



COUNTY OF BLAIR

RECORDS IMPROVEMENT COMMITTEE

Meeting Minutes – September 16, 2021

Attendance of Voting Members: Sheriff Ott, Commissioner Webster, Commissioner Erb, Commissioner Burke, Prothonotary and Clerk of Courts Patton, Treasurer Carothers

Others in Attendance: Heather Rininger, Chief Public Defender Montgomery

- I. Call to Order – The meeting was called to order at 9:33 a.m. by Sheriff Ott.
- II. Pledge of Allegiance – Sheriff Ott led the Pledge of Allegiance.
- III. Review and Approval of Minutes from May 20, 2021 and August 19, 2021 – Motion by Treasurer Carothers, Seconded by Commissioner Webster, motion passed unanimously.
- IV. Treasurer’s Report – Reports were sent by e-mail. There was approximately \$52,000 in the account prior to the meeting.
- V. Old Business - There was no old business.
- VI. New Business
 - a. Request from Chief Public Defender Russ Montgomery for Public Defender copier overages in the amount of \$118.21 – The amount of the request was corrected to \$188.21. This is for the final bill for overages on the Public Defender’s old copier. Motion by Commissioner Burke, Seconded by Treasurer Carothers to approve payment of the \$188.21, the motion passed unanimously.



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- b. Requests from Records Management Director Heather Rininger
 - i. For clear archive bags for Naturalization records in the amount of \$584.00 – the price is 6 cents per bag.
 - ii. For toner in the amount of \$29.99 – This price was provided by Becky Robinson for the Records Department printer toner.
 - iii. For Neschen Filmoplast for Naturalization records in the amount of \$51.34 -

Ms. Rininger explained that the archive bags and filmoplast will enable her to complete the first quarter of a larger project related to stabilizing permanent records. The genealogical society has been storing these records and she is working on one box at a time and scanning and stabilizing them. Motion was made by Treasurer Carothers, seconded by Commissioner Erb to approve the requests, the motion passed unanimously.

VII. Adjourn

The next meeting is October 21st at 9:30 a.m. if needed.