



**Auditor**  
**Charles E. Walder**  
*Chief Fiscal Officer*

February 25, 2021

John Oros, Executive Director  
Gauga Park District  
9160 Robinson Road  
Chardon, OH 44024

Re: GPD Fiscal Officer (Treasurer) & ADP Services under ORC 307.846

Mr. Oros,

As indicated in my February 19, 2021 letter to you, the Auditor and Automatic Data Processing (“ADP”) staffs have prepared what is believed to be a fairly comprehensive list of services that the County will no longer supply when the Gauga Park District (“GPD”) employs its own fiscal officer (treasurer) as proclaimed in recent newspaper articles. Please note that while we have attempted to be as thorough as possible, this list may not be all inclusive.

## **AUDITOR**

- 1.) New World System (“NWS”) Enterprise Resource Planning (“ERP”) software access and utilization. GPD currently uses NWS to submit and access over 60 General Ledger (“G/L”) transactions including revenue certifications, appropriations, supplemental appropriations, appropriation transfers, cash transfers, and budget submission.
- 2.) Accounts payable processing, vetting, paying, and archiving. We are currently processing approximately 2,500 - 3,000 transactions per year for GPD.
- 3.) Warrant generation and County Treasury utilization. GPD currently utilizes its cash management through the County Treasury as well as having warrants drawn against the Treasury by the Auditor. All banking services pursuant to account management, ACH capabilities, reconciliation of accounts, processing of lost/stolen checks, and adherence to state and federal depository rules and regulations are being maintained under the authority of the Auditor.
- 4.) Revenue pay-in and investment of funds. Revenue pay-in and cash investment management is through the County Treasury.
- 5.) Purchase Order/Encumbrance processing. We are currently processing 400 – 500 transactions per year excluding increases or decreases to encumbrances for GPD.

**Courthouse Annex, 231 Main Street, Suite 1A, Chardon, OH 44024-1293**

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- 6.) Vendor creation, vetting, and authorization. We do not track vendor activity quantity by entity or department. This function includes the preparation and sending of vendor annual form 1099 information and submission for GPD vendors.
- 7.) Contract certifications pursuant to Ohio Revised Code 5705.41. We are currently processing between 75 – 100 contract certifications per year for GPD. This process tests compliance issues, competitive bid requirements, annual expenditures, per unit contract obligations, and other audit items.
- 8.) Federal and state grant vetting, reporting, and annual submissions. We are currently processing and administering approximately 4 – 7 federal and state grants per year for GPD. In 2020 we administered 7 federal and state grants for GPD valued at almost \$1.9m.
- 9.) Provide payroll functions for approximately 57 GPD employees. This includes bi-weekly payroll processing and electronic depositing, vetting payroll spreadsheet submissions, testing payroll expenditures to available appropriations, accrual management, Ohio Public Employees Retirement System (“OPERS”) reporting and submissions, State Employment Relations Board (“SERB”) reporting, deferred compensation program administration, reporting, and testing, federal, state and local tax reporting and submission, benefit accounting and reconciliation, maintaining employee account and record, vetting and processing of retirement or termination payouts, and annual employee form W-2 generation. This includes access to eSuite employee Human Resources (“H/R”) portal.
- 10.) Audit functions. Cooperatively work with the State of Ohio Auditor’s audit staff to prepare materials, retrieve records, and answer questions needed for GPD’s bi-annual audit.
- 11.) Bureau of Worker’s Compensation (“BWC”) and Consolidated Omnibus Reconciliation Act (“COBRA”) reporting. BWC true-up, processing, and administration and COBRA administration and reporting is performed by the County Commissioner’s office and utilizes data entered and supplied by the Auditor’s payroll department.

## **ADP**

- 1.) Email and email server provision. GPD currently has 73 email addresses through the ADP exchange server utilizing approximately 325GB of server storage. This service includes unique domain registration and maintenance, archiving of email, producing public records request data from server, email attachment management, and administration of Department of Defense and Homeland security safeguards for email.

- 2.) Network hardware monitoring services. GPD's network and workstation equipment is monitored using ADP's OPManager software which provides ADP and GPD staff near real-time notice when equipment is off-line.
- 3.) Website work and hosting. ADP currently supports two (2) "Bird Box" cameras which pass through our system and are placed on a live site for GPD.
- 4.) Internet provisions to various GPD facilities (public and private). GDP currently uses the County's fiber optic backbone for high-speed internet through the County's firewall and Spectrum provider. ADP provides contracted services through AT&T to two (2) GPD locations for public WiFi.
- 5.) Telephone, voicemail, and extensions. ADP currently maintains and provides 110 DID, 48 phones, and 54 voicemail accounts to GPD at various locations.
- 6.) Antivirus services. GPD currently utilizes the County's antivirus security and utilities to 79 on premise clients and 17 cloud based clients.
- 7.) Spam filtering services. GPD currently utilizes the County's spam filtering products and architecture on all email accounts through the County's Barracuda product.
- 8.) Backup/Archiving services. ADP provides licensing through May 2021.
- 9.) Workstation support. ADP provides workstation support to GPD for 62 workstations and 17 Mobile Data Terminals ("MDTs") and works with GPD's Information Technology ("IT") group.
- 10.) NWS Technical Support. ADP provides technical support and training for NWS to GPD employees and supports three (3) GPD NWS users.
- 11.) Annual hardware support contract. GPD utilizes ADP to cover their server storage devices, backup equipment, and network switches under an ADP annual support contract.
- 12.) Virtual Private Network (VPN) connectivity services. ADP currently provides GPD with up to ten (10) concurrent VPN routes through the County's system.
- 13.) Spillman server services. GPD currently utilizes Spillman via SC Verizon air cards for ranger vehicles. Uploads occur to GPD server.
- 14.) Network switch maintenance service. GPD currently utilizes ADP to configure, maintain, and administer their network switches. This includes nine (9) Cisco network switches and 14 Meraki wireless switches under license through ADP's Cisco portal. Also ADP assists with Public WiFi router/firewall configuration under its Windstream DSL.
- 15.) External Internet Protocol (IP) Service. ADP provides some hard IP addresses to GPD for various cameras, sensors, and equipment.
- 16.) Shared virtual private Local Area Network (LAN) services. ADP provides a shared virtual private LAN to GPD remote sites via Windstream VLS.

We hope that this information assists you in your transition away from the County's services and wish you the best going forward. Some of the services provided may have cancelation or penalty fees associated with their termination from the County's control. **Please advise me as soon as possible of your estimated termination of services date to avoid unnecessary delays, costs, or inconveniences.**

Sincerely,

A handwritten signature in black ink, appearing to read 'C. Walder', with a stylized flourish at the end.

Charles E. Walder  
Geauga County Auditor  
Secretary & Administrator ADP

Cc: ADP Board  
DoIT  
Geauga County Budget Commission  
GCPayroll  
GCFiscal  
GCBudget  
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