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RECORDS AND ARCHIVES COMMISSION

NORTH CANTON, OHIO

**TRANSCRIPT OF
MARCH 16, 2020, MEETING**

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Transcript of Proceedings of the North Canton
Records and Archives Commission, taken by me, the
undersigned, Laurie Maryl Jonas, a Registered Merit
Reporter and Notary Public in and for the State of Ohio,
at North Canton City Hall, 145 North Main Street, North
Canton, Ohio, on Monday, March 16, 2020, at 11:05 a.m.

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1 IN ATTENDANCE:

2 Patrick A. DeOrio, City of North Canton Director
of Administration

3 Stephan B. Wilder, Mayor of North Canton, Chairman

4 Catherine Farina, Assistant Director of
5 Administration and Development

6 Jina Alaback, Director of Finance

7 Timothy Fox, Director of Law

8 Kelly Hart, City of North Canton Administrative
Specialist, Record and Archives Commission
9 Secretary

10 Kelly Odegard, North Canton Heritage Society

11 Linda Teis, City of North Canton Engineering
Coordinator12
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1 MR. DEORIO: I'd like to call the meeting of
2 the North Canton Record and Archives Commission
3 meeting to order. It is Monday, March 16, 2020; the
4 time is 11:05 a.m. We'll just go around the table
5 for purposes of letting everybody know that's here
6 who each person is. I'm Patrick DeOrio, director of
7 administration.

8 MS. FARINA: I'm Catherine Farina, the deputy
9 director of administration.

10 MS. HART: I'm Kelly Hart. I'm the
11 commission secretary.

12 MAYOR WILDER: Stephan Wilder, mayor.

13 MS. HART: And chair.

14 MAYOR WILDER: And chair.

15 MS. ODEGARD: Kelly Odegard, North Canton
16 Heritage Society.

17 MR. FOX: Tim Fox, law director.

18 MS. ALABACK: Jina Alaback, director of
19 finance.

20 MR. DEORIO: Okay. First item on your agenda
21 is that we do need to -- she's a visitor.

22 MS. BAUGHMAN: Miriam Baughman, resident and
23 interested party.

24 MS. HART: And member of the public.

25 MR. DEORIO: Review and update records

1 commission members and records officer. So I think
2 there's some changes from 2019. We have a new
3 director of finance, Jina Alaback, who will be
4 replacing Laura Brown.

5 (Ms. Teis entering room.)

6 MS. FARINA: I guess we could let the Record
7 reflect we have a member, or another staff member,
8 join the room. We just did introductions, Linda, if
9 you'd like to introduce yourself.

10 MS. TEIS: I'm Linda Teis from the
11 engineering department. T-E-I-S.

12 MR. DEORIO: Okay. And the new person from
13 the heritage society, could you say your name again
14 for me?

15 MS. ODEGARD: Kelly Odegard. O-D-E-G-A-R-D.

16 MS. HART: It's on your second page.

17 MR. DEORIO: Oh, it's on the second page.
18 Okay.

19 MS. HART: That's the old one. That's the
20 new one.

21 MR. DEORIO: Okay. Got it. All right.

22 So it probably would be in order that we have
23 a motion to appoint Jina Alaback and -- the director
24 of finance to the commission as a commission member
25 and Kelly Odegard to represent the North Canton

1 Heritage Society.

2 MAYOR WILDER: The chair makes that motion to
3 accept those two individuals to the commission.

4 MR. DEORIO: Is there a second?

5 MS. FARINA: Second.

6 MR. DEORIO: A second was made by
7 Miss Farina. All those in favor, signify by saying
8 "aye."

9 ("Aye" in unison.)

10 MR. DEORIO: Aye's have it. Opposed?

11 We can review the minutes from September 16,
12 2019. Are there any changes to the minutes? If
13 there are no changes --

14 MAYOR WILDER: The chair makes a motion to
15 accept minutes as provided.

16 MR. DEORIO: Is there a second?

17 MS. ALABACK: Second.

18 MR. DEORIO: Jina seconded. All those in
19 favor, signify by saying "aye."

20 ("Aye" in unison.)

21 MR. DEORIO: Opposed?

22 MS. ALABACK: Abstain.

23 MR. DEORIO: One abstention.

24 Approval of departmental RC-2s. All right.
25 So this is the meat of the meeting.

1 MS. HART: So I have here the water treatment
2 plant. Mark Leichtamer submitted that there are no
3 records for the water treatment plant for 2020. I
4 also have an RC-2s form signed stating that there are
5 no records for 2020 for the park department, nor for
6 the water distribution department.

7 From the -- from the council department we
8 have an RC-2s form here that I will let everyone
9 take, view, and so that we can approve those.

10 MR. DEORIO: Are those three the only ones
11 you have that have no records?

12 MS. HART: Correct.

13 MR. DEORIO: So everybody else has submitted
14 records?

15 MS. HART: Correct.

16 Also passing around the law director, streets
17 and sewer, city engineer, and finance and
18 administration and fire.

19 MR. FOX: Would you like a copy of those?
20 When they get to me, I'll make sure you have a copy.

21 MS. ALABACK: These are the schedules that
22 will be submitted to the Ohio Historical Society for
23 approval; correct?

24 MS. HART: Correct.

25 MS. ALABACK: And then it will go to the

1 auditor's office, same thing, and then we can file
2 things according to the schedules and retain them
3 according to schedules.

4 MS. HART: Correct.

5 MS. ALABACK: That's the purpose of the RC2s.

6 MS. HART: Yes. Correct. So once everyone
7 looks at them and approves them then our chair will
8 sign off on them and then I will send them in.

9 MS. ALABACK: So does water distribution and
10 water department and parks never have records or
11 somebody else has all of their records?

12 MS. HART: No, they have their records but
13 they just don't have any for this, for 2020.

14 MS. ALABACK: Those are permanent schedules
15 that we're submitting for approval, so they need to
16 have a schedule of every record that they have in a
17 retention period that we're asking for approval for.
18 That we're submitting to the state for approval.
19 This isn't by year. The RC-3s are by year to say
20 this is what we're getting rid of. We ask for
21 approval of things we need to get rid of every year
22 for the RC-3s with this group, and if there's
23 anything that the historical society marks with an X
24 on that schedule, it says we need to see it before
25 you get rid of it. And we send it to them, we have

1 14 days. If we don't hear back from them, we're good
2 to go. But the RC-2s are the schedule by department
3 for every single piece of document or record of the
4 city.

5 MS. FARINA: I think they filled them out
6 thinking they had no records to shred.

7 MS. ALABACK: Right. This is not the
8 shredding process. That's the next process after the
9 schedules are approved. We can't shred anything
10 until they have approved the schedules. Then we list
11 by schedule number what we're shredding, what we're
12 saying we don't need anymore. This is past the seven
13 years or eight years or 10 years or whatever they
14 said yes, that's as long as you need to keep them.
15 So there should be an RC-2s from every department.

16 MS. FARINA: So we should go back to them and
17 have them list a schedule.

18 MS. ALABACK: Yes.

19 MS. HART: Okay. All right.

20 MR. DEORIO: Well, in light of that, how do
21 we want to handle that? Do you want to approve what
22 we have here and then we schedule another meeting to
23 pick up the other three? Or do you want to hold off?

24 MS. ALABACK: I believe there's also a
25 citywide schedule that needs to be approved.

1 Although the local records commission needs to
2 approve all of them, then they get sent down to
3 Columbus. So I would say we wait until we have all
4 of them, but there's a citywide one as well regarding
5 e-mails and basically citywide business. So all that
6 needs to be a separate schedule number.

7 MS. FARINA: We have the manual by
8 department, and in the beginning it does reflect
9 citywide correspondence.

10 MS. ALABACK: So that needs to be on this
11 form and should be the first one. And then each
12 department is following that.

13 MS. FARINA: The department heads should have
14 the manual.

15 MS. HART: They do.

16 MS. FARINA: They just need to transfer
17 what's on there onto an RC-2s form for their schedule
18 and then we need to have that one for the citywide.

19 MS. ALABACK: For the one that we're
20 submitting to Columbus.

21 MR. DEORIO: So you would be able to offer
22 some technical guidance to our staff --

23 MS. ALABACK: Sure.

24 MR. DEORIO: -- in that? Actually, it's
25 great to have someone here that has a lot of

1 experience with it. So I appreciate it.

2 MS. FARINA: For Kelly's information, Jina is
3 our new finance director, coming from the city of
4 Louisville, over ten years, so she has a lot of
5 experience in this and I'm so glad she's here.

6 MR. DEORIO: Okay. Well, then we'll take no
7 action then and we'll set up a time as soon as
8 possible.

9 MS. FARINA: So we've got a good start on
10 some. So we still need water department and parks
11 and rec.

12 MS. ALABACK: We have one for police and
13 fire?

14 MS. FARINA: We have one for fire, yes.

15 MS. ALABACK: EMS? A separate.

16 MS. HART: Yeah, they're -- theirs is in
17 here, too, so we will --

18 MS. ALABACK: And it needs to be a whole
19 comprehensive list of all records. And usually the
20 simplest way to do it is how you file them. You
21 know, like in finance we file AR together, all
22 receipts are together, doesn't matter if it's water,
23 income tax, it doesn't matter, it's money coming in.
24 So cash receipts. And then our payables is separate.
25 So that's how the schedule is listed. You know, it's

1 how you're going to put stuff in a box and file it.

2 It needs to be really simplistic. So maybe
3 EMS runs or -- and you can put a -- the state, a few
4 years ago, required digital records to be a separate
5 schedule, but it -- we were successful in just
6 putting a /D for digital. So no matter what the
7 record is, in what format, because digital can
8 replace the physical record, that's allowed now for
9 audit purposes. So we can just put /D and cover
10 both. So it doesn't matter if my financial reports
11 are digital or paper, I have to keep them for seven
12 years. And it's always those number of years plus
13 current because they have to be audited. So it's
14 truly if you put down seven years you keep them for
15 eight, basically.

16 MS. HART: Okay.

17 MR. DEORIO: Well, I appreciate that
18 immensely. This has always been something very
19 complicated. And we did have some folks come up with
20 the county last year, I forget the fellow's name.

21 MS. HART: John Runion.

22 MR. DEORIO: John Runion gave us kind of a
23 crash course on how this is supposed to work. So I
24 think with what we've done today we are miles ahead
25 of where we were prior to that.

1 MS. HART: If you can believe that.

2 MS. ALABACK: I believe there's a required
3 training, three hours of public records training that
4 at least council's delegate, usually it's the clerk,
5 has to -- or the law director maybe, has to attend
6 every year, and this is a big part of that. Usually
7 that's the person who is commissioning all of these
8 meetings and minutes. And but there is a required
9 training annually.

10 MR. FOX: Actually, it's each department.

11 MS. ALABACK: Yeah. Police's public records
12 is completely different than finance. They actually,
13 I know, have their own public records training on top
14 of just general public records training.

15 MR. DEORIO: So you believe that is for each
16 representative of the department gets listed on here
17 records officers?

18 MR. FOX: Correct.

19 MS. FARINA: You should have the three-hour
20 required training that you're saying every person on
21 here?

22 MS. ALABACK: I think it's required to have
23 one delegate of council. So whoever the delegated
24 records officer is, if that's delegated to you, but
25 that needs to be in council minutes to you as well

1 delegating that.

2 MS. FARINA: So that one required person, who
3 does this commission say that should be?

4 MS. ALABACK: Council has to say who that is.

5 MS. FARINA: Council has to say. And we
6 don't have a representative from council here right
7 now.

8 MR. FOX: I'm the representative for council.

9 MS. FARINA: Oh. I was thinking Jeff.

10 MR. DEORIO: Jeff's a commission member.

11 MS. FARINA: Okay. So it's Tim.

12 MR. FOX: Yes.

13 MR. DEORIO: But the records officer for
14 council is Tim.

15 MS. FARINA: Okay. So he's the required
16 person.

17 MR. DEORIO: If that's who they so designate.

18 MS. ALABACK: And every public office has to
19 attend these trainings. So I don't know that this
20 will happen this year, but lots of times one entity
21 will have it at the county level and everyone will go
22 and sit for their three fun hours of public records
23 training, you know, to satisfy the requirements. So
24 somebody will usually host it locally so that you
25 don't have to go to Columbus for it.

1 MR. DEORIO: Tim, isn't that online?

2 MS. ALABACK: This might be online, even.

3 MR. FOX: Yeah. In fact, I was doing some of
4 it. There's 13 modules --

5 MS. ALABACK: Yeah.

6 MR. FOX: -- going from eight minutes to 12
7 minutes or so forth, and you complete one and move on
8 to the other. You can sign up online and proceed,
9 pause, start again. Or you can go to the three hours
10 of training.

11 MR. DEORIO: All right. Then with that
12 direction, we seem to be that we've reached the end
13 of our agenda. And unless there's other comments.

14 MAYOR WILDER: Just that our takeaway is we
15 should make sure we review our required training and
16 you will get with Kelly to bring us up-to-date on
17 your experience.

18 MS. ALABACK: We'll collect the RC-2s from
19 all the departments.

20 MAYOR WILDER: Okay. All the departments.

21 MS. ALABACK: Do you want to just pick a new
22 date?

23 MR. DEORIO: Yeah.

24 MS. ALABACK: I'm sure they would have
25 something.

1 Did you send that form out to all of them?

2 MS. HART: Yes.

3 MS. ALABACK: So the RC-3s will follow after
4 we get approval of the schedules, then we'll have
5 another meeting with RC-3s, and we could do that in
6 the fall. Is that what you talked about before,
7 around September?

8 MS. HART: Yes. We usually have two
9 meetings. One of them is to approve, apparently, the
10 RC3s and one of them is to go over the manual and
11 everything, which should be the RC-2s. So this
12 meeting -- we're actually doing things differently
13 now than -- this is our RC-2s meeting, and then in
14 the fall we'll have an RC-3 meeting, and then we'll
15 schedule the shred after that.

16 MR. DEORIO: You want to just do next Monday?

17 MAYOR WILDER: That would be fine.

18 MR. DEORIO: Okay. Do you want to go the
19 same time, 11:00? Okay.

20 So if somebody would make that in the form of
21 a motion that we have a meeting on Monday, March 23,
22 2020, at 11 a.m.

23 MAYOR WILDER: The chair will make a motion
24 to have our North Canton Records and Archives meeting
25 for 11 a.m. -- on March the 23rd at 11 a.m.

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MR. DEORIO: Is there a second?

MS. ALABACK: I'll second.

MR. DEORIO: Moved and seconded. All those
in favor, signify by saying "aye."

("Aye" in unison.)

MR. DEORIO: Being there's no other business,
I'll entertain a motion to adjourn.

MS. FARINA: Motion.

MR. FOX: Second.

MR. DEORIO: Moved and seconded. All those
in favor, signify by saying "aye."

("Aye" in unison.)

MR. DEORIO: We are adjourned. It is 11:22.

MAYOR WILDER: Thank you for attending.

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(Meeting adjourned at 11:22 a.m.)

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Stephan B. Wilder

Stephan B. Wilder, Chair

C E R T I F I C A T E

STATE OF OHIO)
)SS
 STARK COUNTY)

I, Laurie Maryl Jonas, a Registered Merit Reporter and Notary Public in and for the State of Ohio, duly commissioned and qualified, do hereby certify that this meeting was by me reduced to Stenotype and afterwards prepared and produced by means of Computer-Aided Transcription, and that the foregoing is a true and correct transcription.

I further certify that this hearing was taken at the time and place in the foregoing caption specified.

I further certify that I am not a relative, employee of or attorney for any party or counsel, or otherwise financially interested in the event of this action.

I do further certify that I am not, nor is the court reporting firm with which I am affiliated, under a contract as defined in Civil Rule 28(D).

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal of office at Canton, Ohio, on this 22nd day of March, 2020.

Laurie Maryl Jonas

 Laurie Maryl Jonas RMR & Notary Public.
 My commission expires January 6, 2022.

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MS. ALABACK: [29]
MS. BAUGHMAN: [1] 3/22
MS. FARINA: [18]
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MS. TEIS: [1] 4/10

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