

**DATA PROCESSING BOARD  
MINUTES OF MEETING  
November 20, 2014**

MEMBERS PRESENT: Dan Neeley, Josh Horacek, Randy Carter, Barb Smith, Beth Lane, Mark Conrad, Branden Meyer, Mike Kiger, Lisa McKenzie, Jennifer Effinger.

**Item 1 – Clerk of Courts - Legal RC-3**

We discussed the RC-3 submission from the Clerk of Courts – Legal by Carie Fragoso. Randy stated that all schedules were within the parameters of the respective RC-2 guidelines.

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

**Item 2 – Clerk of Courts - Legal RC-3**

We discussed the RC-3 submission from the Clerk of Courts – Legal by Nancy Duffee. There was one item that needed approved, schedule number 07-00005. Randy stated that the schedule was within the parameters of the respective RC-2 guidelines.

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

**Item 3 – Clerk of Courts - Legal RC-3**

We discussed the RC-3 submission from the Clerk of Courts – Legal by Nancy Duffee. Randy stated that all schedules were within the parameters of the respective RC-2 guidelines.

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

**Item 4 – Clerk of Courts - Title RC-3**

We discussed the RC-3 submission from Clerk of Courts – Title by Charma Morgan. Randy stated that all schedules were within the parameters of the respective RC-2 guidelines.

Motion to approve: Mike. Second: Dan. All in favor: Everyone excluding Branden and Mark,  
Opposed: None, Abstain: Branden, Mark

**Item 5 – JFS Social Services RC-3**

We discussed the RC-3 submission from the JFS Social Services office. Randy stated that all schedules were within the parameters of the respective RC-2 guidelines.

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

**Item 6 – Treasurers RC-3**

We discussed the RC-3 submission from the Treasurer’s office. Randy stated that all schedules were within the parameters of the respective RC-2 guidelines.

Motion to approve: Mark. Second: Lisa. All in favor: Everyone excluding Jennifer, Opposed: None, Abstain: Jennifer

**Item 7 – Treasurers RC-2**

We discussed the RC2 submission from the Treasurer’s office. Randy stated that they added new schedule number to their RC-2.

Motion to approve: . Second: . All in favor: Everyone excluding Jennifer, Opposed: None, Abstain: Jennifer

**Item 7 – New Business**

**The following board member(s) offered reports:**

Randy – Randy wants to create a repository for all web based documents for all county web pages. In the event of a person leaving who helps maintain that departments web site, there will be a copy of the forms for the next employee taking on that responsibility.

**Item 8**

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

The next board meeting is scheduled for Wednesday, January 28, 2015 2:00 P.M. in Commissioner Levacy’s office.