

Minutes of the meeting of the Cuyahoga County Archives Advisory Commission, Thursday, April 25, 2024, at 10:00 a.m. The meeting was held in the Cuyahoga County Archives, Third Floor, 3951 Perkins Avenue. The following members of the Advisory Commission were present:

Appointed Members:

Ken Bravo, Chair  
Chris Gerrett, Vice Chair  
Isabel Klein, Secretary  
Kieth Peppers  
Debbie Abbott

Ex Officio Members:

Joseph Cox	Security Analyst, Department of Information Technology
Michael Dever	Director, Department of Public Works
Andria Richardson	Clerk of Cuyahoga County Council

The following individuals were also present:

Judith G. Cetina	Archivist, Cuyahoga County Archives
Mellany Seay	Finance and Operations Administrator, Department of Public Works
Danielle Stallings	Intern, Cuyahoga County Archives

Ken Bravo, Cuyahoga County Archives Advisory Commission Chair, opened the in-person meeting by greeting all in attendance at 10 a.m. The first item of business was to approve the minutes from the February 8, 2024, meeting. Ms. Richardson moved to approve the minutes. Ms. Gerrett seconded. The meeting minutes did not receive unanimous approval. Mr. Dever asked for a correction to be made regarding County Executive Ronayne's comments recognizing Dr. Cetina as County Archivist. Mr. Dever stated that Executive Ronayne said he would look into this recognition with the legal department, but did not formally recognize Dr. Cetina as County Archivist during the meeting on February 8, 2024. The commission's other members declined Mr. Dever's request, but agreed to make a note in the meeting minutes.

Mr. Bravo shared a brief Chair's Report. The reappointment of Kieth Peppers and Debrah Abbott is set to take place in May 2024.

Next, Dr. Cetina shared the Archivist's Report. The contract with Kofile has been signed and returned to the County for further review by the Technical Advisory Committee (TAC) Board and then will be sent to the Board of Control for final approval. Kofile's first project will be for Kofile to remove and digitize eight volumes of appearance dockets.

Dr. Cetina announced the disposal of five pallets of records from the County's Fiscal Office from 2018. In September 2024, the disposal of the Fiscal Office's 2019 records will take place. Mr. Bravo asked Dr. Cetina to explain the disposal process of County records. Dr. Cetina shared that Cuyahoga County uses Northcoast Inc. to destroy and dispose of records in locked blue bins.

Dr. Cetina reported that she will be participating in Nation History Day activities this June. She will be submitting an IT ticket regarding the broken link to the County Archive's webpage. Last, Dr. Cetina will be contacting the contractor who installed shelving about issues with access to some of the cabinet drawers.

Mr. Bravo asked about the status of replacing the map decal on the Archives building. Mr. Dever shared that it is being worked on, but that the old peeling decal had to be removed.

Last, Chair Bravo reminded members to mark their calendars for the remaining meetings for the year: July 25 and October 24 at 10 a.m. No one had any other announcements or other issues to raise under Good and Welfare and so the meeting, upon the motion of Mr. Dever and seconded by Ms. Gerrett, was adjourned at 11 a.m.

Sincerely,

Isabel Klein, MLS, CA  
Secretary, Cuyahoga County Archives Advisory Commission