with maintaining the TPRM program and also help create and update documentations, policies, procedures, and controls.

### **Criteria Corp, West Hollywood— *Cybersecurity Manager***

APRIL 2022 - May 2023

- Developed and executed risk-based audit plans in accordance with industry standards, such as NIST RMF, PCI-DSS, HIPAA/HITRUST, and SSAE 16/18.

## SKILLS

- Strong knowledge of risk management principles
- Compliance expertise
- Strong knowledge in most of the industry's security frameworks
- Knowledge of vulnerability management, SIEM, GRC platforms, and risk assessment tools
- Skillset in cloud environments including AWS, Azure, and GCP
- Ability to align cybersecurity with business objectives
- Strong project management skills
- Strong communication skills
- Detail oriented and able to identify small errors or inconsistencies
- Data analysis and reporting
- Work effectively with others and ability to build strong working relationships

- Documented and communicated control deficiencies identified during development of controls for consideration into the POA&M.
- Supported leadership by providing written and verbal information for status reports, status briefings, schedules, project plans, etc.
- Conducted information security risk assessments and provided recommendations for risk mitigation strategies and controls.
- Collaborated with IT and business stakeholders to identify and address control deficiencies and improve overall security posture.
- Developed Security Authorization Packages(ATO) and ensured completeness and compliance with FedRAMP requirements and other authoritative IT security guidance.

### **PwC (Contractor) — IT Audit Director**

SEPTEMBER 2017 - APRIL 2022

- Performed systematic IT security audits of information systems to ensure compliance with PCI DSS, SOX (SOX 404/802, COSO, COBIT), ISO risk management and security standards, NIST, NERC CIP and other related IT security frameworks and standards.
- Developed and executed risk-based audit plans in accordance with FISCAM, NIST RMF, and NERC CIP.
- Evaluated the totality of POA&M outputs and made recommendations for additional work or closure of the POA&M.
- Collaborated with internal program managers and compliance owners to oversee implementation of cybersecurity compliance risk mitigation opportunities.
- Conducted information security risk assessments and provided recommendations for risk mitigation strategies and controls.
- Developed and maintained strong relationships with clients and stakeholders, resulting in successful audit outcomes and increased revenue.
- Mentored and coached junior staff members, resulting in their professional growth and development.

### **Strategic Technology Partners, Inc. (Contractor) — Risk and Compliance Analyst**

AUGUST 2014 - SEPTEMBER 2017

- Led audits composed of other auditors, security engineers and industry specialists
- Assisted in the development and implementation of IT security policies and procedures.
- Proactively improved upon existing processes and systems using significant concept, reasoning, and interpretation.

- Coordinated TPRM with overall risk management, key stakeholders, and other support functions to ensure comprehensive execution of risk-related activities such as assessments, managing third-party contracts, and tracking mitigation action.

## **EDUCATION AND PROFESSIONAL CERTIFICATIONS**

•BSc Telecommunication Engineering.

•CISA

•CISM

•CISSP

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
PERSONNEL ACTION  
PROMOTION: ENTERPRISE SUPPORT MANAGER

Voting Aye thereon

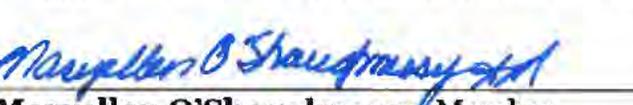
Voting Nay thereon

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

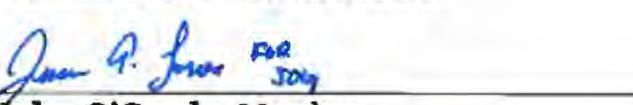
\_\_\_\_\_  
**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

  
\_\_\_\_\_  
**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

*ABSENT*  
\_\_\_\_\_  
**Antone White**, Member  
Director, Franklin County Board of Elections

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

*ABSENT*  
\_\_\_\_\_  
**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 SUPPORT 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 Chief Administrator requests Automatic Data Processing Board approval of Personnel Action number **24-043** 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 **24-043**.

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

**Data Center Personnel Action – Promotion – Chase McDaries**

PERSONNEL ACTION FORM			
TRANSACTION TYPE		Promotion	
EMPLOYEE/CANDIDATE NAME:		Chase McDaries	
PERSONNEL ACTION DATE (BOARD)		April 01, 2024	
DATE HIRED		April 24, 2023	
YEARS WITH DATA CENTER		11 months, 9 days	
CURRENT DATA CENTER SECTION		Enterprise IT	
NEW DATA CENTER SECTION		Enterprise IT	
CURRENT JOB POSITION / TITLE		Enterprise Support Analyst 2	
NEW JOB POSITION / TITLE		Enterprise Support Manager	
PAY GRADE		13	
PAY GRADE SALARY RANGE			
MINIMUM	MID	MAXIMUM	
\$ 72,199	\$ 88,444	\$ 104,689	
		BASE RATE	ANNUAL SALARY
PREVIOUS		\$ 29,7116	\$ 61,800.18
Increase			
NEW		\$ 42,3076	\$ 88,000.00
MISCELLANEOUS ACTIONS / COMMENTS			
<p>Chase McDaries joined FCDC in April 2023 and quickly became a reliable, capable, and independent support analyst. His most significant impact was felt when he was assigned to have all Know Your Home Value (KYHV) laptops ready for the in-person property assessments. Chase worked collaboratively with the client team to prepare the image with appropriate software, rallied support from his team and others to assist with setup and tear down at each location, and created the checklist used by teammates when he wasn't present. Chase has embraced the FCDC culture and has the support of the helpdesk team to lead them into the future.</p>			
Kassy Franz, Chief People Officer			

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
PERSONNEL ACTION  
PROMOTION: ENTERPRISE DATABASE ENGINEER 2

Voting Aye thereon

Voting Nay thereon

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

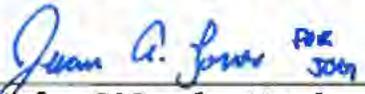
\_\_\_\_\_  
**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

  
\_\_\_\_\_  
**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

*ABSENT*  
\_\_\_\_\_  
**Antone White**, Member  
Director, Franklin County Board of Elections

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

*ABSENT*  
\_\_\_\_\_  
**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 DATABASE ENGINEER 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 Chief Administrator requests Automatic Data Processing Board approval of Personnel Action number **24-044** 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 **24-044**.

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

**Data Center Personnel Action – Promotion – Brian Yee**

PERSONNEL ACTION FORM			
TRANSACTION TYPE		Promotion	
EMPLOYEE/CANDIDATE NAME:		Brian Yee	
PERSONNEL ACTION DATE (BOARD)		April 1, 2024	
DATE HIRED		June 21, 2022	
YEARS WITH DATA CENTER		1 year, 9 months, 11 days	
CURRENT DATA CENTER SECTION		Enterprise IT	
NEW DATA CENTER SECTION		Enterprise IT	
CURRENT JOB POSITION / TITLE		Enterprise Database Engineer 1	
NEW JOB POSITION / TITLE		Enterprise Database Engineer 2	
PAY GRADE		12	
PAY GRADE SALARY RANGE			
MINIMUM	MID	MAXIMUM	
\$ 67,950	\$ 83,239	\$ 98,528	
	BASE RATE	ANNUAL SALARY	
PREVIOUS	\$ 39,5313	\$ 82,225.26	
Increase			
NEW	\$ 43,2692	\$ 90,000.00	
MISCELLANEOUS ACTIONS / COMMENTS			
<p>Since Brian joined the Data Center in June 2022, it became evident that he would significantly contribute to the team. Throughout the past year, he was crucial in improving our day-to-day operations for redundancy and reliability while ensuring the best possible user experience. His contributions extend beyond technical proficiency, as he consistently demonstrates professionalism and an exceptional talent for forging strong relationships. Colleagues value his collaborative spirit and interpersonal skills, making him a highly sought-after collaborator within the organization. Committed to Franklin County, he has deepened his strategic thinking, fulfilled responsibilities effectively, and served as the epitome of what the Data Center stands for. Brian deserves this promotion, and his guidance and expertise are invaluable as we navigate innovation in an ever-evolving IT landscape.</p>			
Kassy Franz, Chief People Officer			

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

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

Voting Aye thereon

Voting Nay thereon

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

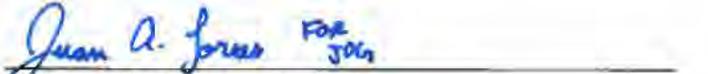
\_\_\_\_\_  
**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

  
\_\_\_\_\_  
**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

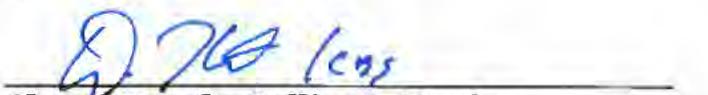
\_\_\_\_\_  
**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts

  
\_\_\_\_\_  
**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  
Election

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

**FRANKLIN COUNTY DATA CENTER  
PERSONNEL ACTION  
PROMOTION: ENTERPRISE FINANCIAL 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 Chief Administrator requests Automatic Data Processing Board approval of Personnel Action number **24-045** 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 **24-045**.

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

**Data Center Personnel Action – Promotion – Daisi Barham**

PERSONNEL ACTION FORM			
TRANSACTION TYPE		Promotion	
EMPLOYEE/CANDIDATE NAME:		Daisi Barham	
PERSONNEL ACTION DATE (BOARD)		April 01, 2024	
DATE HIRED		March 22, 2022	
YEARS WITH DATA CENTER		2 years 10 days	
CURRENT DATA CENTER SECTION		Enterprise Financial Services	
NEW DATA CENTER SECTION		Enterprise Financial Services	
CURRENT JOB POSITION / TITLE		Enterprise Financial Analyst 1	
NEW JOB POSITION / TITLE		Enterprise Financial Analyst 2	
PAY GRADE		11	
PAY GRADE SALARY RANGE			
MINIMUM	MID	MAXIMUM	
\$ 63,701	\$ 78,034	\$ 92,366	
		BASE RATE	ANNUAL SALARY
PREVIOUS		\$ 30.5807	\$ 63,607.96
Increase			
NEW		\$ 34.6153	\$ 72,000.00
MISCELLANEOUS ACTIONS / COMMENTS			
<p>Daisi Barham has been an Enterprise Financial Analyst 1 since joining the Data Center in March 2022. She started as our payroll processor but quickly became a trusted resource among others in the data center for all questions related to payroll, benefits, and time off. She has identified and resolved issues related to employee set up within the system that caused the reporting to be inaccurate. Daisi spent a significant part of 2023 cross-training on all tasks within the Finance department and can now fill any role on the team. She is detail-oriented and a logical thinker. This skill set made her a perfect fit for documenting, reviewing, and organizing our department SOPs. She shows up with a can-do attitude, takes pride in and ownership of her work product, and exhibits our team's preferred culture. Daisi regularly receives positive feedback from others inside and outside the Data Center that they genuinely enjoy working with her. We are excited to watch Daisi grow in her career and the impact she will make as she moves to Enterprise Financial 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 2

Voting Aye thereon

Voting Nay thereon

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

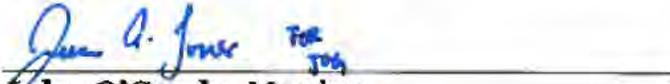
\_\_\_\_\_  
**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

  
\_\_\_\_\_  
**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

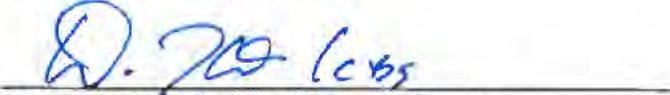
\_\_\_\_\_  
**Maryellen O'Shaughnessy**, Member  
Franklin County Clerk of Courts

  
\_\_\_\_\_  
**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

*ABSENT*  
\_\_\_\_\_  
**Antone White**, Member  
Director, Franklin County Board of Elections

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

*ABSENT*  
\_\_\_\_\_  
**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 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 Chief Administrator requests Automatic Data Processing Board approval of Personnel Action number **24-046** 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 **24-046**.

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

**Data Center Personnel Action – Promotion – Martin Rippel**

PERSONNEL ACTION FORM			
TRANSACTION TYPE		Promotion	
EMPLOYEE/CANDIDATE NAME:		Martin Rippel	
PERSONNEL ACTION DATE (BOARD)		April 01, 2024	
DATE HIRED		March 27, 2023	
YEARS WITH DATA CENTER		1 year, 5 days	
CURRENT DATA CENTER SECTION		Enterprise IT	
NEW DATA CENTER SECTION		Enterprise IT	
CURRENT JOB POSITION / TITLE		Enterprise Infrastructure Engineer 1	
NEW JOB POSITION / TITLE		Enterprise Infrastructure Engineer 2	
PAY GRADE		14	
PAY GRADE SALARY RANGE			
MINIMUM	MID	MAXIMUM	
\$ 76,449	\$ 93,650	\$ 110,851	
	BASE RATE	ANNUAL SALARY	
PREVIOUS	\$ 37.1393	\$ 77,249.90	
Increase			
NEW	\$ 40.8653	\$ 85,000.00	
MISCELLANEOUS ACTIONS / COMMENTS			
<p>Meeting Martin feels like a breath of fresh air, providing a welcome change that is both noticeable and appreciated. His commitment to proactive and thorough methodology is evident in his precision and vigilance in addressing every aspect. Beyond a keen eye for detail, Martin exhibits a strategic mindset aimed at preemptively managing challenges. This meticulous approach ensures the quality of his analyses and expedites the decision-making process. The leadership team dramatically benefits from Martin's steadfast commitment, as he provides them with comprehensive insights that enable confident navigation of complex scenarios. Moreover, Martin's dedication to fostering a culture of collaborative learning amplifies team cohesion and individual growth. By sharing his wealth of knowledge and experiences, he empowers team members to refine their skills and improve efficiency. We consider ourselves fortunate to have Martin on our team, and we eagerly anticipate his future contributions here in Franklin County.</p>			
<p>Kassy Franz, Chief People Officer</p>			

FRANKLIN COUNTY, OHIO  
AUTOMATIC DATA PROCESSING BOARD

FRANKLIN COUNTY DATA CENTER  
PERSONNEL ACTION  
PAY INCREASE: ENTERPRISE INFRASTRUCTURE ENGINEER 1

Voting Aye thereon

Voting Nay thereon

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

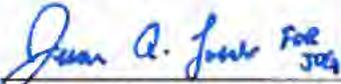
\_\_\_\_\_  
**Michael Stinziano**, Secretary, Administrator  
Franklin County Auditor

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

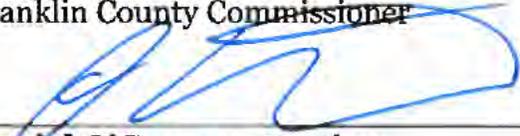
\_\_\_\_\_  
**Chris Brown**, Member  
Judge, Franklin County Court of Common Pleas

  
\_\_\_\_\_  
**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

**ABSENT**  
\_\_\_\_\_  
**Antone White**, Member  
Director, Franklin County Board of Elections

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

**ABSENT**  
\_\_\_\_\_  
**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  
PAY INCREASE: ENTERPRISE INFRASTRUCTURE ENGINEER 1**

**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 Chief Administrator requests Automatic Data Processing Board approval of Personnel Action number **24-047** attached hereto and made a part hereof; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Franklin County Automatic Data Processing Board hereby approves Personnel Action number **24-047**.

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

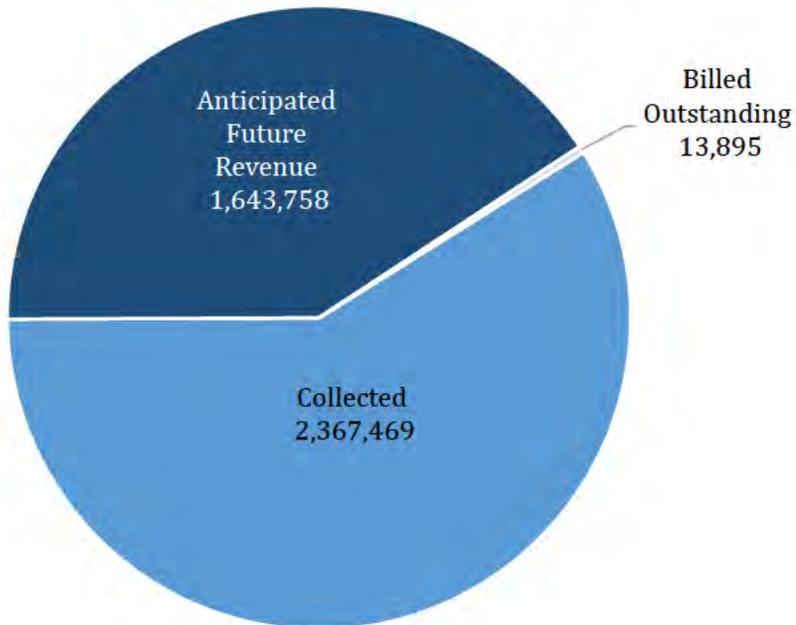
**Data Center Personnel Action – Pay Increase – Mark Dinovo**

PERSONNEL ACTION FORM			
TRANSACTION TYPE		Pay Increase	
EMPLOYEE/CANDIDATE NAME:		Mark Dinovo	
PERSONNEL ACTION DATE (BOARD)		April 1, 2024	
DATE HIRED		February 27, 2023	
YEARS WITH FRANKLIN COUNTY		1 year, 1 month, 25 days	
CURRENT DATA CENTER SECTION		Enterprise IT	
NEW DATA CENTER SECTION		Enterprise IT	
CURRENT JOB POSITION / TITLE		Enterprise Infrastructure Engineer 1	
NEW JOB POSITION / TITLE		Enterprise Infrastructure Engineer 1	
PAY GRADE		11	
PAY GRADE SALARY RANGE			
MINIMUM	MID	MAXIMUM	
\$ 63,701	\$ 78,034	\$ 92,366	
		BASE RATE	ANNUAL SALARY
PREVIOUS		\$ 34,6635	\$ 72,100.08
Increase			
NEW		\$ 37,5000	\$ 78,000
MISCELLANEOUS ACTIONS / COMMENTS			
<p>Since joining the Data Center in February 2023, Mark has been instrumental in the success of Franklin County. Throughout his tenure, he has garnered the admiration of our partners through his unwavering commitment to ensuring system uptime and reliability. Beyond dedicating his time to maintaining these essential aspects, Mark actively enhances security by collaborating with internal and external teams. Mark's proactive approach is evident in his continuous pursuit of knowledge and training that is aligned with industry standards. His forward-thinking mentality not only benefits his professional development but also contributes to the overall progress and future readiness of Franklin County. In line with this mindset, he takes proactive measures to identify technical debt and assumes leadership in overseeing its completion. Mark greatly deserves this pay increase, and we look forward to the positive contributions he will make to his future and Franklin County.</p>			
Kassy Franz, Chief People Officer			

## Franklin County Data Center 2024 Financial Update as of March 28, 2024

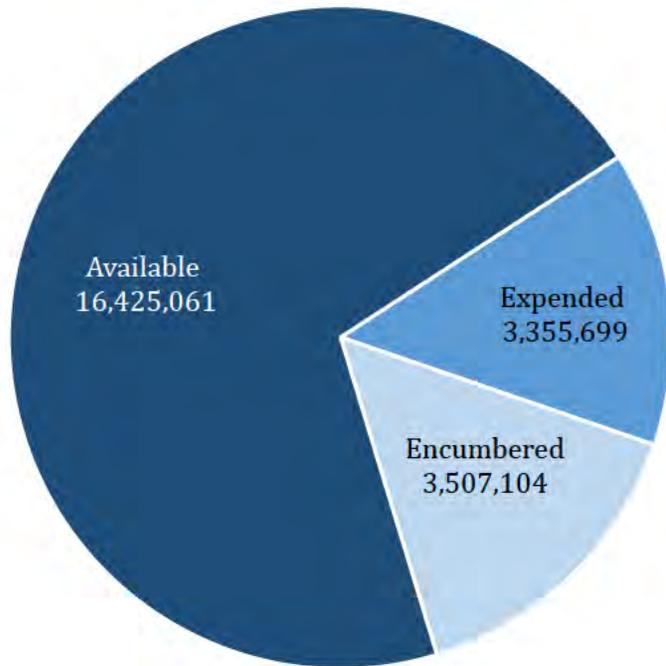
2024 Revenue	Original Appropriation	Revised Budget	YTD Collected	Delta	Percent Collected	Budget Outstanding
Service Fees & Charges	4,025,122		2,367,469	1,657,653	59%	41%

2024 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
	-	-	2,565	2,565	8,765	13,895



## Franklin County Data Center 2024 Financial Update as of March 28, 2024

2024 Expenses	Original Appropriation	Revised Budget	YTD Expended	YTD Encumbrances	Available Budget	Percent Expended & Encumbered	Percent Available
Salaries and Wages	8,080,864	8,406,649	1,877,004	-	6,529,645	23%	77%
Benefits and Taxes	3,153,703	3,206,973	768,778	-	2,438,195	24%	76%
Materials and Services	11,674,242	11,674,242	709,916	3,507,104	7,457,221	36%	64%
Capital Investment	-	-	-	-	-	-	-
<b>Total</b>	<b>22,908,809</b>	<b>23,287,864</b>	<b>3,355,699</b>	<b>3,507,104</b>	<b>16,425,061</b>	<b>30%</b>	<b>70%</b>



Franklin County Data Center Project Procurement Update as of March 28, 2024

Resolution Number	Resolution Date	Resolution Amount	Expended Amount	Remaining / Savings	Status	Description
23-149	12/4/2023	13,000,000	709,916	12,290,084	Ongoing	Data Center 2024 baseline budget and ongoing expenses

## Board Approval Provided by the Data Center Utilizing Resolution 23-150

Resolution Number	Approval Date	Amount	Agency	Description
23-150-20235314	1/4/2024	\$ 118.00	VETS	Adobe Acrobat Pro
23-150-20235315	1/3/2024	\$ 225.00	VETS	Zoom Licensed - Comm Mtg
23-150-2024011	1/2/2024	\$ 99.00	COMM	Malcolm White - Keyboard
23-150-2024012	1/12/2024	\$ 920.00	COMM	COMM - Malcolm White
23-150-2024013	1/18/2024	\$ 248.00	COMM	COMM - New Offices Equip.
23-150-2024014	1/30/2024	\$ 1,350.00	COMM	Laptop and Scanner
23-150-2024015	2/22/2024	\$ 2,408.00	COMM	MAPSYS Enhancement
23-150-2024022	1/19/2024	\$ 225.00	PRCH	Zoom License Account
23-150-2024023	2/14/2024	\$ 2,095.09	PRCH	Platemaker PC 1 - DimPro2
23-150-2024024	2/14/2024	\$ 2,053.61	PRCH	Platemaker PC2-Nav RIP
23-150-2024025	1/30/2024	\$ 157.89	PRCH	Software Subscriptions -
23-150-2024026	2/1/2024	\$ 118.00	PRCH	Software Subscription
23-150-2024027	2/28/2024	\$ 150.39	PRCH	Equipment instal
23-150-2024028	3/8/2024	\$ 1,350.00	PRCH	Wendy C - Laptop
23-150-2024029	3/8/2024	\$ 74.90	PRCH	Joe G - Headset
23-150-2024031	1/30/2024	\$ 22,260.00	FCMT	Replacement PC's
23-150-2024032	1/30/2024	\$ 1,360.00	FCMT	Replacement PC's
23-150-2024033	2/1/2024	\$ 2,849.00	FCMT	Replacement Laptop
23-150-2024035	1/31/2024	\$ 800.00	FCMT	Replacement Monitors
23-150-2024041	1/17/2024	\$ 4,800.00	FLET	Laptops
23-150-2024042	3/1/2024	\$ 250.00	FLET	Docking station
23-150-2024043	3/27/2024	\$ 1,399.98	FLET	Mobile Office Printers
23-150-2024052	1/16/2024	\$ 52.40	EDP	Snagit License
23-150-2024053	2/14/2024	\$ 1,350.00	EDP	Laptop replacement
23-150-2024054	3/6/2024	\$ 59.00	EDP	Wireless Display
23-150-2024055	2/28/2024	\$ 1,350.00	EDP	New Laptop for Asst. Dir
23-150-2024057	3/25/2024	\$ 626.79	EDP	New staff members
23-150-2024061	1/18/2024	\$ 118.00	HMRS	Adobe Pro needed
23-150-2024062	2/15/2024	\$ 118.00	HMRS	Adobe Pro needed
23-150-2024063	3/5/2024	\$ 119.99	HMRS	Canva Pro

## Board Approval Provided by the Data Center Utilizing Resolution 23-150

Resolution Number	Approval Date	Amount	Agency	Description
23-150-2024064	3/11/2024	\$ 599.95	HMRS	Canva Pro Needed
23-150-2024071	1/5/2024	\$ 3,200.00	ANCL	New laptops for Behavior
23-150-2024072	1/17/2024	\$ 1,600.00	ANCL	Remote work for RVTS
23-150-2024073	2/6/2024	\$ 119.99	ANCL	Canva for ANCL MarComm
23-150-2024074	2/22/2024	\$ 239.98	ANCL	2 Canva Pro Licenses
23-150-2024111	3/20/2024	\$ 118.00	AGIN	Acrobat Pro
23-150-2024131	1/22/2024	\$ 316.67	JPU	OJPP VCM Data
23-150-20241310	3/11/2024	\$ 4,800.00	JPU	Laptops/Docks 23CDC
23-150-2024132	1/5/2024	\$ 236.00	JPU	Adobe Pro/New Staff
23-150-2024133	1/5/2024	\$ 450.00	JPU	Zoom Licenses
23-150-2024134	1/5/2024	\$ 118.00	JPU	Adobe - S Jacobs
23-150-2024135	1/5/2024	\$ 118.00	JPU	Adobe Pro/M Brown
23-150-2024136	1/30/2024	\$ 239.98	JPU	Canva Pro Subscription
23-150-2024137	2/21/2024	\$ 621.00	JPU	Zoom Webinar 500 attendee
23-150-2024139	3/8/2024	\$ 6,330.00	JPU	Laptop, Docking, Monitors
23-150-2024212	1/22/2024	\$ 118.00	AUDR	Adobe Pro - Brett Lippian
23-150-2024213	1/22/2024	\$ 118.00	AUDR	Adobe Pro Jessica R.
23-150-2024214	1/30/2024	\$ 416.86	AUDR	Power Apps - Miller/Komal
23-150-2024215	2/28/2024	\$ 208.43	AUDR	PowerApps License Sammons
23-150-2024216	3/14/2024	\$ 118.00	AUDR	Adobe Pro - Grant McCrary
23-150-2024217	3/20/2024	\$ 118.00	AUDR	Adobe Pro Ragina Morgan
23-150-2024222	1/9/2024	\$ 2,849.00	FCDC	Engineering laptop
23-150-20242241	2/22/2024	\$ 667.56	FCDC	Smartsheet
23-150-20242254	3/11/2024	\$ 6,671.71	FCDC	EMA Teams Room
23-150-2024226	1/10/2024	\$ 1,770.00	FCDC	DRJ 15 Adobe licenses
23-150-2024312	1/19/2024	\$ 2,760.00	RCDR	Sortly Inventory Software
23-150-2024432	1/19/2024	\$ 675.00	PRAT	Mapsyst CIO API
23-150-2024433	1/30/2024	\$ 118.00	PRAT	Adobe Pro
23-150-2024434	2/8/2024	\$ 1,000.00	PRAT	PRAT Mapsyst Service
23-150-2024435	3/11/2024	\$ 5,952.00	PRAT	Replacment Monitors/docks

## Board Approval Provided by the Data Center Utilizing Resolution 23-150

Resolution Number	Approval Date	Amount	Agency	Description
23-150-2024436	3/25/2024	\$ 118.00	PRAT	Acrobat for Attorney
23-150-2024441	1/18/2024	\$ 31,890.00	CTAP	Replacement Computers
23-150-2024442	1/26/2024	\$ 6,400.00	CTAP	Laptops
23-150-2024443	3/25/2024	\$ 748.60	CTAP	Inventory Shelves
23-150-2024451	3/25/2024	\$ 225.00	CTCP	Paid Zoom License
23-150-2024471	1/4/2024	\$ 1,700.00	PBCT	AS/400 Printer
23-150-2024472	1/4/2024	\$ 12,577.08	PBCT	2 Ricoh/Fujitsu Scanners
23-150-2024473	1/5/2024	\$ 40,450.00	PBCT	Laptops
23-150-2024481	2/12/2024	\$ 399.00	CLCT	CLCT - Ops Visio request
23-150-2024482	3/8/2024	\$ 236.00	CLCT	CLCT - Adobe Pro license
23-150-2024491	1/8/2024	\$ -	CRNR	Laptop Charger
23-150-2024493	2/14/2024	\$ 74.90	CRNR	Headset
23-150-2024494	3/7/2024	\$ 1,350.00	CRNR	Computer for Crossmatch
23-150-2024495	3/12/2024	\$ 1,350.00	CRNR	Laptop
23-150-2024496	3/20/2024	\$ 73.39	CRNR	Webcam
23-150-20245210	2/2/2024	\$ 6,392.00	SHRF	Laptops/Monitors for RDEI
23-150-20245213	1/31/2024	\$ 118.00	SHRF	Adobe
23-150-20245214	2/2/2024	\$ 906.43	SHRF	Printer for Admin
23-150-20245215	2/2/2024	\$ 3,630.00	SHRF	Printers and Scanners
23-150-20245216	2/6/2024	\$ 6,886.00	SHRF	New Equipment For BWC
23-150-20245217	2/27/2024	\$ 255.00	SHRF	Monitor For Bickley
23-150-20245218	2/21/2024	\$ 74,070.00	SHRF	Sheriff IT Refresh
23-150-20245219	3/25/2024	\$ 11,994.00	SHRF	Laptops for CROs
23-150-2024522	1/17/2024	\$ 36,600.00	SHRF	Dell Laptops
23-150-20245220	3/1/2024	\$ -	SHRF	SQL Licensing for VM
23-150-20245221	2/29/2024	\$ 1,831.00	SHRF	Set Up For New Hire
23-150-20245222	3/7/2024	\$ 118.00	SHRF	Adobe License
23-150-20245223	3/8/2024	\$ 906.43	SHRF	Printer
23-150-20245224	3/13/2024	\$ 236.00	SHRF	Adobe License
23-150-20245226	3/25/2024	\$ 3,526.00	SHRF	Laptops For Interns RDEI

## Board Approval Provided by the Data Center Utilizing Resolution 23-150

Resolution Number	Approval Date	Amount	Agency	Description
23-150-2024523	1/12/2024	\$ 826.00	SHRF	Adobe License
23-150-2024524	1/17/2024	\$ 676.18	SHRF	DOT Matrix Printer
23-150-2024525	1/19/2024	\$ 504.99	SHRF	ScanSnap ix1600
23-150-2024526	2/1/2024	\$ 78,504.00	SHRF	Computer Equipment
23-150-2024527	1/24/2024	\$ -	SHRF	Zoom account
23-150-2024528	1/29/2024	\$ 4,686.00	SHRF	Latitude 7230
23-150-2024529	2/1/2024	\$ 4,856.00	SHRF	Laptops for ID
23-150-20245310	2/20/2024	\$ 413.13	VETS	Color Printer
23-150-20245312	2/16/2024	\$ 682.36	VETS	iPad for VA Appeals
23-150-20245313	2/21/2024	\$ 796.04	VETS	Adobe Premier Pro
23-150-2024533	1/17/2024	\$ 43,200.00	VETS	Employee Laptops
23-150-2024534	1/26/2024	\$ 118.00	VETS	Adobe Acrobat Pro
23-150-2024535	1/26/2024	\$ -	VETS	Basic Zoom
23-150-2024536	1/26/2024	\$ 118.00	VETS	Adobe Acrobat Pro
23-150-2024537	1/26/2024	\$ -	VETS	Basic Zoom
23-150-2024538	1/22/2024	\$ 1,250.00	VETS	Docking Stations
23-150-2024539	2/5/2024	\$ 5,698.00	VETS	17" Laptops
23-150-2024541	1/24/2024	\$ 51,000.00	ENGR	Appia Software
23-150-2024583	1/12/2024	\$ 110.00	ADAMH	Cisco Catalyst
23-150-2024584	3/4/2024	\$ 2,895.00	ADAMH	Remark Office OMR
23-150-2024585	3/6/2024	\$ 1,934.10	ADAMH	PRTG
23-150-2024586	3/5/2024	\$ 2,061.11	ADAMH	Lenovo ThinkPad
23-150-2024588	3/11/2024	\$ 20,563.50	ADAMH	Qualys
23-150-2024589	3/13/2024	\$ 119.80	ADAMH	Dell TPM modules
23-150-2024601	2/28/2024	\$ 34,095.00	FCBDD	School Bus routing
23-150-2024602	2/26/2024	\$ 42,734.19	FCBDD	GPS/Zonar tablets
23-150-2024621	2/8/2024	\$ 118.00	EMA	Adobe Acrobat
23-150-2024622	3/1/2024	\$ 5,275.00	EMA	Monitor Refresh
23-150-2024624	3/20/2024	\$ 118.00	EMA	Adobe Acrobat
23-150-2024641	2/21/2024	\$ 6,750.00	CBCF	Laptop and Docking station

## Board Approval Provided by the Data Center Utilizing Resolution 23-150

Resolution Number	Approval Date	Amount	Agency	Description
23-150-2024642	3/7/2024	\$ 51.83	CBCF	Snagit Software
23-150-2024651	3/11/2024	\$ -	PBDF	Laptop, Tablet
23-150-2024681	2/28/2024	\$ 499.99	FCLL	Printer
		\$ 637,471.63		