

Colleen M. Swedyk called the meeting to order at 10:00 a.m. with William F. Hutson and Patricia G. Geissman present.

Scott Miller stated that the Data Board has prepared a Contingency Plan for the telecommuting policy. The policy currently in place allows employees to telecommute from home; he explained the approval process. This Contingency Plan changes the current process. With employees being encouraged to work from home if possible, exceptions need to be made. The Contingency Plan allows employees to work from using either a county device or their personal computer. Inspections of each computer would be made, anti-virus software would be installed and a VPN would be set up. Mr. Miller suggested that a slight change should be made to the Contingency Plan allowing computers currently using Windows 7 be used as many computers employees may be taking home still have Windows 7. Because there is no time to upgrade all computers to Windows 10, Mr. Miller suggested permitting all current computers be eligible to utilize the Contingency Plan. Jonathan Shorie explained that the licenses may be transferred, but in his opinion, because a recent patch was provided for Windows 7, this is probably not a bad risk at this time. Amy Lyon-Galvin stated that the challenge is from the timing aspect, there are only two employees available to complete this; she would prefer permission be granted to utilize Windows 7 computers. Mr. Shorie explained the process noting that one computer upgrade may take 8 hours to complete. Lowell Filak stated there is a risk, but it is up to the commissioners. The logistics of getting everything transferred will slow down the process. Mr. Miller noted that we had to meet today for the commissioners to accept the risk of allowing people to work from home. It brings to light an issue that there are a lot of Windows 7 machines which need to be upgraded. Mrs. Swedyk stated the County must go to Windows 10. Each and every department needs to start converting machines to Windows 10. Mr. Filak noted that when the machines are on the county backbone, they are restricted.

Mr. Hutson made a motion to approve a resolution approving the Medina County Data Board Contingency Plan for COVID-19; Mrs. Geissman seconded the motion. Mr. Miller stated he met with the department heads yesterday and discussed working from home; it is moving forward. Mrs. Swedyk stated the elected officials should be aware that they are moving to Windows 10; Mr. Miller will send something out. There was brief discussion regarding budgetary impacts. Mr. Filak stated as part of the Contingency Plan, each department deliver a list of users for setting up the VPN. In addition to that, they should report how many licenses they are looking at. In answer to a question, Mr. Filak stated no one can connect to the VPN without a log in. Mr. Shorie stated the Sanitary Engineers office has a Microsoft government contract under the State of Ohio's contract so they are able to purchase Windows 10 updates on contract and be back charged to the fund. With no further discussion, roll call showed all commissioners voting AYE; the motion carried.

Mr. Miller stated that he contacted elected officials with offices in the Administration Building to collect contact numbers so that when the building is closed to the public, people can call to make an appointment. Mr. Burke stated he needs to remain open to do pay-ins. There are very few taxpayers coming in and they could be instructed to use the drop box. Mr. Miller stated other counties have closed buildings. Mr. Burke stated he has not heard of any treasurer closing the office yet. Mr. Hutson noted they are discussing closing the building only to the public and stated he believes we should move that direction. Mr. Hutson made a motion to give Mr. Miller the authority to close the building to the public in his discretion; Mrs. Geissman seconded the motion. Mrs. Geissman stated she hopes we do not have to do that because there is less and less traffic. Mr. Miller will work with the elected officials in the building to put things in place; he believes it will happen in the near future. With no further discussion; roll call showed all commissioners voting AYE; the motion carried.

Mr. Hutson stated our website should be updated with that information when the time comes and a special newsletter be published as well as other resources within the County. Mr. Burke stated he has a robo-call system and which can get a message out if the Commissioners would like; the commissioners' thanked him.

Adjournment

Mr. Hutson moved to adjourn the meeting; Mrs. Geissman seconded the motion. Roll call showed all commissioners voting AYE; the motion carried. The meeting adjourned at 10:30 a.m.

RESOLUTIONS PASSED MARCH 19, 2020

<u>Number</u>	<u>Resolution Title</u>
10.5	Approving the Medina County Data Board Contingency Plan for COVID-19

All deliberations concerning official business and formal actions by this Board of Commissioners were conducted in an open public meeting this nineteenth day of March 2020.

Respectfully submitted,	COMMISSIONERS	_____ Colleen M. Swedyk
	OF	_____ William F. Hutson
_____ Rhonda J. Beck Clerk to the Commissioners	MEDINA COUNTY	_____ Patricia G. Geissman