

Cuyahoga County Archives Advisory Commission Meeting Minutes

Date: Thursday, October 23, 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
- Chris Gerrett, Vice Chair
- Isabel Klein, Secretary
- Debbie Abbott

Ex Officio Members Present:

- Joseph Cox, Security Analyst, representing Andy Johnson, Director, 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
- Michael Chambers, Fiscal Officer

Absent:

- Kieth Peppers
- Andria Richardson

Call to Order

Chair Bravo opened the in-person meeting at 10:01 a.m. and welcomed all attendees.

Approval of Meeting Minutes

The first item of business was to approve the minutes of July 24, 2025, meeting. Ms. Gerrett moved to approve the minutes. Mr. Cox seconded. The motion carried unanimously.

Archivist's Report

Dr. Cetina provided the following updates:

- **Commission Reappointments:**
 - Updates were shared regarding the reappointment of commission members Ken Bravo, Chris Gerrett, and Isabel Klein.
- **County Council Visit:**
 - Councilman Mark Casselberry (District 4) visited the Archives on September 17, 2025, and expressed interest in researching historical information.
- **Educational Visits:**
 - A Senior Learning visit from Tri-C was held; one participant expressed interest in volunteering.
 - Ohio Military Reserve materials, particularly from the 1930s, were of strong interest.
- **Building Issues:**

- The building elevator remains out of service.
- Pest activity was reported; an exterminator was contacted and the issue has been resolved.
- **Student Engagement:**
 - Several Kent State University MLIS students visited as part of an assignment on local archives.
 - Staff spent approximately 2.5 hours responding to extensive research questions.
- **Supplies and Organization:**
 - Blue dividers were purchased for building cards.
 - Staff are rewriting street names and parcel numbers. Interns were helpful but are no longer available.
- **Research Requests:**
 - An increase in dual-citizenship documentation requests was noted.
- **Staffing:**
 - Due to medical leaves and short staffing, the Archives cannot take on additional projects at this time.

Update from Department of Public Works

John Myers provided an update from Public Works:

- **Parking Lot:**
 - The parking lot project is expected to be completed by the end of the year.
- **Building:**
 - While Public Works does not own the building, it is responsible for maintenance and operations, including the elevator. A brief discussion followed regarding the original intention for the microfilm scanning department to be located in the same building as the County Archives; however, Fiscal Officer Chambers noted that the Board of Elections continues to occupy that space.

Budget Update

- Mr. Hrubey reviewed the budget for the final quarter of 2025. Fiscal Officer Chambers indicated that his office may be able to assist with addressing budgetary shortfalls or concerns in 2026.
- This meeting was noted as Mr. Hrubey's final meeting with the Commission.

Chair's Report

Chair Bravo reported on the following:

- **Reappointments:**
 - Reappointments for Ms. Gerrett, Mr. Bravo, and Ms. Klein are in progress. All five appointed members' terms are staggered.
 - Discussion included a recent County Council meeting, during which Councilman Sweeney raised questions regarding job titles. The Personnel Review Commission (PRC) clarified that matters must proceed through PRC first.
- **County Council Outreach:**
 - Plans are underway to arrange additional individual tours for County Council members.
 - Councilman Conwell has already visited the Archives.
 - Tours will be conducted one at a time, with outreach coordinated by phone.

Upcoming Meeting Dates in 2026

Chair Bravo reminded members of the scheduled meeting dates in 2026:

- January 15, 2026
- April 23, 2026
- July 23, 2026
- October 22, 2026

Good and Welfare

- Ms. Klein proposed the creation of an Archives Succession Plan, which she will spearhead. Upon motion by Ms. Gerrett and seconded by Dr. Abbott, the motion to create succession plans was approved unanimously.
- Ms. Gerrett asked for all future agendas to include “New Business” and “Old Business” as standing agenda items.

No one had any other announcements and so the meeting, upon the motion of Ms. Klein, seconded by Dr. Abbott, was adjourned at 11: 12 a.m.

Sincerely,

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