



## **MINUTES**

**CUYAHOGA COUNTY PUBLIC SAFETY & JUSTICE AFFAIRS COMMITTEE MEETING  
TUESDAY, MARCH 12, 2013  
CUYAHOGA COUNTY JUSTICE CENTER  
COUNCIL CHAMBERS – 1<sup>ST</sup> FLOOR  
1:00 PM**

**1. CALL TO ORDER**

**Chairman Gallagher called the meeting to order at 1:03 p.m.**

**2. ROLL CALL**

**Mr. Gallagher asked Assistant Deputy Clerk Carter to call the roll. Committee members Gallagher, Greenspan, Germana, Rogers and Conwell were in attendance and a quorum was determined. Councilmembers Miller and Simon were also in attendance.**

**3. PUBLIC COMMENT RELATED TO THE AGENDA**

**No public comments were given.**

**4. APPROVAL OF MINUTES**

- a) February 26, 2013 Meeting
- b) March 5, 2013 Meeting

**A motion was made by Mr. Rogers, seconded by Ms. Conwell and approved by unanimous vote to approve the minutes of the February 26, 2013 and March 5, 2013 meetings.**

**5. MATTERS REFERRED TO COMMITTEE**

- a) R2013-0029: A Resolution making an award on RQ25888 to Sadler-NeCamp Financial Services, Inc. dba PROWARE in the amount of \$1,027,068.00 for maintenance and support services for the Court Case Management System for Probate Court for the period 1/1/2013 - 1/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
  
- b) R2013-0030: A Resolution making an award on RQ25340 to Sadler-NeCamp Financial Services, Inc. dba PROWARE in the amount of \$1,866,080.00 for maintenance and support services for the Court Case Management System for Domestic Relations Court for the period 1/1/2013 - 1/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

**Mr. Gallagher asked that Resolution Nos. R2013-0029 and R2013-0030 be considered simultaneously.**

**Mr. Jeff Mowry, Chief Information Officer, addressed the Committee regarding Resolution Nos. R2013-0029 and R2013-0030. Discussion ensued.**

**Committee members and Councilmembers asked questions of Mr. Mowry pertaining to the items, which he answered accordingly.**

**No further legislative action was taken on Resolution Nos. R2013-0029 and R2013-0030.**

#### 6. MISCELLANEOUS BUSINESS

**Mr. Gallagher announced that the next Public Safety & Justice Affairs Committee meeting will take place on Tuesday, March 26, 2013 at 1:00 p.m.**

#### 7. OTHER PUBLIC COMMENT

**No public comments were given.**

#### 8. ADJOURNMENT

**With no further business to discuss, Chairman Gallagher adjourned the meeting at 1:24 p.m., without objection.**

**PROBATE COURT OF CUYAHOGA COUNTY**

DIVISION OF THE COURT OF COMMON PLEAS

1 LAKESIDE AVE. W.

CLEVELAND, OHIO 44113

ANTHONY J. RUSSO  
PRESIDING JUDGE

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LAURA J. GALLAGHER  
JUDGE

JOHN R. HOMOLAK  
COURT ADMINISTRATOR

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CHARLES T. BROWN  
CHIEF MAGISTRATE

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DAVID M. MILLS  
DIRECTOR OF  
GUARDIANSHIP, ADOPTION AND  
PSYCHIATRIC SERVICES

February 19, 2013

**HAND DELIVERED**

The Honorable Michael J. Gallagher  
Chairman, Public Safety & Justice Affairs Committee  
Cuyahoga County Council  
1219 Ontario Street, Room 424  
Cleveland, OH 44113

Re: Proware Maintenance Contract

Dear Councilman Gallagher,

Judge Russo and Judge Gallagher wanted to offer some background to the committee regarding the approval of our maintenance contract with Sadler-NeCamp Financial Services, Inc, dba Proware. The first case management system for our Court and Clerk's office was developed by Courtview and initiated in 1997. This system was never upgraded over the next 13 years. In 2010 both Judges, who took the bench in 2009, found the current system deficient and believed that our system did not meet the expanding needs of our Court and Clerk's office.

The Judges formed a computer team in January 2010, chaired by Magistrate Jennifer Alexander, who currently serves as our Director of Computer Services. This team included the Judges, Magistrates, deputy clerks and several members of ISC (Dennis Sullivan and Stan Kozlowski). An RFP was issued in May 2010, with responses to be delivered by June 30, 2010. Sixteen separate vendors appeared at our pre-bid conference, but only six vendors actually submitted proposals for consideration.

Upon the initial scoring, only four vendors were asked to make live presentations of their proposals. After reviewing the presentations, Proware received the highest score from the committee. Over the next 12 months we worked with Proware to analyze our data, create and implement a customized system for our Court and Clerk's office. Our former vendor, Courtview, gave us no assistance in converting our historical data. Much of the credit for our

data extraction and conversion goes to our network engineer, Katie DiNardi. She was required to perform multiple runs of the data to be certain that the historical data had been cleansed.

Our contracts were reviewed by the prosecutor's office and outside counsel. The contracts were then approved by the ADP Board and the Board of Commissioners. On December 19, 2011 our new case management system went live. This past year has provided the normal challenges that come with any major computer project. However, today we have a custom system that provides our clerks with the ability to process workflow more quickly and provide greater service to the public. Public access to our records is greater than ever before. We now generate many documents through workflow, image all documents filed with our Clerk and provide electronic signatures by the Judges and clerk. Citizens are able to apply for their marriage license on line and greatly reduce the time needed to complete the in person process. Our next project will be to finish testing and implement e-filing in certain case categories. We anticipate the project to be implemented by the end of 2013. We will also be adding file folder tracking and an interface with Key Bank.

Our initial Proware contract included the first year of maintenance. This new contract is a continuation of that service. We received approval of a sole source exemption from the Contracts and Purchasing Board on February 11. Pursuant to O.R.C. §2101.162 Probate Court collects a separate fee that is placed in a separate fund to be disbursed upon an order of the Probate Judge. The Probate Court has paid, and will continue to pay, the entire cost of the new case management system and maintenance agreement from this restricted fund; no monies from the General Fund have been, or will be, utilized.

Having gone through an exhaustive process in this conversion, we ask that the five year maintenance contract be approved.

Sincerely,

Magistrate John R. Homolak  
Court Administrator

cc: David Greenspan, Vice Chairman  
Dale Miller  
Julian Rogers  
Yvonne Conwell

**PROBATE COURT OF CUYAHOGA COUNTY**

DIVISION OF THE COURT OF COMMON PLEAS

1 LAKESIDE AVE. W.

CLEVELAND, OHIO 44113

ANTHONY J. RUSSO  
PRESIDING JUDGE

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CHARLES T. BROWN  
CHIEF MAGISTRATE

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DAVID M. MILLS  
DIRECTOR OF  
GUARDIANSHIP, ADOPTION AND  
PSYCHIATRIC SERVICES

February 21, 2013

The Honorable Michael J. Gallagher  
Chairman, Public Safety & Justice Affairs Committee  
Cuyahoga County Council  
1219 Ontario Street, Room 424  
Cleveland, OH 44113

Re: Proware Maintenance Contract

Dear Councilman Gallagher,

As a supplement to our letter of February 19, 2013, I am submitting a short summary of the payment schedule in the proposed 5 year maintenance contract before your committee. It is as follows:

|      |            | Increase/Decrease |
|------|------------|-------------------|
| 2013 | \$ 207,598 | ---               |
| 2014 | \$ 199,195 | 4.048%            |
| 2015 | \$ 202,925 | 1.873%            |
| 2016 | \$ 206,735 | 1.878%            |
| 2017 | \$ 210,615 | 1.877%            |

Between 2013 and 2014 we anticipated needing 100 fewer programmer/analyst hours, resulting in a 4% decrease of the annual cost. Our hours remain consistent during the remaining three years. The cost of the annual maintenance only increases by 1.453% when looking at the entire five year period (.29% per year).

Both Judge Russo and Judge Gallagher believe this is an extraordinarily reasonable amount that provides stability and security to our Court. Since our system has only been in place for one year, this contract enables us to budget within the Court's computerization fund in the most cost effective manner. A shorter contract will result in substantially higher costs over the

longer term. Since no monies from the general fund will be used for maintaining our system, we should adopt the term that provides Probate Court with the greatest financial certainty and benefit.

The five year maintenance contract with Proware is in the best interest of the Court and the County. We ask that it be approved.

Sincerely,

Magistrate John R. Homolak  
Court Administrator

cc: David Greenspan, Vice Chairman  
Dale Miller  
Julian Rogers  
Yvonne Conwell