

PORTAGE COUNTY RECORDS COMMISSION

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

Meeting Minutes from August 31st, 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: County Recorder Lori Calcei, Commissioner Mike Tinlin, County Auditor Matt Kelly and Secretary Kassidy Parbel

Absent: County Prosecutor Vic Vigluicci and Clerk of Courts Jill Fankhauser

Guests: County Administrator Michelle Crombie, and Records Center Supervisor Glenn Cooper

Chairman Mike Tinlin called the Records Commission meeting to order at 11:27 AM in the Commissioners' Boardroom.

I. MEMBER CHANGE OF PORTAGE COUNTY RECORDS COMMISSION

- Ohio Revised Code § 149.38 designates the County Auditor as a member of the Portage County Records Commission.

II. APPOINT A SECRETARY FOR 2023

- Motion to appoint Kassidy Parbel 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: Matt Kelly

All in Favor: Mike Tinlin, Matt Kelly, Lori Calcei

Absent: Victor Vigluicci and Jill Fankhauser

Motion Carries

III. APPROVAL OF RC-2 RETENTION SCHEDULE FOR THE FOLLOWING

- Solid Waste Management District

Motion: Mike Tinlin

Seconded: Matt Kelly

All in Favor: Mike Tinlin, Matt Kelly, Lori Calcei

Absent: Victor Vigluicci and Jill Fankhauser

Motion Carries

IV. APPROVAL OF THE RC-3 CERTIFICATE OF RECORDS DISPOSAL FOR THE FOLLOWING:

- Solid Waste Management District
- Internal Services
- Public Defender's Office

Motion: Mike Tinlin

Seconded: Matt Kelly

All in Favor: Mike Tinlin, Matt Kelly, Lori Calcei

Absent: Victor Vigluicci and Jill Fankhauser

Motion Carries

V. APPROVAL OF THE MEETING MINUTES FROM THE FEBRUARY 9th, 2023 REGULAR MEETING

Motion: Mike Tinlin

Seconded: Lori Calcei

All in Favor: Mike Tinlin, Lori Calcei

Abstained: Matt Kelly

Absent: Victor Vigluicci and Jill Fankhauser

Motion Carries

VI. NEXT MEETING DATE

The next Records Commission meeting will be scheduled in February 2024 in the Commissioners' Office at 449 South Meridian Street, Ravenna.

VII. ADJOURNMENT at 11:32 AM

Motion: Matt Kelly

Seconded: Lori Calcei

All in Favor: Matt Kelly, Lori Calcei, Mike Tinlin

Absent: Victor Vigluicci and Jill Fankhauser

Motion Carries



Mike Tinlin, Chairman
Records Commission



Kassidy Parbel, Clerk
Records Commission