

CITY OF CHEVIOT
COMMITTEE OF THE WHOLE REPORT
December 8, 2015

President of Council, Deborah Slaughter, called the meeting to order at 7:11 p.m. In attendance were Council members Jim Sunderhaus, Bill Clark, Dennis Dinkelacker, Jim Martin, Amy Richter, and Kitty Zech. Also in attendance were business owner Kevin Leidecker and residents Evan Uchtman and Patrick O'Donnell. *and Patrick Wettneger*

Ms. Slaughter reviewed the standing committees' reorganization that was discussed at the previous meeting to better reflect current issues. The chairs and members of each committee were also determined. The list is attached to be voted on at the January 1st meeting. Council will also vote on the council rules at that time.

Joining the meeting were Mayor Sam Keller, Safety/Service Director Tom Braun, Treasurer Joe Pahls, Auditor Theresa Klein, Assistant Auditor Patty Henry and Tax Commissioner Greg Nolan.

Ms. Slaughter then reviewed the Sunshine Laws - Public Records and Open Meetings. It is mandatory that all elected officials attend the seminar during each term or send a delegate. The certificates of attendance are to be maintained by the auditor for inspection by the state. The seminars are now offered online.

It was stressed that the retention of public records is based on the content and not the medium. Any questions regarding the production of documents for a public records request should be referred to the Law Director. Topics covered included the Records Retention Director (the SSD) and the Records Retention Commission; duties regarding the production of records; the definition of public records; e-mails; transient notes and notes of the chairperson; keeping a log of records requests; exceptions; and violations and penalties.

Topics covered regarding open meetings were what is a public meeting subject to the act; notice; e-mails; executive sessions; and minutes.

The meeting adjourned at 8:12 p.m.

Respectfully Submitted.

Deborah M Slaughter
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Cheviot Council President