

Minute Minders



From the President's Desk

HAPPY NEW YEAR! We are in the second month of 2023 and have all gotten used to writing 2023 instead of 2022. Our winter has been cold, but not a lot of snow. Hopefully, we can get through February without the words "feet and snow" in the same sentence.

OMCA is off to another great year! We had our first Executive Board meeting in January where we swore in three new Board members – Tracey Wonner from the Village of Lisbon, Katie Lewallen from the City of Riverside, and Dana Addis from the City of Lima. OMCA has the first full, complete Board in over five years. Many congratulations to Jill Pierce and the Administrative Committee members on their hard work in recruiting new members. The Committee is now looking for someone willing to serve as OMCA Vice President for 2024. If you have served at least one term on the Board, please consider serving the Association again.

I also want to acknowledge that the term of long time Treasurer Tony Rodgers of Huber Heights ended at the end of 2022. Tony brought OMCA finances into the twenty-first century and has provided excellent fiscal guidance to the Association for over six years. We heartily welcome Belinda Anderson of Oberlin who has more than filled Tony's shoes. She has already begun recommending ways for the Association to secure and invest our funds for future growth. Sad farewell Tony and a joyous welcome to Belinda.

OUR MISSION

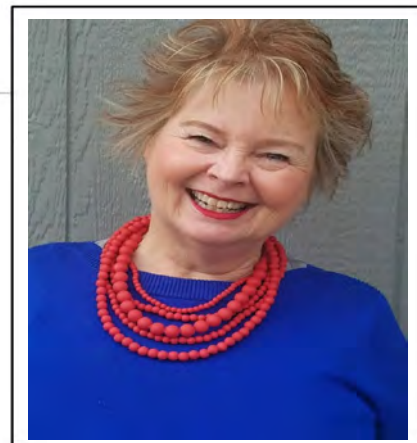
The Ohio Municipal Clerks Association advances the municipal clerks profession through education, networking, and mentoring, which establishes clerks as experts in their field and leaders in the communities they serve.

A HUGE thank you also needs to be given to Kari Egbert of Sidney for serving as OMCA Vice President in 2022. She not only served as Vice President, but was a perfect Ying to my Yang. Her support, work ethic, and congeniality was a real blessing last year. Kari is staying on as our superhuman Website Administrator. Kari is handling all of the transition to our new database/website. Thank you Kari for being there and making a real difference in OMCA!

Speaking of the new website, we are up and running. It has been a little bit of a bumpy road, but things are smoothing out a little. I did receive a lovely compliment from Jennifer Mason of New Albany about her appreciation of the Forum area and having responses to email questions always available. **Please remember when you send your email questions, sign your name and add an email address. Also, when you renew your membership or register for a program online, please complete a paper form to send with your check as the form has additional information that is not on the online registration form. That was our mistake. When registrations started coming, we realized we could have added all of the information requested on our forms. Still a learning process, so please bear with us.**

I am thrilled to see our current membership numbers – 139 members to date with at least 20 new members! Welcome and welcome back! My goal is still to reach 300 members and hopefully 350 members this year.

Various Region Directors have started getting their region members together to network, chat, and provide an opportunity to learn and grow from other clerks. I would be happy to try and attend any region meeting if asked.



I am really excited about our Annual Institute. Our theme is Portrait of Success. I wanted to challenge each one of you to really think about what success looks like to you – as a clerk, at home, at church, or in your relationships. Will you know success when you achieve it? Hopefully many of our session this year will help you determine how you reach success.

This year's education sessions are focusing on clerk skill training, a real how-to primer on things you need to know to be a clerk. PLUS there will be a lot of fun surprises for everyone. MMCs on the Move will tour German Village ending at the historic Schmidt's Sausage House for dinner. The All-Inclusive outing will allow clerks to talk to and dine with the animals at the world famous Columbus Zoo. The annual Wednesday night banquet will be held in a beautiful glassed in room with special visitors. I hope to see as many of you there as possible. If you cannot make the whole week, just come for one or two days.

As I am running out of space. I hope everyone experiences a sunny and bright February staying healthy, safe, and happy. Please feel free to call me (614-322-6836) or email me (mprasher@reynoldsburg.gov) with any questions, comments, complaints, or ideas. OMCA rules!

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ADMINISTRATIVE COMMITTEE

The Administrative Committee, with the help of President Mollie Prasher, was pleased to recruit members to fill all Board seats by October 2022. Nearly all seats with expiring terms are filled by members who are eligible for reappointment in 2023.

The Administrative Committee is currently looking for the next OMCA Vice President beginning 2024. All Executive Committee members (President, Vice President, Secretary, and Treasurer) must be filled by a member who has 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 including a combination of a partial term appointments and a partial elected term are eligible to serve as an Officer of the Association.

Recommendations for the next Vice President would be welcomed by the Administrative Committee members.

The Committee continues to discuss the Vice President position and generate a list of potential City and Village board member candidates, who can fill a spot if a vacancy occurs.



COMMUNICATIONS COMMITTEE

The Communications Chair met by Zoom with President Prasher and former VP Kari Egbert the first week of January. It was very informative. Kari has agreed to continue working on Star Chapter and the OMCA website to get all the kinks out.

An email has gone out to the entire committee which includes, Donna Fiori, Kari Egbert, Krystal Gonchar and Tiffany Justice with a few ideas and to see what they may see themselves working on within the committee. We look forward to discussing these ideas and working together.

As Vice President, I made my first post on our OMCA Facebook page with a hyperlink. This experience shows that I am learning new things every day.

We ask that if you have any questions pertaining to positions or other questions, please forward them to any of the Committee members. You can find us in the members section of our OMCA website.

MEMBERSHIP COMMITTEE

The Membership Committee sent Congratulation notes to members who received their CMC and MMC Certifications. Congratulations!!

Nichole Messner, CMC
City of Green

Jennifer Ozenghar, CMC
City of Youngstown

Amy Wilkens, CMC
City of Kent

Chair Ogg participated in a Zoom meeting with OMCA President Mollie Prasher regarding important deadlines coming up for the membership drive.

The Membership Committee will be holding a Zoom meeting to discuss plans for renewing previous members.

The Membership Committee is doing multiple email blasts during January, February, and March in an effort to increase OMCA membership. Blasts will also be posted on our Facebook page. We would like to thank Kari Egbert and Helen Dunlap for their help in accomplishing these tasks.

The Membership Committee is looking for Clerks to submit their birthdays and years of service to Julie.ogg@whitehall-oh.us for inclusion in the Minute Minder. We would also like to include other events in your life such as, marriages, births, adoptions, trips and fun news.



LEGISLATIVE COMMITTEE

The Legislative Committee held a Zoom Meeting on Tuesday, January 10, 2023, where we discussed the changes to Appendix C Legislative Review Committee, a part of changes to the Policies and Procedures. The Committee agreed to the changes to Appendix C and will continue to discuss the other recommended changes to the Policies and Procedures. The Committee will have those changes ready for Board approval at the April Executive Committee meeting.



WAYS AND MEANS COMMITTEE

- OMCA checking account balance as of January 10, 2023 was \$88,792.30.
- OMCA Marilyn McLaughlin Scholarship Fund account balance as of January 10, 2023 was \$2,702.26.

PROFESSIONAL DEVELOPMENT COMMITTEE

The Committee met at the Nationwide Conference and Training Center in Lewis Center (Columbus area) on November 1, 2022 to tour the facility and finalize our education sessions. The Committee remained under the approved budget - Speakers for the year - \$13,000 (\$3,000 Athenians/One Days and \$10,000 Institute) and Food/Beverage/AV/Misc. - Institute - \$22,000. The 2023 educational year theme is "*Portrait of Success*". The following is what we reviewed and planned.

Members may register for all of the registration sessions on the OMCA website (www.omca.us). Payment must then be sent by check to Sharon Cassler, Cambridge, OH. Registration forms are also on the website.

ATHENIANS (\$100 Member/\$125 Non-Member)

Dialogue #1

April 12, 2023 9:00 am-4:00 pm

Upstairs at the White House: My Life with the First Ladies
by J.B. West ISBN-10: 1504038673

Facilitator: Tami Kelly, MMC, Grove City, OH

Host: Jill Pierce, City of Springfield, OH

Location: Springfield, 76 E. High St, Springfield, OH 45502

Hotel: Courtyard by Marriott Springfield Downtown

100 S. Fountain Ave, Springfield, OH 45502 937-322-3600

Dialogue #2

July 16, 2023 9:00 am-4:00 pm

The Confidence Code: The Science and Art of Self-Assurance
– What Women Should Know by Katty Kay and Claire Shipman
ISBN-10: 006223062X

Facilitator: Janice Bates, MMC, City of Tipp City, OH

Host: 2023 OMCA Institute

Location: Nationwide Conference and Training Center, Lewis Center
100 Green Meadows Dr S., Lewis Center, OH 43055

Dialogue #3

October 18, 2023 9:00 am-4:00 pm

Calamity Jane – The Life and Legend of Martha Jane Cannary by
D.J. Herda ISBN-10: 1493031945

Facilitator: Deb Hladky, MMC, Retired Clerk

Host: Helen Dunlap, MMC, City of Broadview Heights, OH

Location: Broadview Heights, 9543 Broadview Rd, OH 44147

Hotel: Hampton Inn and Suites CLE/Airport/Middleburg Hts

7074 Engle Rd, Middleburg Heights, OH 44130 440-234-0206

ONE-DAY ACADEMIES

(\$100 Member/\$125 Non-Member)

One Day Academy #1

March 23, 2023 9:00am-4:00pm
*The Five Languages of Appreciation in the Workplace
and the Working Genius*
Speaker: Matt Hoying
Host: Dana Addis, CMC, City of Lima, OH
Location: Lima, 50 Town Square, Lima, OH 45801
Hotel: Wingate by Wyndham Lima Downtown
175 W. Market St, Lima, OH 45801 419-228-7000

One Day Academy #2

September 28, 2023* 9:00 am-4:00 pm
***Must be registered by 9/15**
Strength Analysis Workshop
Speaker: Nancy Hawthorne with Brian Riblet, City
Manager and Tracy Henao, Assistant City Manager
Host: Connie Gaylor, CMC, City of Montgomery
Location: Terwilliger Lodge, 10530 Deerfield Road,
Montgomery, OH 45242
Hotel: Embassy Suites by Hilton Cincinnati/BlueAsh
4554 Lake Forest Drive, Blue Ash, OH 45242

One Day Academy #3

November 17, 2023 9:00 am-4:00 pm
Public Records-Digital Formats; Public Records
Retention Schedules
Speaker: Ohio History Connection and Pari Swift
Host: Mary Johnston, MMC, City of Westerville
Location: Westerville City Hall, 21 S. State St.,
Westerville, OH 43081
Hotel: Hyatt Place Columbus/Polaris, 2006 Polaris Park-
way, Columbus OH 43240 (614)396-8900

ANNUAL INSTITUTE (\$450/\$500/\$150/\$400 New)

Portrait of Success

July 16th to July 20th at 11.5 point CMC/MMC

SUNDAY, JULY 16th

9:00am-4:00pm	Athenian Dialogue
4:30pm-5:30pm	Executive Board Meeting
5:30pm-6:00pm	Meet & Greet at The Pub
	Everyone is welcome!
	Dinner on your own

MONDAY, JULY 17th

<u>Institute Check-in</u> – 7:00 am	
8:00am	Welcome!
8:30am-10:00am	Keynote Speaker – Tyler Enslin*
10:00am-10:15am	Break
10:15am-12:15pm	Clerking 101
	Clerking 202
12:15pm-1:15pm	Lunch/General Business meeting
1:15pm-4:00pm	Communication—Sherry Paprocki
	Grammar/Writing Skills
4:00pm-5:00pm	OML Update – Kent Scarett
4:00pm	MMC's on the Move
	Tour of Landmark German Village
	Dinner on your own

TUESDAY, JULY 18th

8:00am-10:00am	Elections/Ballot Language – County Board of Elections
10:00am-10:15am	Break
10:15am-12:15pm	Annexation & Development –
12:15pm-1:15pm	Lunch
1:15pm-3:15pm	Power of Perception – Dr. Busby
All-Inclusive Outing with dinner - Columbus Zoo	

WEDNESDAY, JULY 19th

8:30am-9:30am	Wildlife Management – ODNR*
9:30am-10:30am	Resources Public Safety - Ohio EMA Watch Office
10:30am-10:45am	Break
10:45am-12:00pm	Council Orientation
12:00pm-1:00pm	Lunch
1:00pm-3:00pm	Ethics – Susan Wilke
3:00pm-3:15pm	Break
3:15pm-4:45pm	Fundamentals of Treasury Management – Joe Farris
6:30pm	Social Hour
7:00pm	Banquet Dinner

THURSDAY, JULY 20th

8:00am-11:00am	Parliamentary Procedures – Jackie Compton Bunch*
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2023 Educational Opportunities

WHAT IS AN ATHENIAN DIALOGUE

Dialogues are conversations that go beyond the usual knowledge recall and application process familiar to all municipal clerks in training seminars. They are unique because they explore leadership principles and practice, drawing on the insights contained in a book that all participants have read.

The networking and education you receive at an Athenian Dialogue is very beneficial. Discussing what a book is about and making comparisons to our positions as clerks to learn how to adapt leadership, organizational, or other skills to our own career is truly enlightening. - Try one this year!



Make check payable to OMCA and send to:

City of Cambridge
c/o Sharon Cassler
814 Wheeling Avenue
Cambridge, OH 43725.

Cancellations received less than 14 days
prior to the registered class will not be
refunded.



Save the Date

BOLD EDUCATION IN THE BOLD NORTH

2023 IIMC Annual Conference

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



To all Clerks celebrating a
birthday in
January, February and March.

Pst, never grow up!

Letters from our Region V Directors

Greetings from Tennessee!



I hope everyone has found their new year's mojo going strong for 2023. Region V distributed its Winter Newsletter with lots of great information from state activities and accomplishments to national headlines and other

educational opportunities that are available. You can check it out here: <https://www.iimc.com/DocumentCenter/View/7404/IIMC-Region-V-Newsletter-Winter-2022-2023?bidId=>. One update since that was published is the Board of Directors WILL be having an in-person meeting at the end of January at IIMC Headquarters in Rancho Cucamonga, California. I hope you are making plans to attend the annual conference in Minneapolis this May. It will be a wonderful week of networking, learning and just having fun. We will have a Region Meeting and a dinner to connect with all our friends from across Region V. Don't forget to join our Region V Facebook page (if you haven't already) for more current news and updates. As always, do not hesitate to reach out to me if you ever have any questions or concerns. I am just a phone call or email away.

Angie Marshall, MMC
City Clerk/Deputy City Recorder
City of Kingsport
415 Broad Street
Kingsport, TN 37660

Hello Ohio!



I hope your new year is starting off well and your end of year procedures are moving along smoothly. IIMC is working hard on the next annual conference in Minneapolis happening May 13 – 17. As always there will be inspiring general sessions and educational breakout classes. Educating ourselves on changing laws and trends is how we continue to serve our communities at the highest level. However, we all know the real learning happens when we network together. IIMC Region 5 is planning a relaxing dinner together to share stories and laughs. I can't tell you all the details just yet, but I hope you'll make plans to join us.

I look forward to seeing friends and making new ones in Minneapolis. Please don't hesitate to introduce yourselves. Keep up the good work!

Carrie Mugford, IIMC, CMC, CPFIM
Clerk-Treasurer
Town of North Manchester
103 E Main Street
North Manchester, IN 46962
260-306-3541
cmugford@northmanchester.in.gov
IIMC Region 5 Director



It's time to give a shout out to Nichole Messner of Green for earning her CMC!

Congratulations Nichole! Great job!

Nichole has been working as the Clerk of Council for Green for two years. She has been with Green for the past seventeen years starting as a Dispatcher.

She enjoys the diversity of work as a Clerk and is able to meet and work with a variety of staff and residents. Her least favorite aspect is the political aspects around the position.

Green is a City of 27,000 people. The development in Green has been escalating for the past number of years and is still going strong.

Nichole intends to work toward her MMC, so we wish her well and success.

Congratulations again Nichole!



We have another reason to celebrate the New Year. Congratulations to Jennifer Ozenghar of Youngstown for earning her CMC! Way to go Jennifer!

Jennifer has been a Clerk for nine years starting municipal service in 2007.

Jennifer enjoys the challenges of being a Clerk being able to see the workings behind the scenes of government work. She also enjoys being able to help people in the City.

Jennifer would like to see greater recognition of the work Clerks do and the work load we carry. She also is not fond of doing minutes. (I'm with you there sister.)

Youngstown has a vibrant University district and a new amphitheater. So come check out what's new in Youngstown.

Jennifer intends to begin working on her MMC.

Give Jennifer a salute for this important accomplishment.

Great work Jennifer!



Amy Wilkens of the City of Kent has earned her CMC! Let's give Amy some love.

Amy has been the Clerk for Kent for three years. Amy was originally interested in the law, but luckily found her way to clerkdom. Amy spent eight years as an Academic Adviser for student financial aid.

Amy enjoys helping residents in Kent negotiate the maze that can be local government. Her least favorite part of being a clerk is getting information piece meal from staff and, of course, minutes.

Kent State University is the largest employer in the City of Kent and in Portage County. Kent is going through a wonderful redevelopment of the downtown area. Amy said that Kent is a festival town bringing in residents and the community into the City frequently.

Congratulations to Amy on earning the prestigious CMC.

Melissa Autry
City of Cincinnati



What is your position and how long have you been with the City of Cincinnati? **My position with the City of Cincinnati is Clerk of Council. I have been with the City going on 29 years.**

What is the most rewarding part of your job? **The most rewarding part is meeting so many different people throughout the City and that every day is different.**

What do you appreciate most about the City of Cincinnati? **I appreciate the opportunities and support that I have been given while working at the City.**

What other positions/departments have you worked in that led you to this position? **I began as a Deputy Clerk in the Office of the Clerk of Council, then moved to Chief Deputy Clerk before being appointed Clerk of Council.**

How long have you been a member of OMCA and what do you love most about it? **I have been a member of OMCA for approximately 24 years.**

Are you pursuing or have you achieved a CMC or MMC designation? If achieved, when and how long did it take you. If pursuing, how far along are you. **I achieved my CMC in 2013**

What Hobbies do you have? **I enjoy reading, dancing, traveling, and cheering on the Cincinnati Bengals, Who Dey!!!!**

What might be surprising to people if they knew this about you? **I am the first female to hold the position of Clerk of Council in the history of the City of Cincinnati and the longest serving Clerk.**

REGION CHAIRS/ CO-CHAIRS



1	Dana Addis	Lima	419-221-5218	dana.addis@cityhall.lima.oh.us
2	Laurie Beran	South Amherst	440-986-1061	recordsclerk@southamherst.org
2	DiAnn Jamerson	Plymouth	419-687-4331	djamerson@plymouthoh.org
3	Dana Schroeder	North Royalton	440-237-4260	dschroeder@northroyalton.org
3	Tracy Simons	Bedford	440-735-6510	tsimons@bedfordoh.gov
4	Sharon Cassler	Cambridge	740-439-2640	clerkofcouncil@cambridgeoh.org
5	Dee Werbrich	Hilliard	614-334-2365	dwerbrich@hilliardohio.gov
6	Janice Bates	Tipp City	937-667-8425	batesj@tippcity.net
7	Amy Brown	Moraine	937-535-1005	abrown@moraineoh.org
7	Misty Clark	Loveland	513-707-1437	mclark@lovelandoh.gov
8	Vacant			

Recent Highlights

Nationwide Conference and Training Center

Site of 2023 OMCA Annual Institute



OMCA Executive Board meeting in January 2023. Swearing in Tracey Wonner (Lisbon), Katie Lewallen (Riverside), and Dana Addis (Lima). We now have a full Board for the first time in five years.



The celebration of the retirement of a wonderful, dedicated public servant [Mary Wells Johnston](#). Mary served both OMCA and IIMC as President and has been a model public servant! She was surprised at her retirement bash with a \$1,000 donation to the Mary Johnston Education Foundation. We're so excited for you Mary and love you very much.

PORTRAIT OF SUCCESS



OMCA theme for 2023

Portrait of Success