

## 2011 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 of the Board receives administrative supervision from the Erie County Administrator.

As part of the continuing effort to cut costs, staffing has been held to one part-time and three full-time employees in this office. Employees also provide clerical duties for the Assistant Prosecutor – Civil Division, assigned to the Commissioners.

In 2011, 640 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; supporting the operations of the Erie-Ottawa Airport Authority and the Erie County Economic Development Corporation; renovations to the Erie County Care Facility, Auditor's Office, Services Center, and Job and Family Services; establishing a countywide port authority and Land Reutilization Corporation; submitting grant applications for victims assistance, criminal justice, mental health, and quality of life programs for families and the community (such as DARE, Community Development Block Grant, Community Housing Improvement Program, Oriana House, Volunteers of America, Family and Children First Council, and projects through the Metropolitan Planning Organization, Neighborhood Stabilization Program and Lead-Based Paint Hazard Control Grant). 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, Extraordinary Fee Committee, Access Management Board of Appeals, 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. Documents are prepared, filmed, and processed, and the security film is stored within this department, creating permanent archival records. The filmed documents are then disposed of according to regulations.

During 2011, over 473,000 documents were filmed in this office, and 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.