

CITY OF WILLOUGHBY HILLS
RECORDS COMMISSION
MEETING MINUTES OF APRIL 13, 2016

Meeting called to Order at 3:05 p.m.

Present: Chairman Robert Weger, Member Thomas Lobe, Member Frank Cihula,
Member Frank Brichacek, Recreation Coordinator Denise Edwards

Present from Public: None

Approval of the Minutes of 07/18/14 meeting:

Motion made by Thomas Lobe to approve the minutes of 07/08/14 meeting.

Seconded by Frank Cihula.

Vote: 4 AYES – unanimous

MOTION PASSES to approve the 7/8/14 minutes.

New Business:

Approval of RC2 for Recreation Department

Recreation Coordinator Denise Edwards presented the RC-2 and Frank Cihula had already reviewed the document in its entirety prior to the meeting and had made recommendations to Mrs. Edwards prior to the meeting.

Mr. Cihula made a motion to accept the RC-2 presented by Recreation Department.

Mr. Lobe seconded the motion.

Vote: 4 AYES – unanimous

MOTION PASSES to accept the RC-2 presented by the Recreation Department.

The Committee discussed the need for meetings on a regular basis, hopefully to comply with the City's shredding date for records that require disposal. It was agreed that the committee should meet every six months or more frequently as needed. The Clerk will publish future dates for all members. The following RC-2s were discussed as being needed to be reviewed by the Commission on future dates:

BZA

PC-ABR

Service Dept.

Building Dept.

Recreation Commission

Civil Service Commission

Records Commission

Council –update RC for Personnel Relations Committee

Old Business:

None

Public Portion:

No one was present for Public Portion.

Adjournment:

Motion to adjourn by Mr. Lobe.

Seconded by Mr. Brichacek

Vote: 4 AYES – unanimous MOTION PASSES to adjourn the meeting.

Meeting Adjourned at 3:37p.m.

Respectfully Submitted: _____ April 18, 2016
Gloria Majeski, Secretary

Approved: _____
Robert Weger, Chairman Date

DRAFT