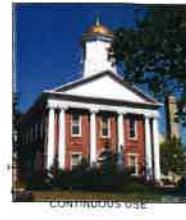


## Highland County Board of Commissioners

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### 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 McConaughey, 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. McConaughey 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. McConaughey 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 McConaughey, 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. McConaughey moved, seconded by Mr. Hodson, to adjourn. The vote passed unanimously.

**ADJOURNMENT – 11:00 am**