

RI-01
3/30/2022

Commissioner Arnold called the meeting to order at 9:48 a.m.

Present: Commissioners Arnold, Hall, and Herschel, Treasurer Jason Miller, Sheriff Lance Benedict, Prothonotary/Clerk of Courts Jan Krupinski, Chief Clerk Rebekah Hubbard

Motion by Commissioner Hall to use Records Improvement funds in the amount of \$2,671.00 for the Prothonotary's scanning project with Infocon Corporation.
Second by Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to use Records Improvement funds in the amount of \$6,521.86 for the sequel server for the Teleosoft Project in the Prothonotary's office.
Second by Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to read back the minutes of the Records Improvement Board Meeting.
Second by Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the minutes of the March 30, 2022 Records Improvement Board Meeting.
Second by Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Treasurer Miller to close the Records Improvement Board Meeting.
Second by Jan Krupinski. Ayes: Unanimous. Motion carried.

Commissioner Arnold declared the Records Improvement Meeting adjourned at 9:51 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

RI-02
5/25/2022

Commissioner Arnold called the meeting to order at 9: 37 a.m.

Present: Commissioners Arnold, Hall, and Herschel, Sheriff Lance Benedict, Prothonotary/Clerk of Courts Jan Krupinski, Acting Treasurer Rebecca Wescott, Chief Clerk Rebekah Hubbard

Motion by Commissioner Hall to use Records Improvement funds in the amount of \$1,122.85 for the Prothonotary's scanning project.

Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to use Records Improvement funds in the amount of \$6,043.05 for the final document scanning per the Infocon contract.

Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Discussion is held regarding the current balance in the Records Improvement Fund and the invoices earmarked to be paid from the fund. It is noted that to date no deposits have been made to the account for 2022.

Motion by Commissioner Hall to authorize the Chief Clerk to write a letter to the Register and Recorder, Michelle Estabrook, inquiring about the lack of deposits as required. In addition, the Board asks for the Register and Recorder's office to have representation at each of the meetings of the Records Improvement Board. The Board requires Ms. Estabrook to respond to the letter within 7 days.

Second by Sheriff Benedict. Ayes: Unanimous. Motion Carried

Motion by Commissioner Hall to read back the minutes of the Records Improvement Board Meeting.

Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the minutes of the May 25, 2022 Records Improvement Board Meeting.

Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to close the Records Improvement Board Meeting.

Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Commissioner Arnold declared the Records Improvement Meeting adjourned at 9:45 a.m.