

Minute Minders



From the President's Desk

OMCA and its members have had a very busy past few months. I, personally, am still coming down from last week's Institute in Huron. What an awesome experience! I met so many clerks, welcomed twelve first time clerks to the Institute (well, eleven as I brought my Assistant Clerk and already knew her), and especially enjoyed welcoming back fifteen retired clerks. We also had the honor to host IIMC President Pamela Smith at our Institute. I believe she had a great time. We all loved meeting her. Evaluations are being reviewed and I am in the process of contacting all of the Board members that attended the Institute to seek their feedback. The Professional Development Committee is already scheduling a meeting for next month to start planning for next year.

There is a lot of news to report.

CONGRATULATIONS!!!

The membership selected the following individuals to serve on the OMCA Board, some effective immediately and some effective January 1, 2023.

- Vice President — Helen Dunlap, Broadview Heights (effective January 1st)

- Secretary — Stacey Task, Reminderville (effective immediately)
- Treasurer — Belinda Anderson, Oberlin (effective January 1st)
- City Board Member — Fiji Gallam, North Ridgeville (effective January 1st)
- Village Board Member — Jamie Morley, Waynesville (effective January 1st)
- New City Board Member — Jessica Hiltz, Westerville (effective immediately)
- New City Board Member — Katie Lewallen, Riverside (effective January 1st)

We are still looking for Board members. Please reach out to Jill Pierce, Administrative Chair, if you have been a member of OMCA for two years and are interested in serving on the Board.

The Board also recognized two Board members that will be stepping down effective December 31, 2022.

- Vice President Kari Egbert, Sidney
 - Treasurer Tony Rodgers, Huber Heights
- They both have provided a tremendous amount of effort and time to OMCA. They are not leaving OMCA, just stepping down from their current positions. Thank you both for the many ways you gave of yourself and your talents making OMCA a better and stronger professional organization.



As for other news:

1. The announcement should be forthcoming in the next couple of weeks, but the Board will be making a change to our website, to how we register for programs, and more importantly to getting all of our email blast questions and answers posted on the website. I am hoping that by October this new system will be in place. Stay tuned for a formal announcement.
2. The Board is listening to the concerns of our membership regarding relevant and quality educational offerings. This year's Institute brought in a few nationally renowned speakers in an attempt to broaden our educational opportunities. In order to maintain a higher quality of presenters, the Professional Development Committee and Board will be discussing increasing the budget of the Institute and the cost of the Institute for members. Next year's Institute will be in the Columbus area, so we already know costs for a meeting location and food will be increased. I will keep you posted on our discussions throughout this next year.

INSIDE

Committee Updates	3
By-Law Amendments	4
Clerk of the Year	6
Annual Institute Fun	7
Professional Development	8
Congratulations	9
Strategic Plan Update	10
IIMC News	11

OUR MISSION

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

3. I am putting out a call to members and retired members, if you would like to serve on an OMCA committee, please let me know. Serving on a committee is a great way to become involved in OMCA and provide your input to make a difference. Most committees meet virtually. If you want to know more about OMCA committees, please feel free to email me or call 614-322-6836.
4. We tried a little experiment during the Annual Business meeting at the Institute. We live streamed it!!! Check out our Facebook page and watch the meeting happen live (then). Hopefully, moving forward, we will be able to live stream more events.
5. Congratulations to our new Clerk of the Year Joan Kemper from Bay Village. It was a very moving presentation with last year's Clerk of the Year Elizabeth Slagle giving a very touching introduction. Stay tuned as the Clerk of the Year Ad Hoc Committee is working on improving the Clerk of the Year process to make it more relevant to today's membership.
6. The Institute also recognized six clerks who were the first ladies to earn their CMC in Ohio — Nancy English, Paula Cope, Diane Collins, Margaret Lintner, Mary Ann Meola, and Sharon Cassler. Plus, we had ten additional retired clerks join us

for our Wednesday night banquet. It was so great to see so many wonderful ladies again. I think they need to make the Wednesday night banquet their annual reunion. Our current members made so many positive comments about how wonderful it was that the retired clerks were included and recognized. Retired clerks — WE WANT YOU!

7. Included in this newsletter is the final summary of the November, 2021 OMCA Strategic Planning Session. Please look over the goals and action plan for addressing those goals. I will be giving a progress report at every Board meeting checking off items that the Board has accomplished and/or the current status. That said, if any member has a suggestion about something you think the Board should address, please let me or any other Board member know. The Board is here to serve the membership. The more we hear about what the membership wants, the better able we are to serve you.
8. IIMC has a separate Board that services the IIMC Foundation, a group that provides scholarships to all IIMC members. OMCA has given \$250 annually to the IIMC Foundation. OMCA also sponsored the establishment of our own Ohio scholarship program — The Mary Johnston Scholarship. That

scholarship can only be awarded to Ohio clerks. IIMC President Smith has challenged all IIMC members to donate \$5 to the IIMC Foundation. She challenged all of us that attended the Institute. I am so proud to announce that we raised \$350 in four days at the Institute!!! All of those funds will go toward the Mary Johnston Scholarship. If you would like to donate \$5, please go to iimc.com, IIMC Foundation and you can make a \$5 donation online or include a donation with your IIMC membership application.

9. Ohio Clerks really stepped up to the plate for the OMCA Marilyn McLaughlin Scholarship Fund at the Annual Institute by raising \$700 from the ticket raffle. Thank you to all the members who donated items for the raffle!

I know there is more information to share, but if you have read this far I know you need a break. I cannot thank the Board and members enough for all of your support and kind words during the past seven months. Your support is truly appreciated. These past months have felt like standing on a boat in the ocean. It started out being pummeled by giant waves. But the waves are beginning to subside, the sun is coming out, and I know smooth sailing is ahead. I am very grateful that I put the Bonine patch on before I got on the boat.

Hoping everyone enjoys the remaining days of summer.



**To all Clerks celebrating a
birthday in
July, August and September**

ADMINISTRATIVE COMMITTEE

The Administrative Committee reviewed and approved the records destruction list as prepared by President Prasher in April.

The committee also canvassed the membership for Executive Board officer candidates for seats starting January 1, 2023. City Board Member Helen Dunlap (Broadview Heights) applied to be Vice President for the coming year and City Board Member Stacey Task (Reminderville) applied to fill the vacant Secretary position. The committee continues to search for a candidate for the Treasurer position.

Fijabi Gallam (North Ridgeville) also applied for reappointment to her City Board Member seat and Jamie Morley (Waynesville) her Village Board Member seat when their terms expire on December 31.

Two new individuals, Katie Lewallen (Riverside) and Jessica Hilts (Westerville), submitted applications for vacant seats on the Executive Board.



LEGISLATIVE COMMITTEE

The Legislative Committee presented the membership with four By-Law Amendments during the Annual Business Meeting at Sawmill Creek. All four By-Law Amendments were approved by the membership.

The membership also voted to adopt the Vision Statement that was developed from the strategic planning sessions.

The Legislative Committee is also working with all the Executive Board committees on updating the existing Appendixes in the current Policies and Procedures for more clarity.

COMMUNICATIONS COMMITTEE

The committee evaluated three association membership software packages. These packages include features that may alleviate the current issues the organization faces with regard to posting responses to questions posed using the email tool.

WAYS AND MEANS COMMITTEE

- OMCA checking account balance as of July 8, 2022=\$103,065.31.
- OMCA Marilyn McLaughlin Fund account balance as of July 8, 2022=\$2,034.16.

MEMBERSHIP COMMITTEE

As July 17, OMCA has 256 members and additional 19 members from the April report. Thank you for your membership!

The Membership Committee sent a note of congratulation to Jessica Hilts, City of Westerville for earning her CMC designation and Fijabi Julien-Gallam, City of North Ridgeville for earning her MMC designation.

A note was also sent to the family of Molly Kapeluck about the OMCA donation to the Mary McLaughlin Fund in memory of their mother.

Please submit life events such as, marriages, births, adoptions, trips and fun news to the Membership Committee for inclusion in the next newsletter.

PROFESSIONAL DEVELOPMENT COMMITTEE

The Professional Development Committee met at Sawmill Creek twice in June to finish planning for the 2022 educational year and the Annual Institute. Be sure to check out all the remaining educational opportunities scheduled this year and get registered today!

The following OMCA By-Law amendments were adopted by the membership during the annual business meeting held during the Annual Institute at Sawmill Creek Resort in July.

ARTICLE VI. EXECUTIVE COMMITTEE Section 2 was amended to refer to the election of officers “as stated in ARTICLE VII Section 4 of the OMCA By-Laws”. This section refers to the election of officers by electronic means. This was done so that if one section is amended in the future regarding election of officers that it only needs amending in one location.

Updated language as adopted

Section 2: The Officers of this Association shall consist of President, Vice-President, Secretary, Treasurer, and Immediate Past President. All Officers shall have served on the Board of Directors for a full term by either completing their full three (3) year term or having three (3) full years of service on the Board to include a combination of a partial term appointment and a partial elected term may be eligible to serve as an Officer of the Association. The Vice President, Secretary and Treasurer will be elected as stated in ARTICLE VII Section 4 of the OMCA By-Laws. The Vice President will be elected for an ascending three year term – Vice President, to President, to Immediate Past President. The Secretary and Treasurer will be elected to serve three (3) year terms.

ARTICLE VI. EXECUTIVE COMMITTEE Section 6 previously referred to the audit of the books and with the past amendment moving our fiscal year from August to January, this section was amended to state “within 60 days after the end of the fiscal year.”

Updated language as adopted

Section 6: The President shall preside at all business meetings of the Association or the Executive Committee, supervise all activities of the Association, and shall have such powers and duties as may be delegated to him/her by the Executive Committee consistent with the provisions of these By-Laws. The President shall arrange for an audit of the books of the Association completed within 60 days after the end of the fiscal year, and a report shall be given at the next regular meeting of the Executive Committee.

ARTICLE VI. EXECUTIVE COMMITTEE Section 9 was amended to have the Treasurer prepare and submit an annual budget at the October executive committee meeting because of the change in our fiscal year.

Updated language as adopted

Section 9: The Treasurer shall keep a record of the financial accounts of the Association in a permanent book. This record shall be open for inspection to the members at all reasonable times. The Treasurer shall be responsible for an accurate record of the membership of the Association, notices of annual dues, and for receiving and disbursing all funds of the Association under the direction of the Executive Committee. The President and Treasurer shall be empowered to sign the checks of the Association, only one signature being required for validity. This will provide for the payment of bills if a vacancy occurs in the Office of the Treasurer. The Treasurer shall present a complete financial report for the Association at the official annual meeting. The Treasurer shall prepare and submit an annual budget to the executive committee for approval at the October executive committee meeting.

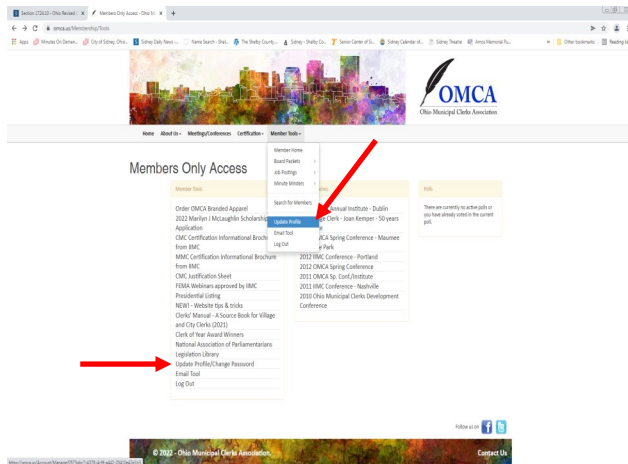
ARTICLE X. AMENDMENTS Section 1 was revised based upon recommendation of a retired clerk to allow electronic voting for By-Law Amendments so that it can be done throughout the year and not only at Institute. Hopefully this will allow more involvement from our membership in the process, and not just for those able to attend the annual event.

Updated language as adopted

Section 1. Any proposed By-Law amendments shall be furnished electronically to all full members in good standing not less than 30 days prior to elections. The proposed By-Law amendments will be voted on by electronic means and allow 14 days for voting. A two-thirds (2/3) majority vote of full members voting is required for passage. Once the votes are certified, amendments become effective immediately and the results will then be sent to the membership.

Also adopted during the Annual Institute was the following Vision Statement:

“The Ohio Municipal Clerks Association (OMCA) is committed to improving efficiency, productivity, communication and a zeal for knowledge and information to build a network between clerks and maintain a distinctive professional organization combining our history and building toward a vibrant future.”



Did You Know?

Did you know that you can update your profile and/or change your password in the Membership section of the OMCA website? Once logged in, just click on the Member Tools toolbar and select Update Profile. Or select Update Profile/Change Password from the Member Tools section. Be sure to save your changes!

Save the Date

BOLD EDUCATION IN THE BOLD NORTH

2023 IIMC Annual Conference

77th IIMC Annual Conference: Minneapolis, Minnesota
MAY 14 - MAY 17, 2023



Member Spotlight

2022 Clerk of the Year



The OMCA would like to congratulate Joan Kemper, Clerk of Council for Bay Village, Ohio on being named the 2022 Clerk of the Year.

At an early age, Joan learned the importance of local government from her mother, who was a bookkeeper with the City of Parma. Developing a passion for local government and realizing the positive impacts it has on people's daily lives, she followed in her mother's footsteps at age 24, when she began her own public service career as a Police Dispatcher for the City of Brooklyn. Shortly thereafter, she accepted the position of Mayor's Secretary, and she served in many other capacities before retiring from Brooklyn in 1998 with 33 ½ years of service. In her "retirement," she sought part-time work and was hired by the City of Bay Village in 1999 as a Receptionist and Utility Billing Clerk. Thereafter, she served as Civil Service Commission Secretary; and she resumed full-time work in 2001, when she was appointed as Clerk of Council and Secretary to Boards and Commissions. To date, she has served the public for 57 years.

Joan has been an active member of OMCA since she assumed her role as Clerk of Council in 2001. She regularly attends the OMCA Annual Institute and participates in other OMCA learning opportunities, as well. She frequently responds to queries from her fellow clerks. She is very knowledgeable and is always willing to lend a hand or an ear to her fellow clerks. She loves the fellowship and help from fellow Clerks and is always anxious to continue learning in

an effort to improve her professional and personal skills.

In 2021, Joan received her Certified Municipal Clerk Certification from the International Institute of Municipal Clerks. In her own words, she encourages each Clerk "to work towards his or her certification. The things you learn along the way are so helpful in your career. This municipal work is wonderful work. It is a pleasure and honor to serve my fellow citizens, and a privilege to be able to learn from each other."

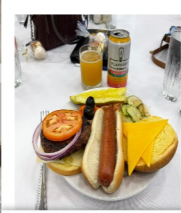
Joan is also an active member of the Northeast Ohio Municipal Clerks' Association, where she has served as past President; she is an active member of the International Institute of Municipal Clerks and received IIMC's Certificate of Recognition last year for her many years of service; she is a Lifetime Honorary Member and Past President of the Cuyahoga County Mayors' Secretaries Association; and she also serves as a Notary Public.

Joan is active in her community and credits her stamina to her strong faith, healthy diet, and desire to help others. She is a devoted member of St. Raphael Parish in Bay Village. On the weekends, she is a water yoga/water aerobics instructor for University Hospital, and she especially enjoys sharing these activities with older folks to help them stay healthy. She loves her family and is a proud mother, grandmother and great-grandmother.

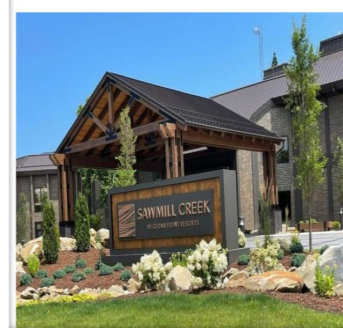
Overall, Joan is a truly incredible woman, and her dedication and endurance in both her work life and personal life is an inspiration to us all. Her character is truly genuine and kind, and she embodies what a municipal clerk represents, the heart of the City.

Congratulations Joan on being bestowed with this prestigious honor!

Annual Institute Fun!



Hello all! This is my second year at OMCA. I had a ton of fun. I know how hard it is to put these events together, and I just want you all to know how much I appreciate it. I will continue to look forward to this event every year, please never stop. It's so awesome to gather with this great group of women, to share, to vent, to commiserate, to trade stories, to feel welcome, to feel cared about, to feel appreciated. Thank you for giving us a "safe space" to come together and help make each stronger. I'm damn proud to be part of OMCA and I'm grateful to all of you. Thank you Dee, for the welcoming hug and for bringing Lilly, who brought a lot of sunshine to everyone's day. Thank you Stacy, Dee, harris, Sharon, Mary, Fijabi, and anyone I missed, for making sure everything flowed smooth all week. You girls are awesome and I love seeing all of you every year. Much love & looking forward to 2023 ♡ ☺ !



♥
Heather Allen-Village of Mansville



SAVE THE DATE—OMCA 2023 ANNUAL INSTITUTE

JULY 17—JULY 20, 2023

Remaining 2022 Educational Opportunities

ATHENIANS DIALOGUES

(\$100/\$125)

Date: August 24, 2022– 9:00 a.m. to 4:00 p.m.

Host: Krystal Gonchar, City of Gahanna & Mary Johnston, Westerville

Location: City of Upper Arlington, 200 S. Hamilton Road, Gahanna, OH

Facilitator: Camilla Pittman, MMC, City of Greenville, SC

Book: The Gatekeeper by Kathryn Smith, ISBN-10: 1501114972

Hotel: Townplace Suites by Marriott—614.486.5433

Date: October 19, 2022 – 9:00 a.m. to 4:00 p.m.

Host: Dana Schroeder, North Royalton

Location: 2021 North Royalton Rd, North Royalton, OH

Facilitator: Mary Lynne Stratta, MMC, City of Bryan, TX

Book: Leadership the Eleanor Roosevelt Way by Robin Gerber,
ISBN-10:978159184206

Hotel: TBD

ONE DAY ACADEMIES

(\$100/\$125)

Date: September 15, 2022 – 9:00 a.m. to 4: 00 p.m.

Host: Mollie Prasher, MMC, City of Reynoldsburg

Location: Reynoldsburg City Hall, 7232 East Main Street, Reynoldsburg, OH

Session Title: *What is up with HR?*

Session Topic: Sound HR Practices/OPERS Update

Speaker: Westerville Adam Maxwell; Reynoldsburg Melissa Blankenship; OPERS Representative

Hotel: Fairfield Inn & Suites by Marriott—614.864.4555

Date: November 17, 2022 – 9:00 a.m. to 4: 00 p.m.

Host: Tony Rodgers, MMC, City of Huber Heights

Location: Huber Heights City Hall, 6131 Taylorsville Road, Huber Heights, OH

Session Title: *Desktalk Boxing*

Session Topic: Mental Health/Dealing with Stress

Speaker: Carin Burr

Hotel: Holiday Inn Express—937.235.2000

WHAT OTHER CLERKS ARE SAYING ABOUT OMCA PROFESSIONAL DEVELOPMENT COURSES

"Kudos to all who organized this one-day academy and to the presenters. While it was a refresher for me, it was definitely helpful for all of the newer clerks. Listening to their questions, it was evident that this session was very, very helpful for them.

Thanks again – have a great week!"

Mary E. Betsa, MMC

Village of Mayfield

Please visit the OMCA website for registration materials.

Congratulations to YOU!



A huge shout out to Julie Ogg of the City of Whitehall for fulfilling all the requirements to become the newest Certified Municipal Clerk (CMC)!



Congratulations to Fiji Gallam of North Ridgeville on earning her Master Municipal Clerk (MMC)!

Thank You for Your Service



Mary Johnston of the City of Westerville recently completed her term as IIMC Immediate Past President.



Janice Bates of the City of Tipp City recently completed her term as IIMC Region V Director.



Have a personal or professional "Shout Out" you'd like to share in this newsletter? Send it to a Communications Committee member:

[Donna Fiori](#)—[Krystal Gonchar](#)—[Tara Grimm](#)—[Tiffany Justice](#)—[Tarina Rose](#)—[Kari Egbert](#)

Strategic Planning Update

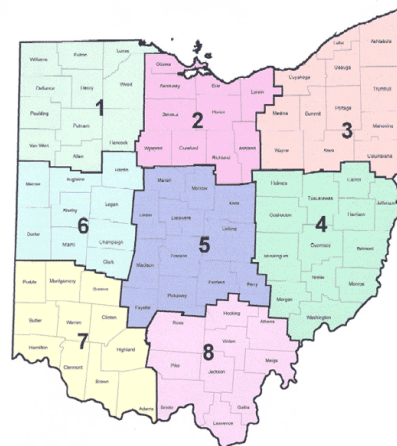
The Executive Board held a Strategic Planning Session in November 2021 and Board members have been working on various action items. The following highlights are some of the activities currently underway:

1. *Clerk of the Year*. An Ad Hoc Committee is looking at the Clerk of the Year award, its relevance, and if there are any changes needed to the selection process.
2. *Virtual Education*: The

Professional Development Committee will be scheduling at least one virtual Athenian Dialogue each year.

3. *Membership*. The Committee is looking to create a welcome packet for all Ohio clerks new to the profession.
4. *Education Schedules*. The committee is evaluating our current policies to allow for more flexibility especially in regards to virtual trainings.

Discussions center on how to address points, participation and monitoring virtual attendance for education opportunities.



How do I Earn a CMC?

Interested in earning your Certified Municipal Clerk designation and not sure where to start? Here's a quick snapshot of the process to become a CMC:

1. You must be an IIMC member for a minimum of two years. Not a member? Apply online today to get the clock started! The two-year IIMC membership confirms the commitment of the clerk to IIMC and its mission, as well as the profession at large. The candidate may take courses during the two-year IIMC membership period and even apply for the CMC Designation, however, the CMC Designation will only be granted after the two-year IIMC membership period and the Education and Experience requirements have been fulfilled. Remember, your OMCA membership is different than an IIMC membership. You'll need to be members of both organizations.
2. If you are a member in good standing, fill out the Application for Admission form available on the IIMC website. (this is your enrollment form in the CMC program) and be sure to mark the CMC box and include your fees, currently a non-refundable fee of \$50. To obtain the CMC designation you will require 60 points of Education, as well as 50 points of Experience, for a grand total of 110 points. Take advantage of the OMCA courses and be sure to read the IIMC newsletter for other training opportunities.
3. Send in the Application for CMC Designation (this is considered your "point request form") along with all supporting documentation. Once the IIMC Education Committee has reviewed your information, you will get a point status update email. **PRO TIP:** Send in your point request forms as you accumulate points. There is no need to wait until you think you have all the needed points. Periodically update your Council on your points progress to show your dedication to achieving the professional certification. Be sure to include the \$75 non-refundable fee with your last "point request form".
4. Once all the points have been accumulated and the fees paid, IIMC will send you a notification of your accomplishment and your certificate will be mailed to you, along with a CMC pin. You can also add an option \$40 to your application for a plaque to hold your certification notice.



**Message
from Region
V Director
Angie
Marshall**

Greetings

Region V! I hope

everyone has had a productive and eventful year so far. 2022 has definitely been a bit of a whirlwind for me. Dare we let out a small sigh of relief as our cities and towns finally progress back to a somewhat state of pre-covid mentality? Yes! Although, I certainly don't think it will ever be completely the same as it was before. But that's progress right? Not all of the changes that have emerged from the pandemic were bad ones. We adapted methodology of operations and delivery of services that seem to be sticking around. (And I must say I'm a big fan of curbside!) We also had to change the face of education. Online instruction and zoom classes have paved a way that will not be undone. And I know quite a few newly inducted Athenian Fellows from Little Rock who are very appreciative of that. So stay tuned to your IIMC newsletter and follow the website for opportunities to make awesome clerks even better! Speaking of Little Rock, the conference in May was a phenomenal experience (as all IIMC conferences tend to be). But this one just felt better after two years

of cancellations and face masks. The food was out of this world, the education sessions were inspirational and the social and professional networking was essential...at least for me. Oh! And we got a letter from former President Bill Clinton. Not everybody can say that! The only downside was having to say farewell to Janice Bates as she rolled off the board as a Region V Director. I want to thank her for her leadership, mentorship and friendship as I tried to learn the ropes during the past year. You're a rock star! I would also like to welcome Carrie Mugford to the board as your new Region V Director for the next three years. She hales from Indiana but I'll let her introduce herself. Please do not hesitate to reach out to either one of us if you have any questions or concerns. Also, if you've not already done so, I encourage you to join the IIMC Region V Facebook page! This page allows us all to remain connected! We post certification news, upcoming training and all things IIMC! <https://www.facebook.com/groups/439778753083095/>



**Message
from Region
V Director
Carrie
Mugford**

Howdy, Neighbors! It has been an exciting and eventful beginning of the year. I am honored to be selected as the Region V Director representing Indiana. I want to thank Janice Bates for her leadership as a Region V Director and I look forward to continuing her legacy. The IIMC conference in Little Rock was amazing. The education, entertainment, and fellowship were just what everyone needed.

The Indiana League of Municipal Clerks and Treasurers places special emphasis on education. We meet several times a year to provide education to our members on changing legislation and requirements. That focus on education is something I hope to continue in Region V with IIMC events. There is always something we can learn from each other.

I started working for the Town of North Manchester in 2001 in the utility office and became the elected Clerk-Treasurer in 2007. This is my hometown, where I was born and raised. I am definitely Home Town Proud.

I look forward to meeting more of you in Region V. Please feel free to reach out to me with any comments or concerns. I always love talking to colleagues and friends.

Talk to you soon!