

Records Management



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



Meeting of September 14-16, 2011
Location: Bay Harbor Village

REGISTRATION AND ORDER:

Registration began at 8:30 a.m.

CALL TO ORDER & WELCOME TO ALL MEMBERS AND ATTENDEES:

Welcome & call to order from Vice President Kathy Bragg at 9:01 a.m. Acknowledgements and appreciation to Meghan, Bay Harbor Village Coordinator, and LERMA Treasurer, Carol Wright, for all her hard work with the conference registrations.

ROLL CALL:

Linda Carpenter, President		Absent & Excused
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, Trustee	(Royal Oak PD)	Absent & Excused
Shelley Pavlinak, Parliamentarian	(Port Huron PD)	Present

MEETING MINUTES:

Motion to accept minutes: Susan Walker, Gladwin PD
Second: Jennifer Davis, Birmingham PD

TREASURER'S REPORT:

Balance forward: \$5,006.63	Total deposits: \$ 6,845.00
Total expenses: \$1,820.47	Current balance: \$10,031.16

Motion to approve: Jennifer Davis, Birmingham PD
Second: Alice Baker, Wyandotte PD

MEETING SCHEDULE:

2011 SCHEDULE

- November 2011 – FOIA Update
Location: Brownstown PD
Presenter: Kevin Francart from the AG's office
Elections will also be held at this meeting

2012 SCHEDULE

- February 3, 2012 – need department to host; unknown topic at this time
- May 4, 2012 – need department to host; unknown topic at this time
- September 2012
Garland Lodge & Resort, Lewiston
\$65.00 room rate + \$10.00 gratuity for additional services
\$100.00 rate for conference room

NEW BUSINESS:

- President Linda Carpenter has secured a position in the private sector and will be stepping down as president when her term is over in November. She will remain a LERMA member as Immediate Past President.
- Elections for all board member positions and trustees will be held at the November meeting. Alice Baker of Wyandotte PD will be handling all nominations. Nomination forms were made available at the meeting. Return completed forms to Alice or contact her with any questions regarding nominations.
- Departments needed to host meetings in 2012, as well as topic suggestions.

ADJOURNMENT:

The meeting was adjourned at 9:13 a.m. with the introduction of Sydney Smith and Teresa Beck for their traffic crash presentation.

Respectfully submitted,

Janet Zarbaugh
Secretary - LERMA

2011 September Conference – Presenter information

Michigan State Police - Traffic Crash Reporting Section

- Sydney Smith, Manager - Phone: (517) 241-1750
Email: smithsydney@michigan.gov

Michigan State Police – MICJIN Service Center

- Mitzi Goldstein – Manager - Phone: (517) 241-0693
Email: goldstem@michigan.gov

State of Michigan – Dept. of Technology, Management & Budget (Records Retention)

- Jeff Baldwin, Records Analyst - Phone: (517) 335-8965
Email: baldwinj@michigan.gov

Michigan State Police – Criminal History (Non-Public Records)

- Chad Canfield, Section Manager - Phone: (517) 241-0626
Email: canfieldc@michigan.gov

Michigan State Court Administrative Office (Non-Public Records)

- Jim Inloes, Management Analyst - Phone: (517) 373-0122
Email: inloesj@courts.mi.gov

Michigan State Police – Biometrics & Identification Section (LiveScan)

- Keith Kramer, LiveScan Analyst - Phone: (517) 241-0723
Email: kramerk3@michigan.gov