



## RECORDS IMPROVEMENT COMMITTEE AGENDA

Tuesday, August 16, 2022, 2:00 P.M.

Willowbank Office Building

420 Holmes Street, Room 144

Bellefonte, PA 16823

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I. CALL TO ORDER

II. PUBLIC COMMENT

In accordance with the Sunshine Act, attendees will be given the opportunity to comment on matters of concern, official action, or deliberation before the Board of Commissioners. For items not on the agenda, the Board of Commissioners will accept public comment at the beginning of each meeting. For items that are on the agenda, the Board will accept public comment prior to each official action. Persons desiring to comment should raise their hand to be recognized by the Chair. Anyone addressing the Board will be given a five-minute time period in which to do so.

III. ADDITIONS TO THE AGENDA

In accordance with ACT 65 of 2021, no discussion or action will be allowed for any item not included on the published agenda unless the item is one of an emergency nature or is *de minimus* in scope and does not require funding authorization and/or a contract or agreement. A majority vote of the Board is required to add an item to the agenda. All provisions of Act 65 regarding requirements for updating a published agenda after the meeting are in effect.

IV. MEETING MINUTES

The Board will consider approving the minutes from the Records Improvement Committee meeting held Tuesday, January 21, 2020.

**Action:** *APPROVE the minutes from January 22, 2020.*

V. ORGANIZE

A. Rotation of Positions

- i. Jeremy Breon- Chair
- ii. Colleen Kennedy- Vice-Chair

**Action:** *APPROVE the Rotation of Positions of Chair and Vice-Chair for the Committee.*

VI. MEETING MINUTES

VII. OLD BUSINESS

Records Improvement Fund Financial Report

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VIII. NEW BUSINESS

Discuss RTK Software

IX. UPCOMING MEETING SCHEDULE

**Tuesday, September 20, 2022**

Records Improvement Committee – 2:00 PM – Room 144WB

X. ADJOURNMENT