

RECORDS COMMISSION MEETING

MINUTES

Centerville Municipal Building

Kingseed Law Library

February 23, 2022

In attendance were Commission members:

Wayne Davis

Tyler Roark

Scott Liberman

Carolyn Meininger

Also in attendance were Public Records Custodian Teri Davis and Police Records Specialist Lindsey Slack.

At 3:35, Mr. Davis called the meeting to order and took roll call.

Minutes

A motion was made by Mrs. Meininger to approve the minutes of August 18, 2021. The motion was seconded by Mr. Liberman and passed unanimously.

Old Business – none

New Business

- a. Mrs. Davis discussed a proposal to conduct public records training for City personnel. She will work with Human Resources Director Jen McCormick to establish the training structure. She will look into arranging for a guest speaker from the Ohio Attorney General's office to provide Ohio Sunshine Law training. The Commission members encouraged the training to be conducted in the summer months prior to the next Records Commission meeting in August.
- b. Mrs. Meininger asked about in what amount of time the City is required to provide documents responsive to a public records request. Mr. Liberman explained the law requires public records requests be fulfilled in a "reasonable" amount of time without specific time requirements. Mrs. Davis provided statistics regarding the City's last two years of public records request response time averages.

Adjournment

At 3:52 p.m., Mrs. Meininger made a motion for adjournment, Mr. Liberman seconded the motion, and it passed unanimously.

The next meeting will be held on Wednesday, August 17, 2022 at 11:00 a.m. in the Kingseed Law Library.

Submitted By: 

City Manager Wayne S. Davis
Approved – Chairperson

8/18/2022
Date