

Public Records Advisory Commission (PRAC)
Minutes of the May 20, 2024 Meeting

Present: Jackie Cohan (Archivist); Cam Cook; Dennis McDonald; David Kovalik; Carl Rohde; Emma Parsons

Call to Order, Appointment of Secretary & Minutes : The meeting was called to order at 7:30 PM. The minutes from the April 15, 2024 meeting were approved. Cam Cook was appointed Secretary.

New member Introductions:

PRAC welcomed Emma Parsons to the Commission. Those present spent time introducing themselves and the mission of the PRAC.

Facility renovations update:

Jackie provided a brief overview of the facility renovation process. Contractors are generally finished with interior renovations - save a punch list of small things, especially regarding doors and airflow. There is no post construction cleaning built into the contract, so the ARC has been using their cleaning company who has cleaned two rooms. Elevator work is set to begin next month - though Jackie is not confident that will happen on time.

ITS Project Request:

On May 8th, 2024, the departmental ITS coordinator put in an official funding request to get things moving on our mission to have public records easily accessible to the public online. We still aim to be able to provide the collections that Jackie had previously listed (e.g historical Council meetings, minutes, dockets, etc.). A bulk of the funding would go to Info First/Content Manager for upgrades and license cost. The Commission spent some time going over potential organizational structures for the documents (e.g folders/sub-folders) that would be listed in Content Manager.

HARC Update:

David Kovalik gave an update from the last HARC meeting.

New Business:

- a. **Next meeting: June 17, 2024**

Close: The meeting concluded at 9:00 PM.

Respectfully submitted,

Cam Cook