

Lyndhurst, Ohio
November 15, 2019

The Records Commission of Lyndhurst met on Friday, November 15, 2019 at 10:05 a.m. in the Conference Room of the Lyndhurst Municipal Center, Mayor Patrick A. Ward presiding.

Present: Mayor Patrick Ward, Chief Executive;
Paul Murphy, Director of Law;
Mary Kovalchik, Chief Fiscal Officer;
Clarice White, Citizen and Mayor's Office Designee;
Kelly Miller, Acting Secretary and Council Designee;
Melissa Franco, Service Department Designee;
Sheila Manfredi, Building Department Designee;
Jeff Traci, Police Department Designee;
Ryan Procop, Fire Department Designee.

It was moved by Mr. Murphy, seconded by Mrs. Kovalchik, that the reading of the minutes of the Records Commission meeting held Thursday, February 21, 2019, copies of which were distributed to all members, be dispensed with and said minutes stand approved as circulated.

The question was put to a voice vote and passed unanimously.

MAYOR/CHIEF EXECUTIVES REPORT – Mayor Ward did not have a formal report. He mentioned how much he appreciates the designees for keeping their respective records organized.

RECORDS COMMISSION – The Commission had nothing to report at this time.

DEPARTMENTAL DESIGNEES – Kelly Miller welcomed newly appointed designees Ryan Procop and Jeff Traci. She mentioned she has met with both of them regarding records retention. She also mentioned Mr. Traci participated in the recent electronic records webinar.

Mrs. Miller provided a handout regarding email as a public record and how to include it on the retention schedule. She reminded everyone to update their RC-2 Form as needed. Mrs. Miller stated if there are any changes to the RC-2, we will send those to the state for review next year.

Mr. Murphy suggested that any employee who is dealing with the public should attend a training on the Ohio Sunshine Law. Mrs. Miller mentioned she would send out the 2020 training schedule once it has been published from the Ohio State Auditor. She noted the trainings are local and offered at no charge.

Mrs. Kovalchik stated she would like to meet with each department in the 3rd Quarter of the next year to review the back up of their electronic records. Mrs. Miller indicated the storage of electronic records should be added to the handbook.

It was moved by Mayor Ward, seconded by Mrs. Kovalchik, that the meeting be adjourned.

The question was put to a voice vote and passed unanimously.

Meeting adjourned at 10:20 a.m.

Approved: March 11, 2020

Attest: _____
Acting Secretary

Mayor, Chief Executive