

**Records Commission Meeting
Centerville Municipal Building
Law Library
Wednesday, November 3, 2010**

In attendance were Commission members:

Jennifer Wilder
Steven Hinshaw
Debra James

Scott A. Liberman
Carolyn Meininger

At 10:30 a.m., Chairperson Wilder called the meeting to order and took roll call.

A motion was made by Mr. Liberman to approve the form RC-2 that was presented to the Commission for the Clerk of Council's office. Dr. Hinshaw seconded the motion. Motion approved.

A motion was made by Dr. Hinshaw to approve the form RC-3 that was presented to the Commission for the Clerk of Council's office. Mrs. James seconded the motion. Motion approved.

A motion was made by Mrs. Meininger to appoint Ginger Yonak, Human Resources Manager, as the Commission's Secretary. Dr. Hinshaw seconded the motion. Motion approved.

A motion was made by Mr. Liberman to approve the minutes of the June 9, 2009 meeting. Dr. Hinshaw seconded the motion. Motion approved.

At 11:35 a.m., a motion was made by Mr. Liberman to adjourn the meeting. Dr. Hinshaw seconded the motion. Motion approved.

The meeting was adjourned.


Approved – Chairperson

2-22-12
Date