

CITY OF WILLOUGHBY HILLS
RECORDS COMMISSION
MEETING MINUTES OF JULY 14, 2022

Meeting called to Order at 4:00 pm.

ROLL CALL

Present: Chairman Mayor Andy Gardner, Member Frank Cihula, Assistant Law Director Tom Lobe, Finance Director Frank Brichacek and Secretary Gloria Majeski.

Also Present: Civil Service Commission Secretary Michael Tobin

APPROVAL OF THE MINUTES:

Approval of the 2/24/22 Records Commission Meeting Minutes:

Motion made by Assistant Law Director Lobe to approve the 2/24/22 Records Commission Meeting Minutes, as submitted.

Seconded by Frank Brichacek

AYES: Cihula, Lobe, Brichacek and Gardner

NAYES: None

MOTION carries to approve the minutes of the 2/24/22 Records Commission Meeting.

NEW BUSINESS:

Review of RC-2's was as follows:

Civil Service Commission:

Chairman Gardner acknowledged Mr. Tobin's presence at the meeting to represent the Civil Service Commission. He thanked Mr. Tobin for being at the meeting and invited him to speak about the proposed RC-2.

Mr. Tobin explained that the proposed RC-2 submitted by the Civil Service Commission was the document that the Records Commission was provided for the meeting and called it "simple" to explain the records that the Civil Service would maintain. Chairman Gardner agreed that "simpler" is "better" and asked the Records Commission if they had any questions regarding the proposed RC-2. Assistant Law Director Lobe asked if this was the first RC-2 done by the Civil Service Commission. Chairman Gardner confirmed that it was the first RC-2 for Civil Service Commission. Executive Assistant Gloria Majeski added that she was clerking for the Commission and had additional information that she could share regarding the RC-2:

- This is the first RC-2 for the Civil Service Commission and it was the thought of the Commission to create the RC-2 following the records being turned over from the previous Commission members. It was a good time to take inventory.
- She met with each of the members to review the records that were turned over to them to make sure they would be included on the RC-2 list.
- She reached out to the City of Mentor and the City of Lyndhurst (who have pretty vibrant Civil Service Commissions) for samples of their RC-2s. She compared their records, deleting some that were not applicable and adding

others that we had come across and wanted to include. She passed the draft along to Law Director Lucas, asking him to review the retention periods, making sure they were reasonable. Law Director was in agreement with what is being presented. Mr. Cihula also weighed in on the draft and his recommendations were considered.

- What is being presented now is the final draft as approved by the Civil Service Commission members at their last meeting to present to the Records Commission.

Assistant Law Director asked about the “retention periods,” some of which were listed as “permanent.” He was concerned about records being too “voluminous” Mrs. Majeski responded that the items listed as “permanent” do not continue “voluminous” records, but rather you would see many records for a category such as the testing where, in the past, the records of all of the applicants were kept. Now that will be different, given the Regionalized Testing and Nationalized Testing that will now only provide a list of candidates and the record will be provided only if there is interest in a candidate. She pointed out that “Hearing Case File” (although Mr. Lobe is the lawyer and can weigh in) would be something that is marked “Permanent”, as well as “Minutes” and the “Civil Service Annual Report” which were determined that a permanent retention period would be best and would not be “voluminous.”

Motion made by Assistant Law Director Lobe to Approve the Civil Service Commission’s RC-2, to include adding page numbers to the document provided.

Seconded by Finance Director Frank Brichacek

VOTE: AYES: 4 (Lobe, Cihula, Brichacek and Gardner)

NAYS: 0

Motion carries to approve the Civil Service Commission RC-2, as submitted.

NEW BUSINESS:

Mr. Cihula said that he wanted the record to show that he attended the Sunshine Law Seminar this morning. It was a three-hour seminar. He explained how he lost the video for the first half hour and hopes that his attendance was noted and should be noted on-line where the attendees are listed. He thought it was very interesting and, as always, there are things to be learned from it.

Finance Director Brichacek stated that he also attended the Public Records meeting and did not have the date at hand, but could provide that.

Chairman Gardner stated that he appreciated these individuals taking the courses on behalf of the City.

OLD BUSINESS:

None

Public Portion opened at 4:10 p.m.

No one spoke.

Public Portion closed at 4:10 p.m.

ADJOURNMENT:

Finance Director Brichacek made a motion to adjourn. Seconded by Assistant Law Director Lobe.

All Ayes. Meeting adjourned at 4:11 p.m.

Respectfully Submitted: _____
Gloria Majeski, Secretary

Approved: _____
Chairman Date

DRAFT