

**DATA PROCESSING BOARD
MINUTES OF MEETING
January 28, 2015**

MEMBERS PRESENT: Randy Carter, Mark Conrad, Susan Eyerman, Josh Horacek, Mike Kiger, Eric McCrady, Lisa McKenzie, Branden Meyer, Dan Neeley, Jerry Perrigo, Amy Presnell, Jon Slater, Barb Smith

Item 1 – Human Resources

We discussed the RC-3 submission from Human Resources by Jay Shepherd. Mark stated that with two corrections being made to the originally submitted form, all schedules were within the parameters of the respective RC-2 guidelines.

Motion to approve: Mike. Second: Jerry. All in favor: Everyone, Opposed: None, Abstain: None.

Item 2 – JFS Social Svcs RC-3

We discussed the RC-3 submission from JFS Social Services by Suzie Lynch. Mark stated that with two corrections being made to the originally submitted form all schedules were within the parameters of the respective RC-2 guidelines.

Motion to approve: Barb. Second: Branden. All in favor: Everyone, Opposed: None, Abstain: None.

Item 3 – Sheriff RC-3

We discussed the RC-3 submission from the Sheriff's Office by Jeneanne Nelson. Mark stated that all schedules were within the parameters of the respective RC-2 guidelines.

Motion to approve: Dan. Second: Lisa. All in favor: Everyone except Jerry, Opposed: None, Abstain: Jerry.

Item 4 –Treasurer RC-3

We discussed the RC-3 submission from the Treasurer by James Bahnsen. . Mark stated that all schedules were within the parameters of the respective RC-2 guidelines.

Motion to approve: Jerry. Second: Branden. All in favor: Everyone except Amy, Opposed: None, Abstain: Amy.

Item 5 – Veterans Service Commision

We discussed the RC-3 submission from Veterans Service Commission by Park Russell. Mark stated that all schedules were within the parameters of the respective RC-2 guidelines.

Motion to approve: Branden. Second: Jerry. All in favor: Everyone, Opposed: None, Abstain: None.

Item 6 – New Business

The following board member(s) offered reports:

Jerry: Jerry reported that the new CAD system was working.

Branden: Branden reported that they are running out of room at the Brumfield records location. He wants to redo the Clerk's RC-2, changing how long some items need to be retained, so that they can dispose of old records. He was going to talk with the Prosecutor's office to work out the details.

Item 8

Motion to adjourn: Mike. Second: Jerry. All in favor: Everyone, Opposed: None, Abstain: None

The next board meeting has not been set yet.