

**GREENE COUNTY**  
**MICROFILM BOARD MEETING**  
**January 6, 2020**

**MEMBERS PRESENT:**

Eric C Sears	Greene County Recorder
David A Graham	Greene County Auditor
Andrew Williams	Greene County Clerk of Courts
Brandon Huddleson	Greene County Administrator
Kraig Hagler	Greene County Treasurer

**ALSO PRESENT:**

Elizabeth Ellis	Greene County Prosecutor
Steve Tomcisin	Greene County Data Processing
Tammy Cox	Microfilm Supervisor

The Greene County Microfilm Board Meeting was called to order at 8:41 am by Mr. Sears.

The minutes from the January 7, 2019 Microfilm Board meeting were presented. The minutes were distributed via email prior to today's meeting and also distributed at the meeting. Mr. Huddleson introduced a motion to approve the minutes of the January 7, 2019 Board Meeting, second by Mr. Williams. Said motion was passed.

Mr. Sears then reminded the board that pursuant to 307.802 no county office shall purchase, lease, operate or contract the use of any microfilming or other image processing equipment, software or services without prior board approval.

Mr. Sears reminded the board that with approval of the Microfilm Board the microfilm department may contract with office outside of Greene County for microfilming services. Mr. Huddleson inquired if there was a fee structure for services provided outside of Greene County.

Mr. Sears reminded the board that anyone on the board can call a Microfilm Board meeting.

Mr. Sears appointed Tammy Cox as Microfilm Supervisor. Mr. Hagler introduced a motion to approve the appointment, second by Mr. Graham. Said motion was passed.

As required by The Ohio Revised Code, Ms. Cox asked for approval of 2020 Microfilm and Imaging Center personnel:

Sharon Pace  
Deborah Browder

Allegra Lane

Mr. Huddleson introduced a motion to approve and retain current personnel, second by Mr. Williams. Said motion is passes.

The 2019 Microfilm Maximus Report was distributed and briefed by Mr. Sears and Ms. Cox. The report has been sent to Maximus who will in turn generate a report for the Greene County Commissioners. This report, in part, will determine cost savings for the County as a result of the Microfilm Department.

Mr. Sears and Ms. Cox then presented the board with a notice of new expenditures for 2020. A new book scanner will be a necessary purchase, a software upgrade for the current book scanner is required and the software company is located in Taiwan and only accept PayPal or wire transfer for the payment of said upgrade. A new computer may be required for the new book scanner.

With action items complete, Mr. Sears opened the Board to New Business.

No new business was discussed.

A motion to adjourn was made Mr. Hagler, second by Mr. Williams. Said motion was passed 8:51 am.