

DRAFT
MINUTES OF THE MAYFIELD VILLAGE
RECORDS COMMISSION MEETING

Videoconferenced in Main Conference Room-Mayfield Village Civic Center
Monday, October 5, 2020 – 9:00 a.m.

The Mayfield Village Records Commission met virtually via ZOOM on Monday, October 5, 2020. The meeting was noticed and held in accordance with Ohio Revised Code Section 121.22 specific to recent amendments made in light of the current COVID-19 declared emergency (House Bill 197). The Commission met remotely, via electronic means, with the public being able to livestream by accessing the meeting on a link posted on the website. The videoconferenced meeting can be accessed by going to <https://www.youtube.com/watch?v=QiahHYP9nX8>

The proceedings were conducted in compliance with all applicable State Laws and regulations.

Present: Mayor Brenda Bodnar
Director of Administration Diane Wolgamuth
Law Director Anthony Coyne
Finance Director Ron Wynne
Lorry Nadeau (Resident)
Randy Weltman (Resident)

Also Present: Patsy Mills, Council Representative
Jim Budzik, Esq.
Mary Betsa, Council Clerk/Records Custodian

Mayor Bodnar called the meeting to order at 9:00 a.m.

• **Approval of Minutes of Monday, September 21, 2020**

Mr. Coyne, seconded by Mr. Weltman, moved to approve the Minutes of September 21, 2020 as written.

Mayor Bodnar asked, discussion?

There was none.

Roll Call:	AYES: All	Motion Carried
	NAYS: None	Minutes of September 21, 2020
		Approved as Written

• **Mayor's Designation of Chairperson**

Mayor Bodnar explained, this is only a responsibility where we meet twice a year, and Randy, given your experience with records, I was going to ask if you would be willing to chair it for this year.

DRAFT

Minutes of the Mayfield Village Records Commission

Monday, October 5, 2020

Page 2

Mr. Weltman replied, I would be honored to, Mayor.

Mayor Bodnar stated, Mr. Weltman will be the Chair of the Records Commission.

. **Update re Policy Documents and Records Retention Schedule**

Ms. Wolgamuth reported, we discussed these documents at our last meeting. We didn't really make many changes except extending the time for responding to public records requests to 10 days.

Ms. Wolgamuth added, I continue to work on the Records Retention Schedule. This week I am starting to meet with the various departments to review their portions. I expect I can have it completed in the next couple of weeks. As soon as the Schedule is complete, I will forward it to the Commission for review. At that time, we can set the next meeting to approve the Schedule.

- . **Approval of records for disposal –**
- **Parks and Recreation Department**
 - **Police Department**
 - **Service Department**
 - **Finance Department**
 - **Civil Service Commission office**

Mayor Bodnar stated, the Commission should have received the RC-3's, request for disposal of records, in their packets. These requests must be reviewed by the Records Commission and their disposal approved. The forms will also be sent to the Ohio Historical Society. If we do not hear from them in 15 days, we can destroy the documents listed on the RC-3's.

. **Motion to dispose of records listed on the RC-3 of the Parks and Recreation Department.**

Mr. Coyne, seconded by Mr. Weltman, moved to dispose the records listed on the RC-3 of the Parks and Recreation Department.

Mayor Bodnar asked, is there any discussion with respect to the records listed on the RC-3 for the Parks and Recreation Department?

There was none.

Roll Call: AYES: All
NAYS: None

Motion Carried
RC-3 of Parks and Recreation
Approved – Destruction Approved

DRAFT

Minutes of the Mayfield Village Records Commission

Monday, October 5, 2020

Page 3

In order to shortcut the process, Mayor Bodnar asked, will there be any discussion or questions with regard to the other departments' RC-3 and the records on their list which have been requested to be disposed of?

There was none.

Mayor Bodnar stated, okay, Jim, if this is okay, can we consider all of them together?

Mr. Budzik replied, yes.

- . **Motion to dispose of records listed on the RC-3 of the Police Department, Service Department, Finance Department and Civil Service Commission office.**

Mrs. Nadeau, seconded by Mr. Wynne, moved to dispose of records listed on the RC-3 of the Police Department, Service Department, Finance Department and Civil Service Commission office

Mayor Bodnar asked, is there any discussion with respect to the records listed on the RC-3's for the Police Department, Service Department, Finance Department and Civil Service Commission?

There was none.

Roll Call: AYES: All
 NAYS: None

Motion Carried
RC-3 of the Police Department
Service Department, Finance Department
And Civil Service Commission
Approved – Destruction Approved

- . **Any other matters**

Mayor Bodnar asked, are there any other matters to come before the Commission?

There was none.

The meeting concluded at 9:05 a.m.

Respectfully submitted,

Mary E. Betsa, MMC
Council Clerk/Records Custodian