

## **Cuyahoga County Archives Advisory Commission Meeting Minutes**

**Date:** Thursday, February 20, 2025, at 10:00 a.m.

**Location:** Cuyahoga County Archives, Third Floor, 3951 Perkins Avenue, Cleveland, OH

### **Roll Call**

#### **Appointed Members Present:**

- Ken Bravo, Chair
- Isabel Klein, Secretary
- Debbie Abbott

#### **Ex Officio Members Present:**

- Joseph Cox, Security Analyst, Department of Information Technology
- Matt Hrubey, Business Services Manager, Department of Public Works
- John Myers, representing Mike Dever, Director, Department of Public Works

#### **Also Present:**

- Judith Cetina, Archivist, Cuyahoga County Archives
- Sharon Douglass, Deputy Archivist, Cuyahoga County Archives
- Brian O'Malley, representing Michael Chambers, Fiscal Officer

#### **Absent:**

- Chris Gerrett
- Kieth Peppers
- Andria Richardson

### **Call to Order**

Chair Bravo opened the in-person meeting at 10:00 a.m. and welcomed all attendees. A quorum was present.

### **Budget**

Mr. Hrubey distributed and reviewed the Archive's budget report. Currently, there is a surplus in the budget, but financial deficits across the county. He anticipates providing further updates and projections at the next meeting.

### **Approval of Meeting Minutes**

The next item of business was to approve the minutes of the October 24, 2024, meeting. Dr. Abbott moved to approve the minutes. Mr. Cox seconded. The motion carried unanimously.

### **Organizational Meeting (Per Bylaws, Article 6 §6.1 and Article 5 §5.2)**

The Commission held its scheduled organizational meeting for the election of officers. The following slate of officers was unanimously approved:

- Chair: Ken Bravo
- Vice Chair: Chris Gerrett

- Secretary Isabel Klein

### **Archivist Report**

Dr. Judith Cetina provided the following updates:

- **Volunteer Recognition:** County Executive Chris Ronayne attended the Archives' annual Volunteer Appreciation Event in December 2024.
- **Intern Projects:** New interns are working on exhibits for Black History Month, Women's History Month, and Earth Day.
- **Vendor Update:** Kofile, a contracted vendor, has undergone corporate restructuring, resulting in staff changes. A former Kofile employee now works for a new company offering on-site scanning services.
- **Microfilm Department:** This department has been absorbed by the County Recorder's Office, which is exploring digitization upgrades.
- **Public Records Audit:** A recent audit has been completed. Current policies align with the Ohio Revised Code and Ohio History Connection guidelines, but differ from some elements of the county code. Dr. Cetina is working on aligning policies accordingly.
- **Digital Access:** Full access to Fold3, a digital military records database, is now available to Archives staff and visitors.

Dr. Cetina will continue updating the Commission on audit developments and policy revisions.

### **Adjournment**

Chair Bravo reminded members of upcoming meeting dates:

- April 24, 2025
- July 25, 2025
- October 23, 2025

No one had any other announcements or other issues to raise under Good and Welfare and so the meeting, upon the motion of Ms. Klein, seconded by Mr. Cox, was adjourned at 11:28 a.m.

Sincerely,

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