

Minute Minders



From the President's Desk

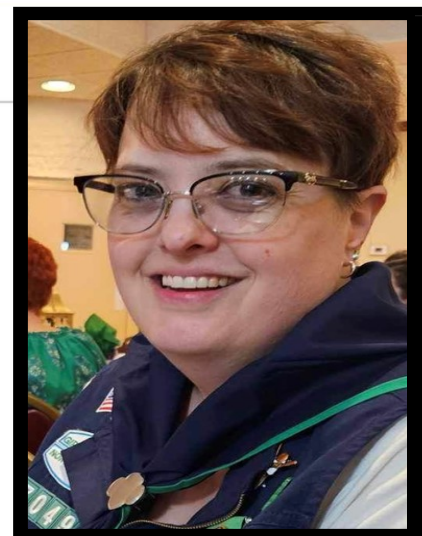
Welcome, 2025! I hope everyone is warm and cozy; up here in the northern part of Ohio, we have had our fair share of cold weather.

I want to remind everyone to renew their OMCA Membership. There are so many benefits to being a member, such as email blasts, educational sessions, and networking, which are very important to each of our members. Another added benefit of being an OMCA Member is receiving discounts for the educational sessions held by OMCA.

The theme for this year is "Courageous and Strong". As most of you know, I am a Troop Leader for my daughter's Girl Scout Troop. One of the things that the girls learn in Girl Scouts is to be courageous in trying and doing new things and to learn how strong they are when facing new obstacles in everyday life.

The first two Athenian Dialogues for this year are "I Am Malala" and "Becoming." Malala's courage in standing up for girls' education and equality and her strength after being shot by the Taliban to continue advocating for girls' education, not just in her country but around the world. Michelle Obama was not only the first African-American woman to serve as First Lady, but she was also a Girl Scout. Michelle Obama worked with GSUSA in creating a patch program called "Becoming Me." This badge program was to help girls explore their identity and their own personal strengths.

Be Courageous and serve on an OMCA Committee, or be Strong and become an OMCA Board Member! You never know where it could lead you. I know that OMCA has given me the courage to be a Troop Leader and the President of OMCA. It has given me the strength to become a canoeing facilitator and a Rifle Safety Officer with Girl Scouts, and it has given me the courage to attend my first OML Conference back in October.



As many of you know, OMCA is under the Ohio Municipal League umbrella. Well, I would like to let everyone know that of all the associations under OML's umbrella, OMCA has the most members.

Let's continue to grow that number by having region meetings, Institute, One-Days, or being a vendor at the OML Conference. I look forward to seeing everyone at an Athenian Dialogue, One-Day, or the Annual Institute this year!

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.

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OUR VISION

The Ohio Municipal Clerks Association 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.

ADMINISTRATIVE COMMITTEE

Notice was sent to administrative members on October 14, 2024, indicating that Amy Brown, City of Moraine, resigned her position which created a City Member vacancy on the OMCA Board. The following items have happened since October 14, 2024:

1) The committee has received interest from one candidate, Julie Ogg, City of Whitehall, to fill the vacant Secretary position. Multiple advertisements were posted via the OMCA Forum. The board should vote on this item at its January meeting.

2) Due to Amy Brown's vacant City Member board seat, advertisement for letters of interest to fill a City Member position we also posted multiple advertisements on the forum. One application has been received, from Jessica Hilts, City of Gahanna. The board should vote on this item at its January meeting.

COMMUNICATIONS COMMITTEE

Happy New Year! The Communications Committee will be working together throughout the year using social media to promote the education sessions that are scheduled as well as posting items on Facebook to keep Ohio clerks informed on the goings-on in the association and to increase interest and engagement. The Minute Minders will go out quarterly following executive board meetings.

LEGISLATIVE COMMITTEE

1. TRAVEL POLICY FOR SPEAKERS (Policies and Procedures, Chapter 3.E.)

Context. Chair Landis advised the Executive Committee that she and Chair Anderson drafted a contract for speakers; however, they learned that OMCA has no Travel Policy that clearly applies to such vendors. President Dunlap asked Chair Bates of the Professional Development Committee to work with Chair Landis on a policy. Chair Landis advised that once a Travel Policy is completed, the companion documents would be presented to the Executive Committee.

Action.

A. Dr. Jaimis Ulrich ("Dr. Jai"), Associate Director of Professional Development with IIMC, advised that they do not have a policy to address speakers, but they do use a basic contract to secure speakers. (Exhibit "A")

B. Ms. Carrie Mugford, IIMC District 5 Director and Clerk-Treasurer for the Town of North Manchester, Indiana, shared that they do not have a policy or use a contract for speakers. She explained that when a speaker is compensated, they use the speaker's contract to memorialize the details. Further, she stated that when they utilize colleagues for speakers, it is simply a handshake and a thank you.

LEGISLATIVE COMMITTEE

1. We discussed the concept of the Professional Development Committee simply working within their budget, rather than developing a strict policy as it seems such is not the standard within the industry.

2. We learned during our discussion that it will be hard to write a policy to address all of the possible variables.

3. We discussed the idea of updating and adding to the parameters within the section, such as when mileage would be paid, when per diem would be paid, when lodging would be paid and for how many nights, etc. and further, that such expenses are not always requested by the vendor.

4. We discussed outside vendors being compensated and also how to compensate colleagues for events like One-Day Academies, Athenian Dialogues, and the Annual Institute.

2. TRAVEL POLICY FOR OFFICERS (Policies and Procedures, Chapter 3.D.)

Context. During the October Executive Committee meeting, it was discussed that this policy should only apply to the President and not Officers. OMCA Officers are defined as President, Vice-President, Secretary, Treasurer, and Immediate Past President. (Policies and Procedures, Chapter 1.A.)

LEGISLATIVE COMMITTEE

The language currently reads, "The following regulations shall apply to any OMCA Officers (generally the OMCA President, unless otherwise approved by the OMCA Board)..."

Suggestion. Change the language to read, "The following regulations shall apply to the OMCA President, or in their absence, an Officer representing the President as approved by the OMCA Board..." Language within this section would then be updated to reflect the new verbiage.

A. Approval by the Board could be a hurdle as the President's absence would most likely be due to a last-minute issue such as an illness.

3. CLERK OF THE YEAR SCORING GRID

Context. In the Policies and Procedures, the Clerk of the Year information is duplicated word-for-word. The details are in Chapter 2 and appear again in Appendix D. Chair Landis would like the Executive Committee to consider replacing the repetitive language in Appendix D with a summary of the Committee's responsibilities related to this task, just as it is for their other duties. The duplication only creates opportunity for inconsistencies and more work when updates are made.

MEMBERSHIP COMMITTEE

The 2025 Membership Committee, in collaboration with President-Elect Tracy Simons, convened its inaugural meeting on December 11, 2024. The purpose of the meeting was to delineate the committee's responsibilities and establish goals in alignment with the committee's motto, "Plan & Execute." The primary objectives for 2025 are as follows:

1. **Annual Membership Drive**
2. **Reinstitution of the Mentor Program**
3. **Member Milestone Recognition**

Membership Drive: The theme "Courageous and Strong" has been selected for both the 2025 Annual Institute and the 2025 Membership Drive. The committee will prioritize recruiting new members while retaining the existing membership. Efforts are currently underway to encourage thorough completion of membership applications to ensure the accuracy of our records. While the principal aim is to augment membership, the committee will also emphasize the promotion of available educational opportunities.

Mentorship Program: This program will be managed by Whitney Crook and Monica Yihad. Their key responsibilities include updating the membership application to incorporate details of the mentor program and establishing and maintaining a database of mentors. New members will receive a welcome letter that includes mentor contact information.

MEMBERSHIP COMMITTEE

Member Milestone Recognition: In accordance with the Policies and Procedures, the committee will reinstate the Member Milestone Recognition program. The initial challenge is to ensure accurate and complete member applications to facilitate the recognition of years of service. Matthew Pollock is exploring options for commemorative pins, with an update on the costs for pins and 30-year recognition to be presented at the next board meeting.

Additional Business:

- **Clerk of the Year Award:** Julie Ogg has been appointed to coordinate this award. Nomination information will be disseminated following the committee's meeting on January 22nd.
- **Congratulatory Correspondence:** Whitney Crook will assume responsibility for sending congratulatory notes to members who have achieved CMC and MMC Certifications, as well as notes for births, weddings, and sympathy cards. Whitney will also attend the OML Conference in the fall to promote the OMCA.

The Membership Committee requests Clerks to submit their birthdays and years of service to recordsclerk@southamherst.org for inclusion in the Minute Mind-er. Additionally, we invite members to share other significant events in their lives, such as marriages, births, adoptions, trips, and other notable news.

PROFESSIONAL DEVELOPMENT COMMITTEE

The Professional Development Committee has been working hard in preparing the 2025 Educational Program. We have been busy planning sessions that remind us to be “Courageous & Strong”. We hope to see you throughout 2025 at all of our various education sessions!

Athenian Dialogues:

Dialogue #1: Virtual

Facilitator: Dawn Mischanowicz, MMC

Book: *I Am Malala*

Date: February 26

Dialogue #2: Virtual

Facilitator: Helen Ingold, MMC

Book: *Becoming*

Date: April 16

Dialogue #3:

Location: Kent State University
Kick-off to the 2025 Institute

Facilitator: Deb Hladky, MMC
Retired

Book: *Juliette Gordon Low: The Remarkable Founder of the Girl Scouts*

Date: July 13

Dialogue #4: Virtual

Facilitator: Janice Bates, MMC

Book: *Tough Cookies*

Date: October 15



OMCA Committee News

PROFESSIONAL DEVELOPMENT COMMITTEE

One-Day Academies:

One-Day #1:

Host: Valerie Rosmarin, City of Avon Lake

Topic: Preserving Your Records & Looking into the Future; AI Technology

Speakers: Nathan Owens & Dr. Vince Granito

Date: March 13

One-Day #2:

Host: Janice Bates, City of Tipp City

Topic: Law Director Q&A & TBD

Speaker: Stephen Smith & TBD

Date: September 18

One-Day #3:

Host: Jeremy VanMeter, City of Gahanna

Topic: Records Management

Speaker: Pari Swift

Date: November 20

Rates for Athenian Dialogues:

Member: virtual \$75

Non-member: virtual \$100

Member: in-person \$100

Non-member: in-person \$125

Rates for One-Day Academies:

Member: \$100

Non-member: \$125

Athenian Dialogues and One-Day Academies are each 3 points toward certification.

**Visit omca.us for
registration forms**

PROFESSIONAL DEVELOPMENT COMMITTEE

The Annual Institute:

Courageous & Strong

July 14-17

Athenian Dialogue July 13

Kent State University Hotel & Conference Center in Kent, OH

Since President Simons is very active in scouting with her daughter, she has chosen the 2025 theme of “Courageous & Strong” as tribute to both the mantra for the Girl Scouts and as Municipal Clerks. We have incorporated education sessions that relate to the five pillars learned by scouts during the cookie program. Those pillars include: goal setting, decision making, money management, people skills, and business ethics.

We are still confirming the All-Conference Event that will be held on Monday evening. The MMC’s on the Move will be visiting the Kent State University Fashion Museum. Its eight galleries of changing exhibitions feature the work of many of the world’s greatest artists and designers.

Mark your calendars! You won’t want to miss a minute of it!

“The work of today is the history of tomorrow, and we are its makers.”

—Juliette Gordon Low

Join us for the 71st
OMCA Annual Institute

“Courageous & Strong”

Scheduled Presenters:

Dr. Katrina Hutchins

Kelly Clayton-Ott

Dr. Jai Ulrich

Daniel Porter

Ohio Supreme Court

Auditor of State Office

Ohio Ethics Commission

Ohio Municipal League

Ohio Emergency Management Agency

Brenda Viola

Kent State University &
Conference Center

Kent, Ohio

July 14 - 17, 2025

2025 OMCA Annual Institute Schedule of Events

“COURAGEOUS & STRONG”

SUNDAY, JULY 13

9:00am – 4:00pm “The Remarkable Founder of the Girl Scouts” – Juliette Gordon Low
 4:00pm – 5:00pm Executive Board Meeting
 5:00pm – 6:00pm Registration Opens
 6:00pm Meet & Greet – All are welcome! *(Food and beverage are on your own)
 Additional Information Forthcoming!

MONDAY, JULY 14

7:15am – 8:00am Registration
 8:00am – 8:30am Opening Ceremony: Welcome, Presentation of Flags, Pledge of Allegiance, General Business Meeting
 8:30am – 9:00am Exhibitor Introductions
 9:00am – 12:00pm “Courageous and Strong” – Dr. Katrina Hutchins, Re-Source Solutions
 12:00pm – 1:00pm Lunch (On Your Own)
 1:00pm – 3:00pm “Courageous Leadership” – Dr. Jai Ulrich, IIMC
 3:00pm – 3:15pm Break & Vendor Visit
 3:15pm – 4:45pm “Office Ergonomics” – Kelly Clayton-Ott, OBWC
 5:30pm All Conference Event (Top Golf Akron – Entertainment & Food Provided)

TUESDAY, JULY 15

8:00am – 10:00am “Ethics – Session 1” – Daniel Porter
 10:00am – 10:15am Break & Vendor Visit
 10:15am – 12:15pm “Ethics – Session 2” – Daniel Porter
 12:15pm – 1:15pm Lunch (provided)
 1:15pm – 3:15pm “Dispute Resolution/Conflict Negotiation Skills” – Marya Kolman, Ohio Supreme Court
 3:15pm – 3:30pm Break & Vendor Visit
 3:30pm – 5:00 p.m. “Fraud Red Flags, Schemes & Prevention” – Doris Rucinski & Todd Clark, Auditor of State Special Investigation Unit
 3:30pm MMCs on the Move Kent State University Fashion Museum
 Evening Dinner on your own

WEDNESDAY, JULY 16

8:00am – 10:00am Susan Wilke, Ohio Ethics Commission
 10:00am – 10:15am Break
 10:15am – 12:15pm “Understanding the Value of Your OPERS Retirement” – Donald Wartenberg, Ohio Public Employees Retirement System
 12:15am – 1:15pm Lunch on your own
 1:15pm – 2:45pm Ohio Municipal League Legislative Update – Kent Scarrett, OML Executive Director
 2:45pm – 3:00pm Break
 3:00pm – 4:30pm “Emergency Preparedness & Municipalities” – Ryan Shackelford, Director, Portage County, Ohio, Emergency Management Agency
 6:00pm – 7:00pm Social Hour
 7:00pm – 10:00pm Banquet Dinner & Entertainment

THURSDAY, JULY 17

8:00am – 10:00am “Stress Management; Yoga & Wellness” – Diana Kingsbury-Patel, PhD, Kent State University
 10:00am – 12:00pm “Survival Guide” – Brenda Viola





Please join us for the 2025 OMCA Annual Institute!

Monday, July 14—Thursday, July 17

Where we will be reminded how to be

“Courageous & Strong”

**Kent State University Hotel & Conference Center • 215 S. Depeyster Street • Kent, OH •
(330) 346-0100**

Special Rate: **\$119/night** Group Code: **HEALTH**

Link for Reservations: <https://kentstatehotel.com/>

****Remember to change the code from PROMO to GROUP**

NAME: _____ DESIGNATION: CMC / MMC

MUNICIPALITY: _____ TITLE: _____

ADDRESS: _____ YEAR(S) IN POSITION: _____

CITY / STATE / ZIP: _____

PHONE: _____ EMAIL: _____

FIRST—TIME ATTENDEE: YES / NO

ATTENDING THE BANQUET: YES / NO

DIETARY RESTRICTIONS: _____

SHIRT SIZE: _____

	<u>Early Bird</u> <u>Prior to</u> <u>June 14</u>	<u>Regular Price</u>	<u>Early Bird (Non-Member)</u> <u>Prior to June 14</u>	<u>Regular Price (Non-Member)</u>
Full Registration	\$500	\$550	\$550	\$600
First—Time Attendee	\$450	\$500		
Retired Clerk	\$250	\$250	\$250	\$250
Guest Meals	\$175	\$175	\$175	\$175
One Day (Classes Only)	\$150	\$150	\$200	\$200

TOTAL ENCLOSED: _____

MAKE CHECKS PAYABLE TO: Ohio Municipal Clerks Association

SEND TO: City of Tipp City
c/o Janice Bates
260 S. Garber Drive
Tipp City, OH 45371

QUESTIONS? CONTACT: Janice Bates @ 937-667-8425 or
batesj@tippcity.net



Cancellations must be received in writing no later than 14 days prior to the start of the Institute in order to receive a refund.

OMCA Committee News

WAYS AND MEANS COMMITTEE

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

A number of notable things have taken place since the last OMCA Executive Committee Meeting:

- The Treasurer continued to issue tax exemption forms, arrange travel expenditures, and make payments for OMCA as needed.
- The Association's financial position as of January 13, 2025, shows that, in total, bank accounts amount to \$108,453.41
 - Checking Account - \$48,609.08
 - Marilyn McLaughlin Scholarship Fund - \$3,520.52
 - Renewed CD (6091) - \$25,772.29
 - Renewed CD (8247-2) - 30,551.69
- The Treasurer met with the Ways and Means Committee to discuss and review the 2025 Budget. The 2025 OMCA Budget was presented to the Board.

MORE MEETING NEWS

The Board approved a \$100 donation to the Marilyn McLaughlin Scholarship Fund in honor of Christine Morgan, clerk for the City of Willowick, who sadly passed away in September 2024.

The Board discussed the frequency of Strategic Planning Sessions be changed to every 10 years rather than 3 years as it is now. It was stated 3 years is not long enough to assess and measure progress on work items. It was approved to be changed to every 10 years.

The Board approved the 2025 OMCA Budget with the amendment to move \$1,000 from the President Travel fund to the Professional Development fund for the Annual Institute

The Board approved to amend the Clerk of the Year eligibility from *no less than 10 years* to *no less than 7 years*. The Board also approved the revised scoring form.

The Board approved the purchase of 1,000 OMCA 2025 lapel pins totaling \$1,385.00.

President Simons' 2025 OMCA pin:



IIMC

There are 5 candidates running for IIMC Vice President. OMCA member Janice Bates, clerk for City of Tipp City, Ohio is among the candidates. Voting is March 4-18. Ballots will be sent out by IIMC to their members.

The 2025 IIMC Annual Conference is being held in St. Louis, Missouri May 18-21 with One-Day Academies and Athenians on May 17 and 18. Registration is open and information can be found at iimc.com



Region V News:

The Professional Development Committee offered to host the Region V meeting at this year's OMCA Institute. They are waiting to hear back on that.

Region V Director Carrie Mugford of Indiana will be finishing her term in May and the new director will be from Michigan. In 2026, it will be Ohio's turn to fill the director position.



CONGRATULATIONS to the following clerks for earning their CMC and MMC Certifications!

Julie Niese, CMC
Village of Ottawa

Amy Day, CMC
City of Chardon

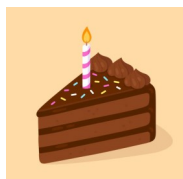
Jeremy VanMeter, CMC
City of Gahanna

Nichole Messner, MMC
City of Green

Connie Gaylor, MMC
City of Montgomery



**HAPPY BRRRTHDAY
WISHES TO OUR
WINTER-BORN CLERKS IN
JANUARY,
FEBRUARY,
& MARCH!**



Want to attend the 2025
OMCA Annual Institute, but
not sure your budget can
support it?

Check out the OMCA Marilyn McLaughlin Scholarship.

The OMCA Marilyn McLaughlin Scholarship was created to promote, train and educate Municipal Clerks to make them proficient in the services they provide for the citizens of their community. OMCA scholarships aid Clerks who are unable, through their home municipality, to finance their attendance to the OMCA Annual Institute. Scholarship funds may also be used for the OMCA and IIMC educational opportunities at the discretion of the Professional Development Committee and the Executive Board.

The applicant must demonstrate financial need to be eligible for the scholarship. The scholarship cannot be used to reimburse the municipality for payments already made.

The application deadline is
April 1, 2025.

**Visit omca.us
for application**

**MUNICIPAL CLERK
only because
multi-tasking **ninja**
superhero is not an
actual job title.**

Do you know a clerk who is engaged in the association and exemplifies OMCA's mission to advance the municipal clerks profession through education, networking, and mentoring which establishes him/her as an expert in their field and a leader in the community they serve?

TIME TO NOMINATE YOUR CLERK OF THE YEAR FOR 2025!

Nomination deadline is
March 31, 2025

Message from Immediate Past President, Helen Dunlap

I would like to take this opportunity to thank everyone for their support this past year as your OMCA President. This organization is very important to the Councils we serve. The education and networking opportunities it brings to each and every one of us is important. I hope 2025 brings each and every one health and happiness throughout the new year. My wish is for continued support of the Officers and Board Members and all the Committee Members that help move this association forward. It has been an honor and privilege to serve as your OMCA President and I give my support to President Tracy Simons and all the Officers, Board and Committee Members to continue the wonderful work this organization brings. I can only hope that everyone continues to be "Resilient" as we move forward to be "Courageous and Strong".



Ohio Municipal Clerks Association Clerk of the Year Nomination 2025

Nominee's Name _____ (CMC/MMC) Title _____
(please print) (circle one)

Municipality (City/Village) _____ Number of Years as Clerk _____

Municipality Address _____

Phone (daytime) _____ (cell) _____

Email _____

Nominated by _____ (CMC/MMC) Title _____
(please print) (circle one)

Municipality (City/Village) _____ Email _____

Phone (daytime) _____ (cell) _____

Provide a brief statement indicating the reason for this nomination. Attach additional pages, if needed.

The nominee must meet the following criteria:

1. Be a Full OMCA member, as described in the OMCA Bylaws, for at least 7 years.
2. Is not a previous award recipient.

Signature (Nominator) _____ Date _____

Please submit a nomination by March 31, 2025 to:

Julie Ogg, MMC
OMCA Membership Services Committee
City of Whitehall
360 S. Yearling Road
Whitehall, OH 43213
614-237-8614
Julie.ogg@whitehall-oh.us