

Westmoreland County
Records Improvement Committee
March 15, 2021 Meeting Minutes

Attendance:

In person:

Sean Kertes, Commissioner *voting member
Douglas W. Chew, Commissioner *voting member
Megan Loughner, Acting Clerk of Courts *voting member
Jon Wian, COS Commissioner Kertes
Darryl Brown, Deputy Treasurer
Alex Attia, Clerk of Courts Office
Paige Fulmer, Sheriff's Office
Melissa Guiddy, County Solicitor
Rick Svesnick, Information Systems
Jason Greenwald, Director, Records Management
Vera Spina, Chief Clerk

Via Conference Call:

Sherry Magretti Hamilton, Register of Wills *voting member
Jared Squires, Treasurer *voting member
Lori Campbell, Chief Deputy Prothonotary *voting member
Don O'Brien, COS Commissioner Cerilli
Meghan McCandless, Director, Financial Admin
Angela Matson, Financial Admin
Scott Ross, Information Systems

Ms. Hamilton called the meeting to order at 10:03am

Opportunity for Public Comment
No Public Comment

Approval of the meeting minutes of July 6, 2020

Motion was made by Mr. Kertes, seconded by Mr. Chew and it was unanimously agreed to approve the minutes of the previous meeting, held January 11, 2021

Election of Officers (for Chairman)

Ms. Squires makes a motion for Ms. Loughner to serve as Chairman, the motion is seconded by Mr. Chew; there are no other nominations, all in favor, motion passes – Ms. Loughner is elected as Chairman of the Records Improvement Committee for 2021 and at this point begins presiding over the meeting. Ms. Hamilton remains Vice-Chairman

Balance of the Records Improvement Fund Account

Ms. Loughner reports that the balance of collections is \$2,430,118.62; expenditures total is \$2,206,073.03 – with a net total of \$224,045.59

Old Business:

Document Storage

Mr. Greenwald reports that he, Mr. Rigone and Mr. McCloskey visited two potential sites for additional storage. The preferred location is at the Eidemiller Building on Roseytown Road. This is dependent upon the Board of Commissioners entering into a lease agreement for the space. Additionally, shelving would be needed and most likely require to be bid. There is also the need for a security system at the site. Mr. Kertes adds that Commissioners will continue the conversation about the Eidemiller Building. Mr. Greenwald also adds that he is continuing to work through the records the county currently holds by creating an inventory system and determining what records can be destroyed. He has begun reaching out to departments and making determinations on some records.

New Business:

Service Contract – Kodak Alaris – Mr. Greenwald reports that this renewal for service has existed for a number of years and was missed being placed on the Records Improvement Fund Meeting. Once the Records Improvement Fund approves, this moves to a Commissioners Public Meeting to be approved, so that the Commissioners can sign the contract document. (It was placed Commissioners Public Meeting in 2020); Motion was made by Mr. Kertes, seconded by Mr. Squires and it was unanimously agreed to approve the Service Contract for Kodak Alaris and to submit for the Commissioners Public Meeting of March 18, 2021

There being no further business, motion was made by Mr. Squires, seconded by Mr. Kertes and it was unanimously agreed to adjourn the meeting at 10:14am