

**Commissioners' Journal**  
**November 14, 2017**

*The Geauga County Board of Commissioners met for a work session with Richard L. Bowen and Associates on November 14, 2017 at 10:30 a.m. in the Commissioners' Chambers located at 470 Center Street in Chardon, Ohio.*

*It is declared and determined that all formal actions of the Board of County Commissioners concerning and relating to the adoption of all resolutions that were adopted in this meeting, and that all deliberations of the Board of County Commissioners that resulted in such formal action were open to the public and were in compliance with all legal requirements, including section 121.22 of the Ohio Revised Code.*

*Vice President Walter Claypool opened the work session at 10:39 a.m.*

*In attendance: Commissioner Claypool, Commissioner Lennon, County Administrator David Lair, and Clerk Christine Blair.*

*From Richard L. Bowen and Associates was Robyn Wolf, AIA, NCARB.*

*The audience included Maintenance Director Glen Vernick, Director of Administrative Services Linda Burhenne, Steven Yaney from the Development and Zoning for the City of Chardon, David Lelko, City of Chardon, Jeff Smock, Vice Mayor, City of Chardon and Law Director Jim Gillette, City of Chardon.*

*Topics of Discussion for today's meeting included:*

*Update (work completed over past 2 weeks)*

*Questionnaire responses to date*

*Departmental Interviews – Commissioner Claypool and Common Pleas Court*

*2 week look-ahead (anticipated activities)*

*Completion of Questionnaire evaluation – Continue to develop the program*

*Completion of Departmental Interviews*

*Law Library (November 14<sup>th</sup>)*

*Juvenile/Probate Court (November 14<sup>th</sup>)*

*Treasurer (later this week...TBD)*

*Ms. Wolf went over the list of those entities that had received questionnaires and scheduled interviews with, noting that they had met with the Common Pleas Court Judges and that she would be meeting with the Law Library and the Juvenile / Probate Judges that afternoon. Ms. Wolf stated that based on the information gathered, they created the draft Program that has been provided to the Commissioners and will be sent to all those they have met with to have them review them to make sure it adequately reflects what they discussed. Ms. Wolf explained that they met with Mr. Claypool and offered to meet with Mr. Lennon to get thoughts on the Commissioner's Office or on the overall progress of the study. Mr. Claypool offered information about the meeting that he had held with Ms. Wolf and Mr. Emling. Commissioner Lennon stated that he had been reviewing the draft Program of Requirements and asked a question about the square footage columns, which Ms. Wolf explained as the existing square footage (what they have now), the assignable square footage (they refer to as net) and the area factor which helps them convert the net to a gross square footage. Ms. Wolf stated that some of these will change when you move on to the next phase based on changes that can be made with shared space. There was a brief discussion about the space which is based on how the offices have developed over the years, which often causes inefficiencies. Mr. Claypool brought up the server / computer room and asked if what they were doing captures what the needs are for specific areas. Ms. Wolf stated that there are certain notations that include requirements based on specific needs, using the Health Department as an example citing freezers and refrigerators that are used for vaccines and emergency generators used as a backup. Ms. Wolf noted that based on the buildings that she has seen, HVAC is always an issue because it's not something that is usually seen.*

*Overall Project Schedule update*

*Ms. Wolf stated that she didn't have a schedule change for today, as they are on track to have the Phase 1B report to the Board around the 29<sup>th</sup> of November along with updating the Phase 1A*

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*report to include changes based on the interviews. Ms. Wolf noted that this is based upon getting the meeting with the Treasurer this week.*

*Commissioner Lennon inquired about the Youth Center and whether it was included. Mr. Lennon expressed that he would like to see if it could be included in the study or whether or not an amendment needed to be made to the initial agreement to include the Youth Center. Mr. Lennon stated that there are private companies that would like to contribute to an improved youth center if it was planned, but we need to know what the needs are to see if it's a possibility. Mr. Lennon added that these outside contributors are looking for a dollar amount to be able to propose a contribution.*

*Ms. Wolf reviewed what had been discussed and asked if there was anything else the Board wanted to go over or if they had any questions.*

*Commissioner Spidalieri arrived at the meeting. Ms. Wolf gave a brief overview of what had been previously discussed. Mr. Spidalieri posed a question about the IT Department and computer room and if it had been included in the interview with the Auditor. It was suggested that they go back and meet specifically with Mr. Vontorcik to discuss that area and the conditions and what we need to do to protect that. Mr. Claypool brought up that there are several data centers throughout the county and the idea of having one main data center that would house the equipment in the right environment. Mr. Claypool noted that it was a great question and that it is a big cost but we need to look at it. Mr. Spidalieri also brought up the concern of where it is located and not just security but also if a pipe burst what they would do. Mr. Vernick noted how many IT rooms are located in the different areas throughout the county, adding that a lot of them are located within his electrical rooms and the maintenance department then has to follow the security guidelines to go in and handle a breaker box. Mr. Spidalieri inquired of Chardon regarding what they have in place. They have a dedicated server/computer room with a secondary location at the police department. Ms. Wolf stated that Bowen will work with Glen to get a time set up to go through that area.*

**BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD**

*Motion: by Commissioner Lennon to adjourn the meeting at 11:12 a.m.*

*Geauga County Board of Commissioners*

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*Ralph Spidalieri*

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*Walter M. Claypool*

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*Timothy C. Lennon*

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~~*Christine Blair, Commissioners' Clerk*~~  
*Deborah Ashburn, Acting Commissioners' Clerk*

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