

# 29 October 2011

## From OHRAB

### OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING MINUTES

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BOARD MEMBERS PRESENT: Janet Carleton, Judy Cetina, Dawne Dewey, Rhonda Freeze, Lauren Lubow, E. Paul Morehouse, Dan Noonan, John Runion, Pari Swift, Jill Tatem, Galen Wilson

OHS STAFF PRESENT: Jillian Carney, Todd Kleismit, Fred Previts

GUESTS: Ron Davidson, Tonya Mathews

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#### 1. Welcome

- Judy Cetina called the meeting to order at 10:02 a.m. Cetina announced that the Board received a NHPRC grant to review the evening before. She informed the Board that there would need to be a meeting on November 18, 2011 to review the grant. The Board could attend in-person or virtually, but a majority must be present in-person at the meeting. Cetina asked how many would be able to attend the November 18, 2011 meeting. The following Board members noted that they would attend: Fred Previts, Jill Tatem, Pari Swift, John Runion, Galen Wilson, Janet Carleton, Lauren Lubow, and Dan Noonan. Cetina asked the Board to meet at the Ohio Historical Society at 1:00 p.m. and expected the meeting to last until 2:30 p.m.
- She also reported that there have not been any updates from the Governor's Office regarding Tonya Mathews' and Ron Davidson's appointments. Lubow noted that she did not think it would be an issue because the Board does not have to be appointed by the Governor. Noonan noted that the current Bylaws do require Board members to be appointed by the Governor and that past members do have the ability to vote since their positions have not been filled.

#### 2. Approval of July 22, 2011 minutes

Wilson requested the minutes use "moved" instead of "motioned" from this point forward. Tatem moved that the minutes be approved. The motion was seconded by Swift. None opposed. The July 22, 2011 minutes were approved.

#### 3. OHS and Legislative Update

- Todd Kleismit reported that Sharon Dean, Burt Logan and Angela O'Neal were unable to attend the meeting. Due to this, Kleismit gave a general OHS update. He reported that OHS was undertaking a strategic planning effort that will play out over the next couple of years. He also reported that the archaeology and historic preservation exhibits opened on October 15, 2011. With these two exhibits, OHS opened seven new exhibits in seven months.

- Kleismit noted that the OHS tax check off has been included in the budget after six years of trying. He noted that OHS is developing a competitive matching grants program from those funds. He anticipates funds coming in early 2012. They are developing eligibility requirements for receiving funds and more details will be forthcoming.
- Kleismit also informed the Board about the Ohio As America online textbook for Ohio's fourth grade students. He provided the Board with the website, [www. Ohioasamerica.org](http://www.Ohioasamerica.org), so they could preview the textbook. The textbook is being provided at no-cost this school year and will increase to \$10.00 per student next school year. He also informed the Board that the second round of the AmeriCorps program began in the beginning of October.
- Kleismit noted that Statehood Day will be March 1, 2012 at the Ohio Historical Center. He hopes that Senator John Glenn and Governor John Kasich will be able to attend. Swift suggested that state records management should be a legislative priority. Currently the state does not have the records management resources to effectively manage the state's electronic records.

#### **4. Committee Reports**

##### **a. OHRAB Awards Committee**

Wilson reported that there were eight nominations for the Achievement Awards. This is an increase of fifty-percent from the previous year. The Board discussed each of the applications at length and was impressed by the quality of the work being done at each of the nominated organizations. Due to the number of quality applications, the Board conducted a straw poll to determine if the Board would like to present awards to two organizations. The majority of the Board agreed. Wilson noted that he would, however, like to see a press release that acknowledges all of the applicants. After much discussion, Tatem moved for the Licking County Records Center and Archives and the Public Library of Cincinnati and Hamilton County to receive the awards. The motion was seconded by Freeze. None opposed. The motion carried. Tatem asked that the Board think about what it would like to change for the next year. Lubow nominated Mathews to join the Committee. Freeze and Mathews will present the award to the Public Library of Cincinnati and Hamilton County and Runion and Swift will present the award to the Licking County Records Center and Archives.

##### **b. Re-grant Program Committee**

Cetina noted that the Re-grant interim reports were due in August and the final reports are due in December. The project mentors gave a brief status update for the Board on each of the organizations. While most of the grant projects were going well, the Board did make note of some items to consider for the next Re-grant project including project budgets and staff.

#### **5. OHRAB Designee to CARMA**

Swift asked the Board to consider creating a County Archivists and Records Managers Association (CARMA) liaison to the Board similar to the OhioERC liaison. The Board discussed whether or not this would be a formal position or a position assumed by a sitting Board member. The Board agreed that the liaison would be selected from the general Board representation. Noonan noted that one way to institutionalize this is to have a liaison report at each meeting. Cetina noted that there would be no changes to

the Bylaws needed, but that there must be a formal motion to create the liaison position. Tatem moved that OHRAB appoint a liaison from among its members to CARMA. The motion was seconded by Noonan. None opposed. The motion carried. Cetina appointed Runion to the position of liaison to CARMA. Runion agreed to serve, but noted this should be a one-year appointment. The Board decided that the same will happen with the OhioERC position from this point forward.

## **6. OHRAB Strategic Plan**

Previts noted that he sent the Board a copy of the updated Strategic Plan prior to the meeting based on the discussion at the July meeting and opened the floor for questions from the Board. Cetina inquired about how the Board will determine who will carry out the action items. Previts noted that those specifications would be contingent on receiving the grant funding. Wilson noted several grammatical errors. Rhonda Freeze moved to accept the Strategic Plan with the revisions as mentioned. The motion was seconded by Paul Morehouse. None opposed. The Strategic Plan was approved.

## **7. NHPRC Update**

### **a. SNAP Grant Application**

Previts reported that the SNAP Grant application was submitted to the NHPRC in September for funding for January to December 2012. He noted that this year the Re-grant proposal is included in the general application, along with history day and archives month support. Due to the unstable budget of the NHPRC, Swift suggested that the Re-grant Committee meet in November or December in order to be ready to roll out the next round of the Re-grant cycle once funding has been secured.

### **b. SNAP Grant Budget Update**

Previts provided the Board with the Budget spreadsheet to review. Since O'Neal was not able to attend the meeting to provide an update, the Board decided to table the conversation until the November meeting when O'Neal would be present.

## **8. Adoption and Mental Health Case Files**

Morehouse noted there was a brief discussion about opening the adoption and mental health case files at the April meeting. After the April meeting, he spoke with the President of the Ohio Genealogical Society (OGS), who agreed to work with and/or coordinate an effort to change Ohio laws regarding closed records, not specifically mental health files. The Board discussed at length how it should support this effort. Previts noted that CARMA has a committee in place to look at this. Freeze indicated that the CARMA legislative committee is still conducting its initial research into this issue, but it appears that in many counties it takes a court order to get access to the records. The Board agreed to let CARMA take the lead, along with OGS, but to assist with any research that is needed. Morehouse asked if he could be informed of the next CARMA meeting so that he could attend the discussion.

## **9. Ohio Electronic Records Committee**

Noonan reported that the Ohio Electronic Records Committee (OhioERC) met on October 26, 2011. He reported that in the past six months the OhioERC has been updating the mission statement, bylaws, and procedures document. The OhioERC has also been creating tip-sheets, created from the guidance

documents, for records managers to use and hand out when training local officials. Swift and Noonan, as well as Carleton, were at the Best Practices Exchange in Kentucky in October. Swift and Noonan presented with the staff from Kentucky Department of Library and Archives and they received many compliments on what was happening in Ohio. Freeze noted that her county appreciates all that the OhioERC does.

## **10. 2012 Board Meeting Dates**

Previts noted that the 2012 Board meeting dates will remain on the last Friday of the quarter, except the July meeting due to the National Association of Government Archivists and Records Administrators and Council of State Archivists Annual Meeting. He also noted that a meeting has been scheduled for February 3, 2012 as an alternate for the January meeting if there is inclement weather.

## **11. New Business**

Noonan pointed out that the Resource links page on the OHRAB wiki needed to be updated and expanded upon. The Board agreed to think of some resources to add to the page that would show local historical societies and archives how to effectively manage their collections.

**12.** The meeting concluded at 2:11 p.m.

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