

Minute Minders



Communication Committee, Editor

www.omca.us

Fall 2021



From the President's Desk

Whom am I? Who are you? We know what each other does for a living. How often do we take the time to let each other know who we are personally? As my first "From the President's Desk" I thought I would share a little about myself as my introduction to you. I'd also like to take this opportunity to tell you what I know about you.

I have been married to my best friend and love of my life (Dennis) for 34 years. We are the proud parents to Eddie (44), Travis (28) and Brittney (26); two fur babies (German Shepherds) Benz and Mika; one granddaughter Tristen; four grand dogs: Sigma, Zeke, Ragnar, and Angel; and one grand chinchilla Batman.

I have worked in municipal government since January 1983. I can't imagine doing anything else except, of course, retire.

I must say it is an honor to serve as President of the Ohio Municipal Clerks Association. Since being sworn in as President I have truly been in awe of the positivity and excitement I have heard from those who have been members for years (including retired members), new members and those who are interested in becoming members.

Now, I turn my attention to you:

How about our Immediate Past President Dee Werbrich who was amazing as our President for two years. She served a full year more than normal due to the COVID-19 pandemic. She didn't hesitate to say yes when asked to do so and she was an outstanding leader. She never missed a beat to continue to move our Association forward during a time when everyday was one of uncertainty. I can't imagine having to do so but I'm so glad Dee did. She even remained steadfast while changing jobs in the process.

Your Executive Committee is a cohesive team who, so far, works very well together. As you know, there are several moving pieces to and members in our Association. As individuals on the Committee, we are bringing our talents to the table and are focusing on what is best for our membership, as a whole. We look forward to having you, the member, be an active part of what takes place, as well. If you have an idea, a thought, a what-if, share it with the Committee, in writing.



At our July Institute, my speech focused on everyone; all of us. I referred to our Mission Statement which is, *"The Ohio Municipal Clerks Association advances the Municipal Clerk Profession through education, networking, and mentoring, which establishes Clerks as experts in their field and leaders in the communities they serve."* To us, I issue this challenge – Let's put an emphasis on three words of our Mission: "education, networking, mentoring." Let's take time to help someone (mentor), to listen (network) and to sharpen our minds (education). Education does not simply mean going to school; it's the process of gaining knowledge. We can do that in so many ways. During my speech I said, in part, "that we cannot be experts in our field and leaders in our communities that we serve without also improving and focusing on ourselves first." So, let's do it for us and those whom we serve.

The final quote from my speech was from Eleanor Roosevelt, who said, *"Since everybody is an individual, nobody can be you. You are unique. No one can tell you how to use your time. It is yours. Your life is your own. You mold it. You make it."* This note to you comes from my heart. I am excited to lead this team of some of the best public servants any municipality could have.

SIDE

Committee News

Administrative	2
Legislative Review	3
Professional Development	4
Ways and Means	5
Membership	6
IIMC News	7

OUR MISSION

The Ohio Municipal Clerks Association advances the municipal clerks profession through education, networking and member benefits, which establishes clerks as experts in their field and leaders in the communities they serve.



ADMINISTRATIVE COMMITTEE

Administrative Committee members continue to recruit Board members, especially Village Board members. Vice-President and former Administrative Committee Chair Mollie Prasher received applications from two village representatives which will be presented to the Executive Board for consideration at the October 14, 2021, meeting of the Board.

The Committee would like to present the new slate of candidates to join the 2021-2024 OMCA Executive Board. We will still be down one Village Board member following the confirmation of two new members:

Village Board Positions (filled by City members)

Stacy Senskey
City of Ashtabula

Amy Brown
City of Moraine

The Committee and President Wasson have set the date for the Strategic Planning session for November 19, 2021, and will be held at the City of Reynoldsburg's office, 7232 East Main Street.



LEGISLATIVE COMMITTEE

The Legislative Committee welcomes its new members Amy Brown, Kara Landis and Julie Anderson and returning member Tracy Simons. We appreciate all the work the previous committee has done. At the OMCA Institute in July, an amendment to the OMCA By-Laws were approved and can be accessed on the OMCA website.



Invite Your Neighbors!

Building our Association is one way members can make a difference. With the 2021 OMCA Member Application available on our website at www.omca.us, we encourage all of our members to invite a neighboring municipality to join. Send a quick email, introduce yourself and share our application inviting them to take advantage of the professional development opportunities, networking, resource tools, and support they can connect with as an OMCA member. Thank you for being an ambassador!



MEMBERSHIP COMMITTEE

The Membership Committee welcomes its new members Julie Ogg, who will chair this committee and members Jessica Hilts, LaShauna Kacynski, Jamie Morley, Alisa Novak, Stacy Senskey, and Laurie Beran. We appreciate all the work the previous committee has done.

Professional Development Committee News

2022 Educational Opportunities

The Committee is working hard to get the education plan lined up for the 2022 year. We are excited about what has been planned so far. Please be sure to 'SAVE THE DATE' and plan to join us next year. LOTS more details will follow, but we wanted you to have the dates so that you could put them on your calendar!

ANNUAL INSTITUTE

We hope that you will join us for the Institute on July 17th through the 21st at Sawmill Creek in Huron. More details will be shared soon – please mark your calendar!!

The Committee agreed to once again hold the Chinese Auction. The money raised from this fun activity will go to our Scholarship Fund.

Sharon K. Cassler, MMC
Professional Development Committee Chair

Committee Members:

Mary Johnston	Connie Gaylor
Tracy Wonner	Dana Schroeder
Fijabi Gallam	Kari Egbert
Dee Werbrich	Stacy Task

ATHENIANS DIALOGUES

Dialogue #1

Host: Connie Gaylor
Montgomery
Facilitator: To be determined
Book: To be determined
Date: April 13, 2022

Dialogue #2

Host: To be determined
Facilitator: To be determined
Book: To be determined
Date: August 25, 2022

Dialogue #3

Host: Dana Schroeder
North Royalton
Facilitator: To be determined
Book: To be determined
Date: October 19, 2022



ONE DAY ACADEMIES

One Day #1

Host: To be determined
Session Topic: Public Meeting Management (emphasis on Robert's Rules; Preparation of Effective Minutes; Executive Session; Running Effective Meetings)
Possible Speaker: Steven Smith
Date: **March 24, 2022**

One Day #2

Host: Mollie Prasher,
Reynoldsburg
Session Topic: Sound HR Practices/OPERS Update
Possible Speaker: To be determined
Date: **September 15, 2022**

One Day #3

Host: Tony Rodgers, Huber Heights
Session Topic: Mental Health/Dealing with Stress
Possible Speaker: To be determined
Date: **November 17, 2022**

All One Days and Athenians are from 9:00 am to 4:00 pm.

Please visit the OMCA website for all the material you will need to register.

The purpose of the Ways and Means Committee is to work in cooperation with the Treasurer to oversee the financial activities of the association, create an annual budget for the Association, be responsible for the sale of OMCA merchandise, conduct an annual audit, and oversee all OMCA fundraising efforts.

The last two years have been challenging times for OMCA as it has been for many other entities and organizations. The pandemic resulted in the cancellation of the OMCA educational opportunities in 2020 and the first half part of 2021 as well as the cancellation of the 2020 OMCA Annual Institute scheduled to take place in Dublin, Ohio in July, 2020. OMCA and individual Clerks had to rapidly adapt to new ways of doing business while navigating COVID-19, social distancing, virtual meetings, and many other new aspects of municipal government service. The leadership of OMCA has worked diligently to effectively manage the finances of OMCA during this period and to maintain the continued and future viability of the association. In these efforts the OMCA Board has been very successful.

The current balance in the OMCA checking account as of October 4, 2021 is \$103,427.02.

The current balance in the OMCA Marilyn McLaughlin Fund account as of October 4, 2021 is \$2,034.07.



To all Clerks celebrating a birthday in October, November, and December



Records Disaster Plan

Every year across the United States, some municipalities are faced with the loss of important government records as a result of accidents, damages, or natural disasters. These losses can result in huge financial costs and hardships for a municipality faced with one of these scenarios. The protection and preservation of government public records is a mission-critical responsibility for every community and requires pre-planning and preparation to mitigate these types of losses. The Ohio History Connection's Local Government Records Program offers basic precautions for disaster avoidance and the creation of a written disaster recovery plan.



Disaster Avoidance

Every year, there are instances of damage to important government records as a result of various disasters. There are basic precautions to take that will lessen the damage to records in the event of a disaster:

- Keep records storage areas clean and orderly;
- Do not store records in a leaky basement or attic;
- Store records at least six inches above the floor;
- Build firewalls around storage areas;
- Use non-combustible materials in vault construction;
- Install smoke and water detectors that are connected to a central alarm system;
- Inspect wiring regularly;
- Keep fire extinguishers in records storage area;
- Prohibit smoking in storage areas; and
- Store vital records in a separate building.

Create a Plan

A critical part of any records management program is a written disaster recovery plan. This plan should include, but not be limited to:

- List of vital records, their locations and priorities for recovery;
- Inventory of information technology equipment and software;
- Contact information for staff;
- List of supplies and their locations;
- Contact information for vendors;
- Location of critical equipment/building information such as fire extinguishers and utility controls; and
- Techniques for recovering damaged records.



Breanna Dull
City of Lorain

Wishing Breanna best wishes on earning this important designation!

Congratulations to Breanna Dull for earning her Certified Municipal Clerk (CMC) designation. She has been serving as the Deputy Clerk for the City of Lorain for the past 6 years. She received the plaque yesterday and was so excited.



Joan Kemper
City of Bay Village



Joan has been the Clerk for Bay Village for 22 years. Joan was also the Clerk for the City of Brooklyn for 33 1/2 years before her retirement.

Another of our illustrious Clerks in the state of Ohio earned the prestigious Certified Municipal Clerk (CMC) designation.

Congratulations to Joan for working so hard to earn her CMC.

Alisa Novak
City of Willoughby

Congratulations to Alisa Novak from the City of Willoughby on earning her Certified Municipal Clerk (CMC) designation.

She has been with Willoughby for six years. She serves as Clerk and Civil Service Clerk. Alisa is a busy woman.

Let's all give Alisa a high five for achieving this important milestone!

Heather Moore
City of Pickerington

Let's give a big shout out to Heather Moore from the City of Pickerington for earning her CMC!!!!

Heather has been a Clerk in Pickerington for the past 4 years and is so excited to have earned her CMC. As soon as her plaque comes in, I have offered to make a formal presentation to her Council.

Give Heather a big shout out on her fabulous achievement. Is an MMC in her future?



The 2022 IIMC Annual Conference will be held May 22-25, 2022 in the wonderful city of Little Rock, Arkansas. Conference hotel, conference, and class registration information will be sent out to the members in the next couple of weeks. Please consider attending this conference for the opportunity to grow professionally and personally!



The IIMC Board of Directors held their Mid-Year M-meeting in Riverside, CA on October 22-23, 2021. The Board awarded the 2026 IIMC Annual Conference to Reno, Nevada. This will be a five day conference in recognition of IIMC's 80th Annual Conference. Start making your plans to attend.

The Board also approved the following agenda items:

- A sustaining process regarding the Beyond the MMC Program was discussed and an update on the program will be provided at the Little Rock Conference in May.
- The current Strategic Plan will be finished and a new 3 year plan will be established by the Board
- IIMC Committees will be given Diversity and Inclusion goals to ensure transparency and continuity as a standard
- The projected 2021 budget will end with a profit of \$4,600
- The Board approved the 2022 Budget with a year-end project of \$8,200

The Elections Committee recommended reducing the Vice President election time period from five to three weeks.

Please refer to IIMC's website for more information grant and scholarship opportunities. The website is iimc.com The 2022 IIMC Annual Conference grants have been extended to January 31, 2022.

The 2022-2023 CMC/MMC Institute Scholarships deadline is March 2, 2022.

If you need any assistance with regards to IIMC, please contact IIMC Region V Director Janice Bates, Tipp City, or myself. We will be happy to help you!

Mary Johnston, IIMC Immediate Past President
Clerk of Council, Westerville OH

LIKE A DIAMOND -- MULTIFACETED LEADERSHIP

2022 IIMC Annual Conference

76th IIMC Annual Conference: Little Rock, Arkansas
SUNDAY, MAY 22 - WEDNESDAY, MAY 25, 2022

