

Minutes of the meeting of the Cuyahoga County Archives Advisory Commission, Thursday, February 8, 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  
Deborah Abbott  
Kieth Peppers

Ex Officio Members:

|                   |                                                                     |
|-------------------|---------------------------------------------------------------------|
| Andy Johnson      | Chief Information Officer, Department of Information Technology     |
| Joseph Cox        | Security Analyst, Department of Information Technology              |
| Michael Dever     | Director, Department of Public Works                                |
| John Myers        | Property Management/Lease Administrator, Department of Public Works |
| Andria Richardson | Clerk of Cuyahoga County Council                                    |

The following individuals were also present:

|                  |                                                                                     |
|------------------|-------------------------------------------------------------------------------------|
| Chris Ronayne    | County Executive, Cuyahoga County                                                   |
| Chris Alvarado   | Director of Regional Collaboration, Office of the County Executive, Cuyahoga County |
| Judith G. Cetina | Archivist, Cuyahoga County Archives                                                 |
| Mellany Seay     | Finance and Operations Administrator, Department of Public Works                    |

Ken Bravo, Cuyahoga County Archives Advisory Commission Chair, opened the in-person meeting by greeting all in attendance at 10:05 a.m. The first item of business was to approve the minutes from the July 20, 2023, meeting. Mr. Peppers moved to approve the minutes. Ms. Gerrett seconded. The meeting minutes were approved unanimously.

At 10:25 a.m., Cuyahoga County Executive Chris Ronayne and Chris Alvarado, Director of Regional Collaboration, joined the meeting. The appointed members of the commission introduced themselves to County Executive Ronayne. In addition, Dr. Cetina welcomed everyone and offered an introduction to the County Archives.

County Executive Ronayne thanked everyone in attendance. He shared his belief and value in preserving history. In particular, he emphasized the richness of community and history in Cleveland.

Next, Chair Bravo offered a brief history of the establishment of the Cuyahoga County Archives Commission. He also shared an overview of his meeting with County Executive Ronayne and Director Alvarado from January 2024. Chair Bravo stated that although the Commission was established in October 2014, the original appointed members were not appointed until three years later in November 2017.

Chair Bravo reminded attendees that the terms for two current members have expired and are waiting for reappointment. Director Alvarado replied that there should be movement on reappointments in the next several weeks.

Chair Bravo shared with County Executive Ronayne that from the start, the commission advocated for an updated job title and description for Dr. Cetina. This request was denied by the PRC. Dr. Cetina's job title of Senior Records Management Administrator had remained unchanged while the job description was only changed by one word to allow Dr. Cetina to be referenced as "County Archivist."

Chair Bravo concluded his remarks by sharing that such a nice and new facility should have sufficient staff led by an archivist. A robust website is also needed to draw people into the Archive.

Executive Ronayne stated that as County Executive, he would like to formally acknowledge Dr. Judy Cetina as the County Archivist.

He agreed that there is a great need to archive county records in the most modern of mediums. Executive Ronayne and his staff must address the pressing and urgent needs of Cuyahoga County with the important (i.e., County Archives).

Next, Director Johnson addressed the technology needs and wishes of the Archives. He shared that the county values being geographically informed, which includes the Archives. The first phase is digitization of records. Different departments and the Archives are partnering with firms like Kofile to achieve digitization goals. However, such projects come down to funds and costs.

Director Dever agreed with Director Johnson and shared that a potential partnership with Cleveland Public Library is underway to help the County Archives with some digitization projects.

Chair Bravo emphasized that indexing digitized records is critical.

Administrator Seay confirmed that the Archives is set for five paid interns.

Dr. Cetina shared that there will be two interns over the summer. She also stated that they have received a quote for \$46,000 to digitize the appearance dockets of the early 19<sup>th</sup> and early 20<sup>th</sup> centuries. These dockets are heavily utilized and fragile.

The remainder of this portion of the meeting with Executive Ronayne included discussion regarding educating the public and other county departments of the role and services the Archives provide. This includes everything from records retention schedules to individual family history research and loaned exhibits.

Executive Ronayne concluded his visit by stating that we must find a way to do both the urgent and the important work.

At 11:37 a.m., Executive Ronayne and Director Alvarado said goodbye and left the meeting.

Chair Bravo summarized the meeting with Executive Ronayne as very productive. Administrator Seay stated that the Department of Public Works hopes to get the KoFile project approved within the next two to three months. The project will then hopefully be completed by mid to late summer.

Last, Chair Bravo reminded members to mark their calendars for the remaining meetings for the year: April 25, July 25, and October 24 at 10 a.m. The meeting was adjourned at 11:48 a.m.

Sincerely,

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