

Those present:

Office	Name	Present (P) Voting (V)	Representative	Present (P) Voting (V)
Voting Members (13 total)				
Auditor	Jon Slater	PV	Mark Conrad Ed Laramée	P P
Board of Elections (Opposing Parties)	(Mary) Jane Hanley		Beth Lane	
Board of Elections (Opposing Parties)			Brett Riffle	
Clerk of Courts	Branden Meyer		Kelly Turben Jessica Murphy	PV
Coroner	Thomas Vajen		Luann Davidson	
County Commissioner	Carri Brown	PV	Steve Davis David Levacy Mike Kiger Rachel Elsea Staci Knisley	
Developmental Disabilities	John Pekar		Ray Schmidt Beth Seifert Robert Lovell	
Engineer	Jeremiah Upp		Eric McCrady Jeff Camechis Cheryl Downour	PV
Judge	Richard Berens		Jillian Boone Shannon Seesholtz	PV
Prosecutor	Kyle Witt		Joshua Horacek Kirk Shaw Amy Brown-Thompson	PV
Recorder	Gene Wood	PV	Lisa McKenzie	
Sheriff	Dave Phalen		Alex Lape Jeneanne Smyers	PV P
Treasurer	Jim Bahnsen	PV	Michael Kaper Jennifer Effinger	P
Total Voting Members Present (marked PV)		9		
Total Representatives Present But Not All Voting (Marked P)		13		

Observers:

Belinda Nebbergall

Total observers present: 1

Total Present: 14

1. Approve forms

Form Type	Dept.	1 st	2 nd	In favor	Opposed	Abstain
RC-1	Common Pleas General	Carri Brown	Jim Bahnsen	7	0	1
RC-2	Common Pleas General	Joshua Horacek	Gene Wood	8	0	1
RC-2	EMA	Jim Bahnsen	Joshua Horacek	8	0	1
RC-2	Prosecutor	Jillian Boone	Carri Brown	8	0	1

2. Around the Table

Carri Brown: Records Work Group consists of Branden Meyer, Carri Brown, Dennis Keller, and Mark Conrad. If others would like to join, please contact Carri Brown. We want to establish an annual training and review on the RC-1, RC-2, RC-3, and the processes underlying them. Carri has sent out an email requesting estimates for the number of boxes that departments need. The county is going to do the initial box purchase.

Major Crimes Unit would like to see an Memorandum of Understanding between the Data Board and other non-county agencies, as they may be interested in using the Data Board as their Records Commission. Mark Conrad will send them an appropriate MOU to examine.

Jon Slater would like to see the contract between Probate Court and FamilySearch.org. FamilySearch.org is doing an imaging project for Probate Court. The basic agreement is that FamilySearch will image certain records and give an electronic (digital) copy of those images to Probate Court and FamilySearch will be able to make these imaged documents available online at FamilySearch.org.

Ed Laramie suggested that the Records Work Group should look into policies and procedures for maintaining records as storage formats change.

3. Building Updates

Clerk of Courts will be moving records into the Records Center the first week of June.

4. Next Meeting Dates

Wednesday, July 17, 2:00 PM, Commissioners Hearing Room
Wednesday, October 16, 2:00 PM, Commissioners Hearing Room
Wednesday, December 18, 2:00 PM, Commissioners Hearing Room

5. Adjourn	1 st Eric McCrady	2 nd Carri Brown	In favor 9	Opposed 0	Abstain 0
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