

Minutes of the meeting of the Cuyahoga County Archives Advisory Commission, Thursday, July 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

Ex Officio Members:

Joseph Cox	Security Analyst, Department of Information Technology
Shelia Obrycki, representing	Mike 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

The following individual was absent:

Debbie Abbott

Ken Bravo, Cuyahoga County Archives Advisory Commission Chair, opened the in-person meeting by greeting all in attendance. The first item of business was to approve the minutes from the February 8, 2024, meeting. Ms. Gerrett moved to approve the minutes. Mr. Cox seconded. The meeting minutes were unanimously approved.

Mr. Bravo had no new information to share for the Chair's Report.

Next, Dr. Cetina shared the Archivist's Report. The reappointment of Kieth Peppers and Dr. Debbie Abbott as CCAAC members is well underway. Mr. Peppers and Dr. Abbott are awaiting final approval from the full County Council.

Kofile's digitization work on the indexes to the county's appearance dockets has picked up. Records are headed to Texas for digitization. Archives staff will receive training on how to access the records. Kofile's scanning of the records is expected to take several weeks, but the indexing will take longer.

Dr. Cetina reported that metal dividers have been purchased for shelving and drawers have been fixed.

Dr. Cetina shared that she participated in Cleveland's History Days in June. Approximately, 75 – 80 people visited the Archives over two days for tours and talks. Last, Dr. Cetina has worked with IT on changes to the webpage and updated records retention schedules.

Last, Chair Bravo reminded members to mark their calendars for the last meeting for the year on October 24, 2024 at 10 a.m. No one had any other announcements or other issues to raise under Good and Welfare and the meeting was adjourned by unanimous approval.

Sincerely,

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