



RECORDS IMPROVEMENT COMMITTEE MINUTES

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

Willowbank Office Building

420 Holmes Street, Room 144

Bellefonte, PA 16823

I. CALL TO ORDER

Register of Wills Christine Millinder called the Records Improvement Committee meeting to order at 2:03 PM.

Members in Attendance:

Bryan Sampsel, Sheriff

Christine Millinder, Register of Wills, *Committee Chair*

Jeremy Breon, Prothonotary, *Committee Vice-Chair*

Colleen Kennedy, Treasurer

Michael Pipe, Commissioner Chair

Mark Higgins, Commissioner

Non-Members in Attendance:

John Franek Jr., Administrator

Erin Good, Executive Office Supervisor, *Committee Secretary*

Joni MacIntyre, Chief Financial Officer

Joe Davidson, Recorder of Deeds

Natalie Corman, Deputy Administrator

II. PUBLIC COMMENT

There were no comments received from the public.

III. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

IV. MEETING MINUTES

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

Action: *On a motion by Prothonotary Jeremy Breon, seconded by Sheriff Bryan Sampsel, the Board voted unanimously to approve the minutes from January 21, 2020.*

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V. ORGANIZE

The Committee rotated positions in accordance with the Centre County Records Improvement Committee Resolution adopted on February 16, 2010. Outgoing Chair Christine Millinder, Register of Wills turned the meeting over to incoming Chair Jeremy Breon, Prothonotary and Vice-Chair Colleen Kennedy, Treasurer.

A. Rotation of Positions

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

Action: *On a motion by Prothonotary Jeremy Breon, seconded by Treasurer Colleen Kennedy, the Board voted unanimously to approve the Rotation of Positions of Chair and Vice-Chair for the Committee.*

Joni MacIntyre reported a fund balance of \$191,836.62 as of December 31, 2020, a balance of \$204,345.62 as of December 31, 2021 and a balance of \$221,493.62 as of June 30, 2022 for the Committee. The last expense was in 2019 from the funds.

VI. OLD BUSINESS

Records Improvement Fund Financial Report

Action: *On a motion by Prothonotary Jeremy Breon, seconded by Treasurer Colleen Kennedy, the Board voted unanimously to approve the Records Improvement Fund Financial Reports for the years 2020, 2021 and 2022.*

VII. NEW BUSINESS

A. Discuss RTK Software

Deputy Administrator Natalie Corman discussed the NextRequest software that is owned by Civics Plus that will help streamline the right-to-know requests for the County. The software has the ability to track due dates, track previous requests and eliminate duplicate requests, process the requests through a portal for the public to view, send reminders built into the software for requests as well as generate template letters for extensions if needed.

This software can help to identify and remove sensitive information with built in redaction tools that should not be released to the public which would save a lot of time. The cost of the software is \$8,388 per year and the funds would come from the IT software budget. Since the County is a Civics Plus customer already, if we sign the contract this year, we will get the rest of the year 2022 free of charge. Some of the features of the software included unlimited staff users, up to 10 admin users, up to 2 TB of storage and training sessions for staff.

Commissioner Pipe asked if other Counties in Pennsylvania are using this software currently for RTK requests. Natalie stated not many in Pennsylvania are currently, but it is used by California Police Departments and other states.

Another feature is that it will be presented on the County's website to add requests via the portal, but by law the County would still accept paper copy requests.

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Treasurer Colleen Kennedy asked if there are different pricing tiers available for the software. Natalie stated the pricing is mainly based on the number of admin users and storage capability. Administrator John Franek Jr. & Natalie sat through several demos on different RTK software available and NextRequest was one of the best for text recognition and redaction, which would be the most helpful for the types of RTK requests the County receives.

***Action:** On a motion by Register of Wills Christine Millinder, seconded by Commissioner Pipe, the Board voted unanimously to approve the funds for the NextRequest Right to Know software for one year.*

Commissioner Pipe suggested the County to commit for one year and then the Records Improvement Committee could decide if they wanted to continue with the software on an annual basis or not.

VIII. UPCOMING MEETING SCHEDULE

Tuesday, September 20, 2022

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

IX. ADJOURNMENT

On a motion by Sheriff Sampsel, seconded by Commissioner Higgins, the Board voted unanimously to adjourn the meeting at 2:38 PM.

Respectfully Submitted,

Erin Good
Executive Office Supervisor