

## RECORDS COMMISSION MEETING

### MINUTES

Centerville Municipal Building

Kingseed Law Library

February 24, 2021

In attendance were Commission members:

Wayne Davis  
Tyler Roark  
Scott Liberman

Also in attendance were Public Records Custodian Teri Davis, Police Records Specialist Mary Prater, Human Resources Director Jen McCormick, and Communications Director Kate Bostdorff.

At 11:04, Mr. Davis called the meeting to order and took roll call.

#### **Excuse Absent Members**

Mr. Liberman moved to Excuse Carolyn Meininger from the meeting; Mr. Roark seconded the motion, and it passed unanimously.

#### **Minutes**

A motion was made by Mr. Liberman to approve the minutes of August 26, 2020. The motion was seconded by Mr. Roark and passed unanimously.

#### **Old Business – none**

#### **New Business**

- a. Mrs. Davis presented requested edits to the following RC2s:

Clerk of Council  
Planning  
General City-wide

Mr. Liberman moved to approve the edits to the Clerk of Council RC2 with some discussed revisions. Mr. Roark seconded the motion, and it passed unanimously.

Mr. Liberman moved to approve the edits to the Planning RC2. Mr. Roark seconded the motion, and it passed unanimously.

Mr. Liberman moved to approve the edits to the General City-wide RC2 with some discussed revisions. Mr. Roark seconded the motion, and it passed unanimously.

- b. Mrs. Davis discussed a procedural change to allow Boards and Commission minutes to be signed utilizing DocuSign. The Commission will allow this procedure but desires that a line be added for the submitter of the minutes to also sign via DocuSign.

- c. Mrs. Bostdorff explained the City's score of three stars out of four on the newly instituted Star Rating System for document transparency best management practices which was assessed during last year's audit. The Commission discussed its contention with two of three scoring criteria audit results.

**Other Business**

Mrs. Prater inquired about the timing of the next shred event. Mrs. Bostdorff advised it will take place in March.

Mrs. McCormick inquired about the procedure for editing RC2s. Mrs. Bostdorff explained Mrs. McCormick can bring requested edits to the Records Commission meeting in August.

At 11:56 a.m., Mr. Liberman made a motion for adjournment, Mr. Roark seconded the motion, and it passed unanimously.

The next meeting will be held on Wednesday, August 18, 2021 at 11:00 a.m. in the Kingseed Law Library.

Submitted By: 

Wayne Davis  
Approved – Chairperson

8/18/2021  
Date