

MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL MEETING
October 25, 2018

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Thursday, October 25, 2018, at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

MEMBERS PRESENT

Todd Kimbriel, Acting Chair
April Norris, Member
Stephen Quick, Member
Michael Reagor, Member
Mark Smith, Member

MEMBERS NOT PRESENT

Vincent Houston, Member
Hope Morgan, Member
Ciaran Trace, Member

GUESTS

Sarah Jacobson, Texas State Library and Archives Commission
Craig Kelso, Texas State Library and Archives Commission
Nanette Pfiester, Texas State Library and Archives Commission
Jenny Singer, Texas Health and Human Services

I. CALL TO ORDER

A quorum being present, Acting Chair Todd Kimbriel called the meeting to order at 2:01 p.m.

II. APPROVAL OF THE JUNE 5, 2018 MINUTES

The minutes to the Council meeting held September 11, 2018 were approved as follows:

MOTION made by Mr. Mark Smith, seconded by Ms. April Norris, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held September 11, 2018, as presented.

III. AGENDA ITEM 2 – REVIEW, DISCUSS AND APPROVE THE 2017-2018 BIENNIAL REPORT TO THE LEGISLATURE

- Mr. Kimbriel noted the final draft of the biennial report had been distributed to the Council members on October 19. He added he had not received any feedback from Council members after the draft was distributed.

- **MOTION** made by Mr. Stephen Quick and seconded by Ms. April Norris to approve the draft report as presented. Mr. Kimbriel asked if there was any discussion before a vote would be taken on the motion.
- Mr. Smith asked about appendices to the report. He noted previous reports has included appendices. Ms. Nan Pfister noted earlier reports included copies of the legislative appropriations requests made by the Texas State Library and Archives Commission (TSLAC) that the Council supported.
- Ms. Pfister added that the joint letter from the Council and the State Agency Coordinating Committee (SACC) Records Management Subcommittee might be included in the appendices as well. She noted that adding the letter might change some wording on page five of the report.
- Mr. Smith reminded the Council that TSLAC had sought a change in the state employee classification system to include records manager positions. The State Auditor's Office is making that recommendation to the legislature in the upcoming session, he noted. Adding the joint letter that supports the change to the appendices might reiterate support for the change to the classification system, he added.
- Ms. Pfister noted there were letters from several Council member agencies in support of the SACC Records Management Subcommittee. It might be appropriate to add these letters to the appendices as well, she said. She noted a typographical error on page nine of the draft report as well.
- Mr. Smith noted any changes to the draft report needed to be understood and approved by the Council at the meeting, as the report was due by November 1. Alternatively, the report could be redistributed and the Council could meet again to approve the updated draft report before the November 1 deadline.
- Mr. Smith suggested the motion on the floor be amended to approve the draft report with the changes that had been suggested. Mr. Kimbriel reiterated the proposed changes and asked for a vote on the amended motion. The amended motion passed unanimously.

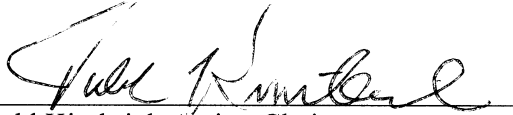
IV. **OTHER BUSINESS**

- No other business.

V. **PUBLIC COMMENT**

- No public comment.

In the absence of any further business, the meeting stood adjourned at 2:09 p.m.


 Todd Kimbriel, Acting Chair