

Lyndhurst, Ohio
March 11, 2020

The Records Commission of Lyndhurst met on Wednesday, March 11, 2020 at 9:30a.m. in the Conference Room of the Lyndhurst Municipal Center, Mayor Patrick A. Ward presiding.

Present: Mayor Patrick Ward, Chief Executive;
Ray Schmidlin, Assistant Director of Law;
Clarice White, Citizen and Mayor's Office Designee;
Kelly Miller, Acting Secretary and Council Designee;
Ryan Procop, Fire Department Designee.

It was moved by Mrs. White, seconded by Mr. Schmidlin, that the reading of the minutes of the Records Commission meeting held Friday, November 15, 2019, copies of which were distributed to all members, be dispensed with and said minutes stand approved as circulated.

The question was put to a voice vote and passed unanimously.

[MAYOR/CHIEF EXECUTIVES REPORT](#) – Mayor Ward did not have anything to report at this time.

[RECORDS COMMISSION](#) – The Commission had nothing to report.

Mrs. Miller spoke about several Public Records training opportunities which she will forward to the department heads and designees.

Mrs. Miller reminded the commission members that per the Ohio Revised Code, all elected officials must receive three hours of Public Records training for each term of office. She mentioned they can appoint a designee to attend the training on their behalf.

Mayor Ward asked Mr. Schmidlin to prepare legislation appointing the Assistant Clerk of Council as the Council designee for the Public Records Training requirement.

It was moved by Mayor Ward, seconded by Mr. Schmidlin, that the meeting be adjourned.

The question was put to a voice vote and passed unanimously.

Meeting adjourned at 9:50 a.m.

Approved: September 16, 2020

Attest: _____
Acting Secretary

Mayor, Chief Executive