Minutes of the meeting of the Cuyahoga County Archives Advisory Commission, Thursday, February 24, 2022, 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:

Andria Richardson Clerk of Cuyahoga County Council
John Myers, representing Michael Dever, Director, Public Works

The following individuals were also present:

Judith G. Cetina Archivist, Cuyahoga County Archives Sherri Bolcevic Intern, Cuyahoga County Archives

Absent:

Deborah Abbott

Andy Molls Department of Information Technology

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 meeting minutes of the October 28, 2021 meeting. Ms. Gerrett moved to approve the minutes. Ms. Richardson seconded. The meeting minutes were approved unanimously.

Mr. Bravo summarized the reappointment meeting with County Council held on February 15, 2022. Ms. Klein, Ms. Gerrett, and Mr. Bravo were all reappointed to the Cuyahoga County Archives Advisory Commission. Members of County Council's Human Resources, Appointments & Equity Committee expressed interest in the day-to-day operations of the Archives and the work of the Archives Commission. Special interest was paid to the current Archives budget of \$470.00. Council members encouraged the Archives Commission to communicate with Council the top priorities and an updated budget proposal.

CCAAC members in attendance discussed the most effective and efficient way of sharing and securing support for the top priorities of the Archives. Ms. Richardson suggested communicating with Joe Nanni, Chief of Staff for County Council. Members focused on digitization and staffing as two of the most pressing issues for the Archives. Mr. Peppers reported out on the Subcommittee for Digital Initiatives and spoke to digitization needs.

Next, Dr. Cetina shared the Archivist's Report with a focus on her current job title and description. Copies of current and past job descriptions for Senior Records Management

Administrator (i.e., County Archivist) were shared with members in attendance. Special attention was paid to job title, education, training, and experience.

Mr. Bravo reminded members of the dates for the upcoming CCAAC meetings in 2022: April 28, July 28, and October 27 at 10 a.m.

No one had any other announcements or other issues to raise under Good and Welfare and so the meeting, upon the motion of Mr. Peppers and seconded by Ms. Richardson, was adjourned at 11:59 a.m.

Sincerely,

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