

December 11 2023

Cyndi Pickel

Jerry McCarter

Judge Jeff Rader

Scott Catlett

Caroll McMahan

Brad Cannon

Adra Rowland

Cyndi Pickel called meeting to order. Adra Rowland read minutes of previous meeting motion by Jerry McCarter with Jeff Rader second to approve. Vote was taken 7 yea 0 nays.

New business next meeting will be on Wednesday December 20 at 12pm at 1010 Old Knoxville Highway.

There will be a walk thru of the new records building. Motion by Jeff Rader and second by Scott Catlett. 7 yeas 0 nays.

Brad Cannon spoke to the group about the completion of the building. The punch list is being completed. Everything on the inside is ready. Shelving has been delayed twice but should be here on December 18. We have one unit of shelving paid for this year. One unit will hold 1,000 boxes. They will start moving boxes and transfer to new facility. Rader ask about juvenile records needing to be moved. Cannon has a priority list. The courts have a lot to be moved. 17,000 square feet of open space and not sure on how much shelving it will take. The shelves are 14 feet high.

Cyndi Pickel spoke on open records policy. Concerns and questions about redaction and paying employees for services. Per Jerry McCarter we need to speak with State to make sure we are in compliance. We can charge for copies after the first hour the charge is of the lowest employee's hourly wage.

Jerry McCarter asked Brad how many people do we have run a week? Do we need to help with getting a new employee to help.

Judge Rader wants us to ask CTAS if records will be able to do certified copies once they are at the new site.

Motion to adjourn Jerry McCarter second by Jeff Rader. All were in favor