

Westmoreland County  
Records Improvement Committee  
May 9, 2022

**Attendance:**

**Douglas W. Chew, Commissioner \*voting member**  
**Jon Wian, COS Commissioner Kertes \*voting member**  
**Megan Loughner, Clerk of Courts \*voting member**  
**Jared Squires, Treasurer\*voting member**  
**Rona Beluschok, Register of Wills\*voting member**  
**Gina O’Barto, Prothonotary\*voting member**

Melissa Guiddy, County Solicitor  
Meghan McCandless, Financial Admin  
Scott Ross, Director Info Systems  
Don O’Brien – COS Commissioner Cerilli Thrasher  
Darry Brown, Deputy Treasurer  
Jason Greenwald, Director, Records Management  
Vera Spina, Chief Clerk

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

Opportunity for Public Comment  
*No Public Comment*

**Approval of the meeting minutes of March 14, 2022**

Motion was made by Mr. Wian, seconded by Ms. O’Barto and it was unanimously agreed to approve the minutes of the previous meeting, held March 14, 2022

**Balance of the Records Improvement Fund Account**

Ms. Loughner reports that the balance of collections is \$2,552,970.21; expenditures total is \$2,337,033.93 – with a net total of \$215,936.28

**New Business:**

- **Service Contract, Kodak Alaris** – Mr. Greenwald reported that this is service for the Archive Writer in the Records Management Department to print digital files to microfilm. This has been paid for in the past out of the Records Improvement Fund. Motion was made by Mr. Squires, seconded by Mr. Chew, and it was unanimously agreed to approve the Kodak Alaris from the Records Improvement Fund and to place on a Commissioners Public Meeting for approval.

There being no further business, motion was made by Mr. Squires, seconded by Mr. Chew and it was unanimously agreed to adjourn the meeting at 10:03am