

Westmoreland County
Records Improvement Committee
March 14, 2022

Attendance:

Douglas W. Chew, Commissioner *voting member
Jon Wian, COS Commissioner Kertes *voting member
Megan Loughner, Clerk of Courts *voting member
Tyler King, 2nd Deputy Treasurer *voting member
Rona Beluschok, Register of Wills *voting member
Gina O'Barto, Prothonotary *voting member

Melissa Guiddy, County Solicitor
Angela Matson, Financial Admin
Scott Ross, Director Info Systems
Paige Fulmer, Sheriff Dept
Don O'Brien – COS Commissioner
Cerilli Thrasher
Jason Greenwald, Director, Records Management
Vera Spina, Chief Clerk

Ms. Loughner called the meeting to order at 10:01am

Opportunity for Public Comment
No Public Comment

Approval of the meeting minutes of January 10, 2022

Motion was made by Mr. Wian, seconded by Mr. Chew and it was unanimously agreed to approve the minutes of the previous meeting, held January 10, 2022

Balance of the Records Improvement Fund Account

Ms. Loughner reports that the balance of collections is \$2,528,841.03; expenditures total is \$2,285,451.63 – with a net total of \$243,389.40

New Business:

- **CivicPlus Annual Invoice** – Mr. Ross presents that this is the CivicPlus annual maintenance for hosting the county website, it is a 5% increase from last year. Motion was made by Mr. Chew, seconded by Ms. O'Barto and it was unanimously agreed to approve the expenditure in the amount of \$34,257.30 to CivicPlus from the Records Improvement Fund and to place this item on the Commissioners Public Meeting of March 17, 2022
- **CivicPlus Hosting and Security Encryption Agreement** – Mr. Ross presents, this with an updated cost of \$6,913.00 for start up and year one and \$7,717.50 for year 2. This would allow for encryption forms on the county website and would save things going through the mail. This would be password protected through CivicPlus. Motion was made by Mr. Chew, seconded by Mrs. O'Barto and it was unanimously agreed to approve the expenditure in the amount of \$6,913.00 to CivicPlus from the Records Improvement Fund and to place this item on the Commissioners Public Meeting of March 17, 2022
- **CivicPlus Audio Eye Agreement** – Mr. Ross presents this solution, it would make the county website ADA compliant for end users, they would have options to change fonts, font size, colors and puts the website in ADA compliance with a certificate. There will be an icon that displays on the website. It is \$12,000.00 per year. Mr. Ross emphasizes that not being ADA complaint could result in potential fines and lawsuits. Motion was made by Mr. Chew, seconded by Mrs. Loughner and it was unanimously agreed to approve the expenditure in the amount \$12,000.00 to CivicPlus from the Records Improvement Fund and to place this item on the Commissioners Public Meeting of March 17, 2022.

Old Business: Mr. Greenwald reminds everyone that space is a continuing issue and he knows that offices are out of space, they have placed additional things in the Forensic Center. He has been working with departments to sort through items and get rid of things that can be destroyed. The issue remains with the records that are permanent, there is simply no space as they continue to grow each year. Suggestions are made of looking at digitization or another location. He states that he is still cataloging and estimates that there are 32,000 linear feet of boxed records in addition to 13,000 books, plus what is outstanding in offices. Mr. Greenwald states that digitizing older permanent records might only cut down the boxes by half. He acknowledges the concern with all departments. Records are scattered everywhere. He will send lists to both the Sheriff Department and the Prothonotary's Office, as they have requested, and will work with them to create disposal logs if they can identify items that can be destroyed. Court records are difficult because when a Judge does request, it must be the original and the departments must provide those.

There being no further business, motion was made by Mr. Wian, seconded by Mrs. Beluschok and it was unanimously agreed to adjourn the meeting at 10:30am