

PORTAGE COUNTY RECORDS COMMISSION

449 South Meridian Street, 7th Floor Boardroom, Ravenna, Ohio 44266

Meeting Minutes from February 9, 2023

The following meeting minutes are summarized. Audio recordings and backup material are available in accordance with the Records Commissions Agenda and Audio Recording Retention Schedule.
Please contact the Commissioners' Office for specific details.

Present: Clerk of Courts Jill Fankhauser, County Recorder Lori Calcei, Commissioner Mike Tinlin, and Acting Secretary Sara Hoag

Absent: County Auditor Janet Esposito and County Prosecutor Vic Vigluicci

Chairman Mike Tinlin called the Records Commission meeting to order at 11:24 AM in the Commissioners' Boardroom.

Approval of the meeting minutes from the August 18, 2022, regular meeting

Motion: Lori Calcei

Seconded: Jill Fankhauser

All in Favor: Lori Calcei, Jill Fankhauser

Abstained: Mike Tinlin

Absent: Victor Vigluicci and Janet Esposito

I. CHAIRMAN FOR 2023

A. Ohio Revised Code § 149.38 designates a member of the Board of County Commissioners as Chairman of the Records Commission.

- Motion to appoint Mike Tinlin as Chairman of the Records Commission for a term of one year or until the next organizational meeting of the Board.

Motion: Lori Calcei

Seconded: Jill Fankhauser

All in Favor: Lori Calcei, Jill Fankhauser, Mike Tinlin

Absent: Victor Vigluicci and Janet Esposito

Motion Carries

II. APPOINT A SECRETARY FOR 2023

A. Motion to appoint Amy Hutchinson as Secretary of the Records Commission for a term of one year or until the next organizational meeting of the Board.

Motion: Mike Tinlin

Seconded: Lori Calcei

All in Favor: Lori Calcei, Jill Fankhauser, Mike Tinlin

Absent: Victor Vigluicci and Janet Esposito

Motion Carries

III. ESTABLISH A RULE FOR NOTICE OF THE RECORDS COMMISSION MEETINGS FOR 2023.

- A. Motion To Establish a Rule for Notice of the Public Meetings of the Portage County Records Commission for 2023 to be held in February and August (dates to be determined) in the Commissioners' Boardroom (7th Floor), Portage County Administration Building.

Motion: Jill Fankhauser

Seconded: Lori Calcei

All in Favor: Lori Calcei, Jill Fankhauser, Mike Tinlin

Absent: Victor Vigluicci and Janet Esposito

Motion Carries

IV. APPROVAL OF RC-3 DESTRUCTION SCHEDULES

- A. Motion to approve the RC-3 Certificate of Records Disposal for the following:

- Solid Waste
- Auditor's Office
- County Engineer
- Recorder's Office
- Building Department

Motion: Lori Calcei

Seconded: Jill Fankhauser

All in Favor: Lori Calcei, Jill Fankhauser, Mike Tinlin

Absent: Victor Vigluicci and Janet Esposito

Motion Carries

V. NEXT MEETING DATE

The next Records Commission meeting will be scheduled in August in the Commissioners' Office, 449 South Meridian Street, Ravenna.

VI. ADJOURNMENT at 11:27 AM

Motion: Lori Calcei

Seconded: Jill Fankhauser

All in Favor: Lori Calcei, Jill Fankhauser, Mike Tinlin

Absent: Victor Vigluicci and Janet Esposito

Motion Carries



Mike Tinlin, Chairman
Records Commission



Amy Hutchinson, Clerk
Records Commission