

Minutes of the meeting of the Cuyahoga County Archives Advisory Commission, Thursday, January 28, 2021 at 10:00 a.m. The meeting was held virtually on Zoom. 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:

Andria Richardson Clerk of Cuyahoga County Council

The following individuals were also present:

Judith G. Cetina Archivist, Cuyahoga County Archives
 John Myers, representing Michael Dever, Director, Public Works

Absent:

Deborah Abbott
 Michael Gallagher County Council, District 5 Representative
 Andy Molls Department of Information Technology

Ken Bravo, Cuyahoga County Archives Advisory Commission (CCAAC) Chair, opened the virtual meeting by greeting all in attendance.

The first item of business was to approve the minutes of the Commission's last virtual meeting held on October 22, 2021. Mr. Peppers moved to approve the minutes, which Ms. Klein seconded. The minutes were approved unanimously.

Mr. Bravo shared the Chair's Report, which focused on updating the job title, job description, and job requirements for Dr. Cetina's current position of County Archivist. Ms. Richardson shared the contact information for Rebecca Kopcienski and Albert Bouchahine of the Personnel Review Commission (PRC).

Dr. Judy Cetina shared the Archivist's Report. She expressed gratitude for the Commission's effort in advocating a change in her job title that more accurately reflects her professional background along with succession planning. A colleague, who was working with the Archives in the role of records management, had taken another position and the need for staffing in this area remains necessary. Dr. Cetina shared COVID-19 protocols currently in place by the Archives, and explained that visits for research were by appointment only.

Dr. Cetina discussed the digitization of the real estate appraisal card project and the importance of having these records digitized. Mr. Bravo wondered if FamilySearch could be of assistance in scanning the cards, preparing an index, and placing the images on FamilySearch; but Dr. Cetina suggested that the usefulness of these records to genealogists would be minor and unlikely to encourage the LDS Church to undertake the project. There were no other questions about the Archivist's Report.

No one had any announcements or other issues to raise under Good and Welfare and so the meeting, upon the motion of Mr. Peppers and seconded by Ms. Gerrett, was adjourned.

Sincerely,

Isabel Klein, MLS, CA
Secretary