



GEAUGA COUNTY BOARD OF COMMISSIONERS

James W. Dvorak Timothy C. Lennon Ralph Spidalieri

DEPARTMENT OF WATER RESOURCES (GCDWR) • Steven Oluic, PhD, Director
12611 Ravenwood Drive • Suite 390 • Chardon, Ohio 44024

May 22, 2023

ADP Board
Courthouse Annex
231 Main Street, Suite 1A
Chardon, Ohio 44024-1293

ADP Board,

As requested, please find attached several copies of the log of events of May 10, 2023.

GCDWR

Cc: Gerard Morgan, PE, JD
Steven Oluic, PhD
Nicholas Gorris, PE
Davis Osborn

Log of events on Wednesday, May 10, 2023 pertaining to Mr. Michael Kurzinger's visit to GCDWR office, per Director Dr. Steven Oluic's request for a visit.

Transcribed by Kathleen Miller on Monday, May 15, 2023 per the request of Dr. Oluic and Mr. Gorris, using notes taken by Kathleen Miller on May 10th of events.

Michael Kurzinger is hereby referred to as 'MK', Kathleen Miller as 'KM', Dr. Steven Oluic as 'SO', Nicholas Gorris as 'NG', David Osborn as 'DO', Ray Farinacci as 'RF', and Gerry Morgan as 'GM'

Start:

9:10am: MK arrived at GCDWR office and met KM at entry point door to begin escort. MK requested his office door key from NG so he could gather documents and a note pad needed to perform the tasks he was present to perform. NG handed keys to KM, KM and MK proceeded to MK's office, KM opened the door and watched MK pull the water meter read documents, a note pad, his personal copy of the warrant, and water his plants. MK exited the office, and MK and KM walked to the GCDWR meeting room to begin the requested work on Payroll spreadsheets.

9:26am: MK logged into computer in GCDWR meeting room. MK started by giving SO, NG, and KM access to all GCDWR staff timesheets. MK proceeded to give KM a tutorial on how to create the Pay #10 spreadsheets for payroll processing using the past spreadsheets, specifically what needs to be created or updated first, then next, etc so to avoid breaking links between spreadsheets.

10:27am: MK and KM completed their tutorial together. At that time DO and RF arrived in office and entered the GCDWR meeting room to greet MK. RF handed MK a list of IT related items that needed attention. KM asked RF to get SO from his office so he could join them. SO arrived, KM announced that she was finished with what she needed MK's help on, and could no longer act as escort to MK. NG joined the group in the GCDWR meeting room and took over as escort to MK. KM gave MK's office keys back to NG. MK, SO, DO, RF, and NG continued conversation in the GCDWR meeting room.

11:09am: NG with MK in GCDWR meeting room began tutorial on water meter reading process.

1:45 – 2:45pm: KM left for lunch break. MK and NG still in GCDWR meeting room doing meter read tutorial. MK in GCDWR meeting room with NG, SO and GM when came back.

3:13pm: SO and NG left GCDWR meeting room. MK remained with GM as his escort.

4:10pm: KM goes to GCDWR meeting room to alert MK that payroll spreadsheet was in 'read only' mode for her. GM exits GCDWR office and KM becomes MK escort again, remaining in GCDWR meeting room with MK while he fixed her privilege settings. MK states that when he was giving NG privileges, it overrode other staff member privileges to access files. MK needed to fix access privileges for other staff.

4:15pm: When 2 staff members stopped by to say goodbye (Linda Paranish and Mary Ellen Warren) to KM and MK, KM asked them to stay with MK so she could update SO on the privileges issue, and be relieved of escorting MK in order to return to her office and continue work. SO joined KM in GCDWR meeting room with MK, Linda and Mary Ellen left, KM returned to her office, and SO became escort for MK.

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