

CITY OF NORTH CANTON, OHIO
RECORDS AND ARCHIVES COMMISSION

TRANSCRIPT OF
MARCH 21, 2022, 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 21, 2022, at 10:30 a.m.

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APPEARANCES:

Patrick A. DeOrio, Director of Administration
Jina E. Alaback, Director of Finance
Kelly Odegard, North Canton Heritage Society
Kelly Hart, Administrative Specialist

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1 MR. DEORIO: All right. I'd like to call the
2 meeting of the North Canton Records Retention
3 Committee together, or Records and Archives
4 Commission together. It is Monday, March 21, 2022.
5 The time is 10:30 a.m.

6 We will call the roll. DeOrio is here.

7 MS. ODEGARD: Kelly Odegard is here.

8 MS. ALABACK: Jina Alaback is here.

9 MR. DEORIO: And also present is our previous
10 secretary for the commission, Kelly Hart.

11 First order of business is approval of the
12 minutes.

13 MS. ALABACK: So moved. Sorry.

14 MR. DEORIO: Is there a second?

15 MS. ODEGARD: Second.

16 MR. DEORIO: All those in favor, say "aye."
17 ("Aye" in unison.)

18 MR. DEORIO: Opposed?

19 New business is approval of revised records
20 retention.

21 Before we do that, do we need to appoint the
22 secretary again?

23 MS. ALABACK: Probably.

24 MR. DEORIO: For another --

25 MS. ALABACK: Since we changed.

1 MR. DEORIO: Since the change.

2 I'd like to add a motion to amend the agenda
3 to include the designation of a secretary for the
4 commission.

5 MS. ODEGARD: Second.

6 MR. DEORIO: It's been moved and seconded.
7 Since there's no discussion, we'll just vote. All
8 those in favor, signify by saying "aye."

9 ("Aye" in unison.)

10 MR. DEORIO: All right. The agenda is
11 amended.

12 At this time, I would entertain a motion to
13 appoint Kelly Hart as the commission secretary.

14 MS. ODEGARD: So moved.

15 MR. DEORIO: It's been moved.

16 MS. ALABACK: Second.

17 MR. DEORIO: Seconded. All those in favor,
18 signify by saying "aye."

19 ("Aye" in unison.)

20 MR. DEORIO: Opposed? Congratulations.

21 MS. HART: Thanks.

22 MR. DEORIO: Approval of the revised
23 retention manual. Ms. Hart.

24 MS. HART: Did you do the minutes already?

25 MR. DEORIO: Yes, we did.

1 MS. HART: Okay.

2 MR. DEORIO: We're moving at the speed of
3 light.

4 MS. HART: Apparently.

5 MR. DEORIO: Would you like to brief the
6 commission on the changes that have occurred since
7 our last meeting concerning the records retention
8 manual.

9 MS. HART: So in going through all the
10 paperwork and everything that is in this city, I came
11 across some Public Employment Risk Reduction Program
12 paperwork and noticed that was not in the
13 administration's records retention manual. So I went
14 ahead and we need to add that and the reports,
15 records, and agendas, so that has been changed in the
16 new manual. That's really the only thing that has
17 changed this year from last year's manual.

18 MR. DEORIO: Were there changes to the
19 commission makeup?

20 MS. HART: Oh, the commission members were
21 changed, and it went through -- there's an ordinance
22 for removing the people that we had in the positions,
23 which were we had -- that's 2022. I don't have 2021.

24 MR. DEORIO: I saw that here.

25 MS. HART: There it is.

1 So we had the mayor, the director of
2 administration, the deputy director of
3 administration, the director of law, president of
4 council, director of finance, the commission
5 secretary, and the North Canton Heritage Society were
6 all members last year for 2021. And that was changed
7 in accordance with state laws. What the state
8 requires us to have is only the mayor -- the mayor or
9 the mayor's appointed representative, and the finance
10 director, the law director, a citizen appointed by
11 the mayor who shall be a member of the North Canton
12 Heritage Society, and then a secretary. And so those
13 members were changed as well.

14 MR. DEORIO: All right. Any other changes?

15 MS. HART: No. We just need 2011 through
16 2015 PERRP records will be shredded this year.

17 MS. ALABACK: Well, we'll submit those on an
18 RC, right, 31. RC30.

19 MS. HART: RC3.

20 MS. ALABACK: And are we having a meeting
21 before the September meeting to do that or are we
22 just going to do that all in the September meeting?

23 MS. HART: We're doing them all in the
24 September meeting.

25 MS. ALABACK: Okay.

1 MS. HART: And the shred will be scheduled
2 after that.

3 MS. ALABACK: Okay.

4 MR. DEORIO: All right. Being that there's
5 no other discussion on the changes made to the
6 records retention manual, I would seek a motion to
7 adopt the 2022 records retention manual as presented
8 in our packet.

9 MS. ALABACK: I'll second.

10 MR. DEORIO: It's been moved and seconded.
11 All those in favor, signify by saying "aye."

12 ("Aye" in unison.)

13 MR. DEORIO: Opposed? The ayes have it.

14 Being there's no other items on the agenda
15 for discussion, I will seek a motion to adjourn.

16 MS. ALABACK: So moved.

17 MS. ODEGARD: Second.

18 MR. DEORIO: Move and seconded. All those in
19 favor, say "aye."

20 ("Aye" in unison.)

21 MR. DEORIO: Opposed? We stand adjourned.

22 The time is 10:36.

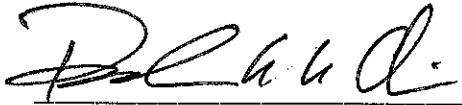
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24 (Meeting adjourned at 10:36 a.m.)

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Attest:



Patrick A. DeOrio
Director of Administration

<p style="text-align: center;">A</p> <p>a.m 1:19 3:5 7:24 action 9:13 add 4:2 5:14 adjourn 7:15 adjourned 7:21 7:24 administration 2:2 6:2,3 8:3 administratio... 5:13 Administrative 2:5 adopt 7:7 affiliated 9:14 affixed 9:16 agenda 4:2,10 7:14 agendas 5:15 ahead 5:14 Akron 1:24 Alaback 2:3 3:8 3:8,13,23,25 4:16 6:17,20 6:25 7:3,9,16 amend 4:2 amended 4:11 Apparently 5:4 APPEARANC... 2:1 appoint 3:21 4:13 appointed 6:9 6:10 approval 3:11 3:19 4:22 Archives 1:2,15 3:3 Attest 8:1 attorney 9:12 aye 3:16,17 4:8,9 4:18,19 7:11 7:12,19,20 ayes 7:13</p>	<p style="text-align: center;">B</p> <p>brief 5:5 business 3:11,19</p> <hr/> <p style="text-align: center;">C</p> <p>C 9:1,1 call 3:1,6 Canton 1:1,14 1:18,19,24 2:4 3:2 6:5,11 9:16 caption 9:10 certify 9:7,10,11 9:14 change 4:1 changed 3:25 5:15,17,21 6:6 6:13 changes 5:6,18 6:14 7:5 citizen 6:10 city 1:1,18 5:10 Civil 9:15 commission 1:2 1:15 3:4,10 4:4 4:13 5:6,19,20 6:4 9:19 commissioned 9:7 Committee 3:3 Computer-Ai... 9:8 concerning 5:7 Congratulations 4:20 contract 9:15 correct 9:9 council 6:4 counsel 9:12 COUNTY 9:4 court 1:24 9:14</p> <hr/> <p style="text-align: center;">D</p> <p>day 9:17 defined 9:15 DeOrio 2:2 3:1,6</p>	<p>3:9,14,16,18 3:24 4:1,6,10 4:15,17,20,22 4:25 5:2,5,18 5:24 6:14 7:4 7:10,13,18,21 8:3 deputy 6:2 designation 4:3 director 2:2,3 6:1,2,3,4,10,10 8:3 discussion 4:7 7:5,15 doing 6:23 duly 9:6</p> <hr/> <p style="text-align: center;">E</p> <p>E 2:3 9:1,1 employee 9:12 Employment 5:11 entertain 4:12 event 9:12 expires 9:19</p> <hr/> <p style="text-align: center;">F</p> <p>F 9:1 favor 3:16 4:8 4:17 7:11,19 finance 2:3 6:4,9 financially 9:12 firm 9:14 First 3:11 foregoing 9:8,10 further 9:10,11 9:14</p> <hr/> <p style="text-align: center;">G</p> <p>going 5:9 6:22</p> <hr/> <p style="text-align: center;">H</p> <p>Hall 1:18 hand 9:16 Hart 2:5 3:10 4:13,21,23,24</p>	<p>5:1,4,9,20,25 6:15,19,23 7:1 hereunto 9:16 Heritage 2:4 6:5 6:12</p> <hr/> <p style="text-align: center;">I</p> <p>include 4:3 interested 9:12 items 7:14</p> <hr/> <p style="text-align: center;">J</p> <p>January 9:19 Jina 2:3 3:8 Jonas 1:16 9:6 9:19</p> <hr/> <p style="text-align: center;">K</p> <p>Kelly 2:4,5 3:7 3:10 4:13</p> <hr/> <p style="text-align: center;">L</p> <p>Laurie 1:16 9:6 9:19 law 6:3,10 laws 6:7 light 5:3</p> <hr/> <p style="text-align: center;">M</p> <p>Main 1:18 makeup 5:19 manual 4:23 5:8 5:13,16,17 7:6 7:7 March 1:7,19 3:4 9:17 Maryl 1:16 9:6 9:19 mayor 6:1,8,8 6:11 mayor's 6:9 means 9:8 meeting 1:7 3:2 5:7 6:20,21,22 6:24 7:24 9:7 9:10</p>	<p>member 6:11 members 5:20 6:6,13 Merit 1:16 9:6 minutes 3:12 4:24 Monday 1:19 3:4 motion 4:2,12 7:6,15 Move 7:18 moved 3:13 4:6 4:14,15 7:10 7:16 moving 5:2</p> <hr/> <p style="text-align: center;">N</p> <p>need 3:21 5:14 6:15 new 3:19 5:16 North 1:1,14,18 1:18,18 2:4 3:2 6:5,11 Notary 1:17 9:6 9:19 noticed 5:12</p> <hr/> <p style="text-align: center;">O</p> <p>occurred 5:6 Odegard 2:4 3:7 3:7,15 4:5,14 7:17 office 9:16 Oh 5:20 Ohio 1:1,17,19 9:3,6,16 Okay 5:1 6:25 7:3 Opposed 3:18 4:20 7:13,21 order 3:11 ordinance 5:21</p> <hr/> <p style="text-align: center;">P</p> <p>packet 7:8</p>
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