

Westmoreland County
Records Improvement Committee
July 12, 2021 Meeting Minutes

Attendance:

Sean Kertes, Commissioner *voting member
Douglas W. Chew, Commissioner *voting member
Megan Loughner, Acting Clerk of Courts *voting member
Darryl Brown, Deputy Treasurer *voting member
Lori Campbell, Chief Deputy Prothonotary *voting member
Jon Wian, COS Commissioner Kertes
Heather Cordial, COS Commissioner Chew
Don O'Brien, COS Commissioner Cerilli Thrasher

Paige Fulmer, Sheriff's Office
Melissa Giddy, County Solicitor
Meghan McCandless, Director, Financial Admin
Angela Matson, Financial Admin
Rick Svesnik, Information Systems
Jason Greenwald, Director, Records Management
Vera Spina, Chief Clerk

Ms. Loughner called the meeting to order at 10:02am

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 March 15, 2021

Balance of the Records Improvement Fund Account

Ms. Loughner reports that the balance of collections is \$2,430,110.95; expenditures total is \$2,206,073.03 – with a net total of \$224,037.92

Old Business:

Document Storage

Mr. Greenwald reports the county did put out a Requests for Proposal for document storage space, one proposal was received (Fotorecord Building), about a block away from the courthouse. The issue remains funding to lease the space. He and Dante DeCario visited the D-Wing at Westmoreland Manor, it is small space and not sufficient room for growth. He also learned of potential space in the Forensic Center, not sure of the size of that space, but it is currently being used for Prison storage. Commissioner Kertes adds that each Commissioner has a different view, he would like to see funds allocated to purchase a building eventually – but would also like to see the Records Improvement Fund Committee contribute to funding on this issue. We are very close to a safety/fire hazard with boxes. Mr. Greenwald also adds that wherever the space may be, it will have to be outfitted with shelving and is hopeful that the Records Improvement Committee could help with that.

New Business:

Service Contract – eDocs Technologies, LLC (Information Systems) – Mr. Svesnik reports that this eDocs Agreement for Solution Support Services (SSA), this is approving a block of hours to be used as needed to support On-Base, including department upgrades; having this in place is more cost efficient than on-call services. Commissioner Chew makes a motion to approve the agreement pending Information Systems recommending the number of hours and to place on the July 17, 2021 Commissioners Public Meeting Agenda; the motion is seconded by Commissioner Kertes; all in favor, motion passes.

There being no further business, motion was made by Ms. Loughner, seconded by Mr. Chew and it was unanimously agreed to adjourn the meeting at 10:13am