

Records Management
LERMA Inc.

*Working to bring it all together
City – State – County*



Meeting of February 5, 2010
Location: Eaton County Sheriff's Dept.
Presentations: - Paperless File Management, Neil O'Brien & Kim Gleason
(Eaton County Prosecutor's Office)
- MICR, Theresa Page & Monika Jenkins (MSP/CJIC)

REGISTRATION AND ORDER:

Registration began at 8:30 a.m.

CALL TO ORDER & WELCOME:

Welcome from Undersheriff Fred McPhail to the LERMA membership.

The meeting was called to order by President Linda Carpenter at 9:07am

Acknowledgements and appreciation to Brenda Monroe for hosting the LERMA meeting.

ROLL CALL:

| | | |
|-----------------------------------|-------------------|---------|
| Linda Carpenter, President | (Novi PD) | Present |
| Kathy Bragg, Vice President | (Three Rivers PD) | Present |
| Janet Zarbaugh, Secretary | (Brownstown PD) | Present |
| Carol Wright, Treasurer | (Troy PD) | Present |
| Barb Haynes, Trustee | (Walker PD) | Present |
| Jeff Baldwin, Trustee | (State of MI) | Present |
| Leslie Heffron, Trustee | (Lowell PD) | Present |
| Kathy Kantarian | (Royal Oak PD) | Present |
| Shelley Pavlinak, Parliamentarian | (Port Huron PD) | Present |

MEETING MINUTES:

Motion to accept minutes: Shelley Pavlinak, Port Huron PD
Second: Kathy Bragg, Three Rivers PD

TREASURER'S REPORT:

Balance forward: **\$ 3,466.31**
Total expenses: \$ 120.15

Total deposits: \$ 770.00
Current balance: \$ 4,116.16

Motion to approve: Leslie Heffron, Lowell PD
Second: Shelley Pavlinak, Port Huron PD

MEETING SCHEDULE:

2010 SCHEDULE

- May 7, 2010:
Location: Wyandotte PD, Alice Baker to host
Topic: Undetermined at this time
- September 15 -17, 2010
Location: Boyne Highlands
Topic: Records Staffing/Doing More With Less
Speaker: Elizabeth (Betsy) Smith
Lodging: \$65-single, \$75-suite, \$107-deluxe suite
- November 5, 2010
Location: Walker PD – Barb Haynes hosting
Topic: FOIA update
Speaker: Tom Quasarano or Daphne Johnson from the Attorney General's Office

NEW BUSINESS:

Congratulations to Kathy Kantarian from Royal Oak PD, who will be fulfilling the vacant Trustee position on the LERMA board.

ADJOURNMENT:

The meeting was adjourned at 9:13am with the introduction of Neil O'Brien & Kim Gleason (Eaton Co. Prosecutor's Office) for their presentation on Paperless File Management.

Speakers contact information:

Eaton Co. Pros. - Neil O'Brien (517)543-4801 - prosecutingattorney@eatoncounty.org
Michigan State Police, Theresa Page, (517)241-1906 – PageTM@michigan.gov
Monica Jenkins, (517)241-1880 – JenkinsMS@michigan.gov

Respectfully submitted,

Janet Zarbaugh
Secretary – L.E.R.M.A.