

Data Board Agenda – April 20, 2016

Present:

	Jim Bahnsen
	Judge Berens
	Jillian Boone
X	Liz Borgan
X	Carri Brown
X	Randy Carter
X	Mark Conrad
	Jennifer Effinger
X	Josh Horacek
X	Michael Kaper
X	Mike Kiger
X	Beth Lane

	Eric McCrady
	Lisa McKenzie
	Branden Meyer
	Dan Neeley
X	Jerry Perrigo
	Jon Slater
	Barb Smith
X	Kelly Turben
	Gene Wood
	Rick Szabrak
X	Scott Zody

Total present: 11

1. Approve RC-2 and RC-3 forms

Form Type	Dept.	1 st	2 nd	In favor	Opposed	Abstain
RC-3	Clerk of Courts Legal	Carri	Josh	10	0	1 Kelly
RC-3	Clerk of Courts Title	Mike K	Jerry	10	0	1 Kelly
RC-3	Commissioners	Josh	Beth	10	0	1 Michael
RC-3	Common Pleas General	Scott	Jerry	11	0	0
RC-3	Treasurer	Jerry	Beth	10	0	1 Michael
RC-2	Health District: Motion to lay it on the table	Carri	Josh	11	0	0
	Two questions: 1) Has this RC-2 been presented to the Health District Board before coming to the Databoard: 2) For some of the items listed as Permanent, is paper the required storage medium?					
RC-3	JFS Community Services	Jerry	Josh	11	0	0

2. New business

Kelly: Commented that it was a positive move in the county that so many departments are working with the retention schedule process.

Jerry: New jail is ahead of schedule and within budget. Randy stated that fiber will need to be run between Municipal Court and the new jail in order to provide video hearing access.

Mark: Andrew Stemen has suggested that as part of the county rebranding process, we move to the Internet address of FairfieldCountyOhio.gov from our current co.fairfield.oh.us. This is in line with what the state has recently done and some other Ohio counties, including Franklin. The co.fairfield.oh.us address would continue to work indefinitely, so the transition would be fairly easy. If we make the switch, departments that have their own web address, such as www.fairfieldcountyclerk.com may want to consider rebranding as well. Randy suggested that we do some research and make a more formal presentation to our next Data Board meeting.

The Adult Probation department will have an intern this summer to work on getting their files into good order in preparation for moving them out of Drew Shoe. The intern will be Anne Conrad (Mark's daughter), who is working on her BSAM degree at Ohio University Lancaster. This intern program is part of a grant given to OUL; Professor Hoyt at OUL is the main contact. The grant will pay Anne for the work over the summer. Mark mentioned this as a good example of making use of available external resources to further our records projects.

Randy: The online checkbook is moving forward, and is ready to go online.

Only two departments still need TCM training for Accounts Payable.

New ID badges will be coming soon.

3. Next Meeting: June 29, 2:00 PM, Commissioner Kiger's office

4. Adjourn. 1st: Mike, 2nd: Jerry, In Favor 11, Opposed 0, Abstain 0.