



## Highland County Board of Commissioners

119 GOVERNOR FORAKER PLACE, SUITE 211

HILLSBORO, OHIO 45133-1161

Phone 937-393-1911 Fax 937-393-5850

[www.co.highland.oh.us](http://www.co.highland.oh.us)

JEFF DUNCAN

TERRY BRITTON

DAVID DANIELS



### **MINUTES Records Commission Meeting May 3, 2023**

#### **CALL TO ORDER**

A special meeting of the Records Commission was called to Order on May 3, 2023, at 10:00 a.m.

#### **ROLL CALL**

PRESENT: Chad McConnaughey, Ike Hodson, Terry Britton. Others in attendance: David Daniels, Brad Roades, and Julie Wallingford

Ms. Remsing submitted and read the minutes from February 9, 2022, records commission meeting.

**MOTION** Mr. McConnaughey moved, seconded by Mr. Britton, to approve the minutes from the last meeting held on 2/9/2022. The vote passed unanimously.

#### **COMMITTEE BUSINESS**

Mr. McConnaughey suggested the Records Commission hold off on the updated RC-2 from the Auditor's Office received prior to the meeting today for a time when Auditor Butler is available.

Mr. Hodson discussed the records commission committee members to be, himself, Chad McConnaughey, Anneka Collins, Alex Butler, and Terry Britton.

Ms. Wallingford discussed the RC-2 schedules that she had presented for approval today as listed: General, Sewer, Commissioners, Planning Commission, Treasurer's Office, Board of Elections, Landbank, Tax Map/GIS, Records Commission, Records Center, Probation Department, Emergency Management, Economic Development, Juvenile Court, and probate Court. Ms. Wallingford offered to review each submission. Mr. Hodson states having previously reviewed the schedules being submitted by Julie, if other committee members have also reviewed and Ms. Wallingford is comfortable with proceeding, Mr. Hodson feels the commission would be comfortable with moving forward. Members in attendance agree.

**MOTION** Mr. Hodson moved, seconded by Mr. Britton, to approve submission of the updated RC-2's as listed above to Ohio History Connection for approval. The vote passed unanimously.

Ms. Wallingford requested a meeting in 2-3 months. The Commissioner's office will verify the schedule and send suggested dates.

The committee discussed the status of the Records Center building. Bid opening should be within the next two weeks.

**MOTION** Mr. McConnaughey moved, seconded by Mr. Hodson, to adjourn. The vote passed unanimously.

**ADJOURNMENT – 11:00 am**