

AD-HOC COMMITTEE MEETING MINUTES

May 21, 2018

Members Present: Karen Van Horn, Celinda Scherger and Jimmie Young

Staff Present: Mircea Handru and Tanya Hemmer

The Ad-Hoc Committee met on Monday, May 21, 2018 in the Nancy A. Cochran Conference Room. The meeting was called to order at 4:05 p.m.

The Ad-Hoc Committee (Records Commission) met to discuss the Board's Records Retention Schedule and Disposal. The Board Executive Secretary attended an Ohio Sunshine Law training and she made recommendations to the current Board's Records Retention Schedule. Various items were recommended to be removed from the current Retention Schedule. These items can be accessed through other local entities. It was also discussed that these items are no longer the responsibility of the Board, and/or the Board is not the entity taking the lead with these matters.

The Ad-Hoc Committee (Records Commission) recommended to propose a motion to allow the Executive Director to submit the Board's Record Retention and Disposition Sheet to the Ohio History Connection and the Ohio Auditor of State.

MOTION: 1	Motion to authorize the Executive Director to distribute the <u>Schedule of Records Retention and Disposition Sheet</u> as recommended by the Records Commission to the Ohio Historical Society and Auditor of State and make necessary changes if recommended by either of the two departments.		
Motion Made By:	<i>Pamela Molaurin</i>	Seconded:	<i>Dee Fran Hart</i>

MOTION: 2	To approve the May 21, 2018 minutes of the Ad-Hoc Records Retention Committee of the Mental Health and Recovery Services Board of Seneca, Sandusky and Wyandot Counties.		
Motion Made By:	<i>Dean Bliss</i>	Seconded:	<i>Pat DeTurco</i>

The Ad-Hoc Committee adjourned its Monday, May 21, 2018 meeting at 4:27 p.m.


Board Chairperson

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