

## 2012 Annual Report

The Clerk of the Board is responsible for setting the Board's agendas, scheduling public hearings and bid openings, and recording all actions of the Board, which are then preserved as permanent records in the Commissioners' journals. The Clerk is responsible for the County's public records policy and directs records retention and microfilming activities. The Clerk receives administrative supervision from the Erie County Administrator.

Staffing has been maintained at one part-time and three full-time employees in this office, providing coverage at the County's switchboard and clerical assistance to the Commissioners, County Administrator and the Assistant Prosecutor – Civil Division assigned to the Commissioners.

In 2012, 634 resolutions were adopted, ranging in scope from providing for the day-to-day operation, services, and maintenance of County facilities, to the maintenance and construction of bridges, ditches, roads, sewer and water lines; road vacations; utility aggregation programs for County residents; technology upgrades in County offices; supporting the operations of the Erie-Ottawa Airport Authority and Erie County Economic Development Corporation; bond issues for local not-for-profits; renovations to the Erie County Care Facility and Erie County Municipal Court; submitting grant applications for victims assistance, criminal justice, mental health, and quality of life programs for families and the community (such as Wraparound, Family and Children First Council, Community Development Block Grant, Community Housing Improvement Program, Home Sewage Treatment Systems, Lead-Based Paint Hazard Control Grant, and the Neighborhood Stabilization Program, which has provided funding for the demolition of abandoned property throughout the County). This office also monitors legislation at the State and Federal levels that would impact county government and its political subdivisions.

In addition to documenting Commission meetings and Board decisions, the Clerk also serves as recording secretary for the Investment Board, Council of Governments, Records Commission, Access Management Board of Appeals, Extraordinary Fee Committee and the Regional Water Advisory Board on a rotating basis.

The Clerk, along with other employees in this office, are affiliated with professional organizations that provide networking opportunities and continuing education, including Leadership Erie County, the County Archivists and Records Managers Association (CARMA) and serving on the Executive Board of the County Commissioners' Clerks and Engineers' Administrative Professionals Association of Ohio (CCC/EAPA).

### Microfilm Department

The Microfilm Department, operating as part of the Clerk's Office and working closely with the Ohio Historical Society, manages records retention for the County's elected officials and those departments under the umbrella of the County Commissioners. Three employees in the department, a Records Manager and two Microfilm Operators, prepare, film, and process documents. Security film is stored within this department, creating permanent archival records. The filmed documents are then disposed of according to regulations.

During 2012, nearly 365,000 documents were filmed in this office, and over 1,500 cubic feet of records were disposed of in compliance with Ohio Historical Society standards.

The County switchboard is also located in this department, providing general information to citizens regarding most departments, boards and activities throughout the entire County, and maintaining the operation of over 650 phone lines serving County offices.