

**DATA PROCESSING BOARD  
MINUTES OF MEETING  
July 31, 2013**

MEMBERS PRESENT: Carri Brown, Randy Carter, Jason Dolin, Nancy Duffee,  
Mike Kiger, Eric McCrady, David Miller, Jerry Perrigo,  
Amy Presnell, Mike Shumway, Barb Smith, Gene Wood

**Item 1**

We discussed the records disposal forms (RC-3) submitted by the departments listed below.

**Data Board - Records Retention Agenda**

Form Type	Dept.	1 <sup>st</sup>	2 <sup>nd</sup>	In favor	Opposed	Abstain
RC 3	Bd of Elections	Mike	Gene	All	None	None
	Clerk of Courts	Jerry	Barb	All exc. Prosec.	None	Prosec.
	Common Pleas	Mike	Gene	All	None	None

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

Jason, Barb, Mike S., Nancy, Amy – No report.

Carri – There is a need to research electronic signature use and develop a countywide policy. This can be used in a number of different areas such as CRMS and financial / payroll work flows. We will develop a workgroup to create a policy later this year once Carri and Randy have done the initial research.

Jerry – New laptops in cruisers are working well. Training on the medical dispatching application has been completed. They are still waiting to go live. Jerry would like to look into increasing the internet speed for the Sheriff’s office. Randy will look into pricing.

Eric – Would like to set up a generic user account for interns. Randy stated this shouldn’t be a problem.

David – Would like to see Data Board meeting minutes on the intranet. Randy will look into it.

Mike K. – The county will offer Word / Excel classes in the near future. Classes will be held at OU-L with the initial class size to be 20 people. More classes may be conducted depending on the interest. Mike also asked if the wi-fi was working on the third floor. Randy stated that it is operational.

Randy – Next meeting is scheduled for September 3 @ 2:00 P.M. in Commissioner Kiger’s office.

Motion to adjourn: Jerry Second: Gene. All in favor: eAll Opposed: None