

Minute Minders



Communication Committee, Editor

www.omca.us

Winter 2022



From the President's Desk

Welcome to 2022 members of OMCA. My name is Mollie Prasher and I am your new President.

Having only fifteen days prior to assuming the Presidency, the past few weeks have been a real whirlwind. I am working quickly and non-stop to catch up and plan for 2022. I will oversee the interesting and exciting One Day Academies, Athenians, and Institute that the Professional Development Committee has scheduled for our membership. I urge all members to consider attending at least one session and/or the Institute to reconnect with OMCA.

Even with the sudden move from Vice President to President, I am excited about my upcoming tenure. My energies this year will be to address the concerns members provided the Board in the survey from last fall. The highlight of my platform is that OMCA members are **Better Together**. OMCA is an important organization to clerks for many reasons, but uppermost is that we understand and can empathize with each other. We may be the only people that truly understand the challenges, highs, and lows we face. We all need to participate in OMCA for support, encouragement, educational benefits, and to just have fun.

My focus is on increasing membership, reconnecting and listening to members, and having fun together!



So don't be surprised when you attend an event this year that you not only leave having learned important information, but also a smile on your face. With all of the drama and emotional turmoil we have all experienced these past two years, let's make this year the best!

I would like to invite all members to join me for a Zoom lunch every other month beginning on Wednesday, January 12th at noon. Following this initial Zoom, our time together will be the last Wednesday in March, May, July, September, and November. Musings with Mollie will be an opportunity to meet clerks from across the state, learn more about OMCA, and provide an opportunity for members to express concerns or ask questions.

I am looking forward to serving our membership and OMCA in the coming year. I hope by reaching out to the membership and encouraging engagement, we will be a better, stronger, and more professional organization. Remember – we are always **BETTER TOGETHER!**



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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.

NEW OMCA VICE PRESIDENT

KARI EGBERT



Congratulations to Kari Egbert, Clerk of Council for the City of Sidney. She was selected by the OMCA Executive Board on January 20, 2022 as the next Vice President for OMCA.

Kari will only serve as Vice President (per her decision) for the remainder of 2022.

Kari has served on the OMCA Board for the past 5 years.

As Mollie Prasher assumed the role as President to fill an unexpired term, a new Vice President needed to be appointed.

We heartily welcome Kari as our new Vice President.

Highlights of January 20, 2022 Executive Board Meeting

The OMCA Executive Board met on January 20, 2022 in New Albany. Clerk Jennifer Mason was a wonderful host and we all enjoyed experiencing a day in New Albany. (For those of you who saw the Facebook post in October of a witch “flying” on a very high pole, that was Jennifer.)

The Board was happy to swear in three new Board members:

Laurie Beran—Village of South Amherst

Amy Brown—City of Moraine

Stacy Senskey—City of Ashtabula

Congratulations! They are already hard at work on various committees and making a wonderful contribution to OMCA.

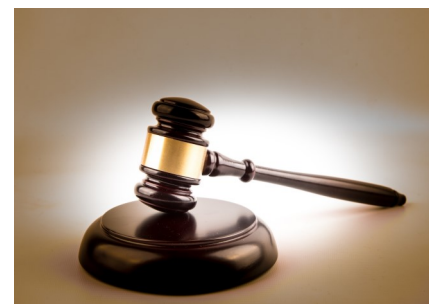
The first order of business was to follow-up on how best to proceed with the results of the strategic planning session held this past November. The Board divided into three committees to discuss the most significant possible issues highlighted during the strategic meeting — Administration, Membership and Education. Those committees will bring back an action plan to the April OMCA meeting for discussion and possible implementation. The Board is also considering changing the frequency of holding planning sessions every three years to between five and ten years, based on need and status of achieving previous goals.

The Board also discussed whether President Prasher would be fulfilling an unexpired term or if the change in the new Bylaws, which set all terms to be January to December, would be effective. The Legislative Committee’s recommendation was that President Prasher would be fulfilling a term that began on August 1, 2021 and ended December 31, 2022. She would also then be eligible for what would have been her term as President in 2023. After much discussion, the Board determined by an 8-2 vote that President Prasher was fulfilling an unexpired term and then would serve her original Presidential term in 2023.

The Membership Committee will be contacting non-OMCA members all over the state to encourage them to join OMCA and determine any concerns they may have about not being a member.

A Memorandum of Understanding with Kent State University was renewed for 2022.

A copy of the minutes from that meeting will be available shortly to all members.



ADMINISTRATIVE COMMITTEE

The Administrative Committee recommended two City representatives fill vacant Village seats on the Executive Board at the October 14, 2021 meeting of the Board.

We will still have one Village Board vacancy following the confirmation of the two new members:

Village Members (filled by City representatives)

Stacy Senskey,
City of Ashtabula

Amy Brown,
City of Moraine



LEGISLATIVE COMMITTEE

Happy New Year to all and wishing Mollie Prasher the best as she steps into her role of President of OMCA earlier than anticipated with the resignation of Angela Wasson. We wish Angela all the best.

Our Committee has been very busy. This past month as we received a recommendation from one of our members regarding allowing electronic voting on By-Law amendments. A few years ago, we amended the By-Laws to vote on our Officers by electronic means. The Executive Committee is going to discuss an amendment to allow voting on By-Law amendments by electronic means. If this moves forward, the Executive Committee will need to discuss exactly how to word this section. Once approved, it would be voted on by members at the Institute in July. If approved by a majority of our members present at the Institute, it would then be implemented.

The other issue brought to the attention of this committee is the terms of our Officers due to the resignation of Angela Wasson as President. Back in 2020, when the pandemic began, the Executive Committee voted to extend the then President's term for an additional year. Dee Werbrich's Presidential term would be extended to July 31, 2021. Angela's Presidential term would, in turn, begin on August 1, 2021 as the By-Laws stated at the time.

At the Institute in July 2021, a By-Law amendment passed to change the Officer and Board Member terms to January 1st through December 31st. With this amendment, President Wasson's term would be August 1, 2021 through December 31, 2022. As you do not have two start dates for a term suggesting that Mollie's term begin on January 1, 2023 as that's when Angela's term begins. Angela resigned December 31st, so Mollie is stepping up to complete Angela's unexpired term. It is the opinion of this Committee that Mollie will be completing the unexpired term of Angela and then would serve her full term as President in 2023.

The next item for discussion is the appointment of the next Vice President to fill Mollie's unexpired term. To serve in this position, a member must have served on the Board of Directors for a full term by completing a full three (3) year term or having three (3) full years of service on the Board with a combination of a partial term appointment and a partial elected term.

I really appreciate working with this committee. There have been some wonderful discussions back and forth regarding the items the Committee has been tasked with. We will continue to work hard for this Association as we move forward.

We wish everyone a safe, happy, and healthy New Year.

MEMBERSHIP COMMITTEE

The Membership Committee has sent Congratulation notes out to members that have received their CMC & MMC certifications.

Congratulations!!

Breanna Dull,
City of Lorain CMC

Alisa Novak,
City of Willoughby CMC

Stacy Senskey,
City of Ashtabula CMC

Mollie Prasher,
City of Reynoldsburg, MMC

Other cards sent:

Mari-jo Banish,
City of Brooklyn
Get Well Soon

Michelle Blazak,
City of Brook Park
Retirement

Carol Johnson,
City of Brook Park
Congratulations
new appointment

The Membership Chair and committee participated in a zoom meeting with OMCA President Mollie Prasher regarding the responsibilities of the Committee and some important deadlines coming up.

The Membership Committee is working on a brochure detailing all the reasons to join OMCA. It will be included with the OMCA application sent to all non-member cities and villages. Committee members will be making phone calls to follow-up with those who have not returned their application. We are very interested in finding out the reasons why cities and villages are not joining.

The Membership Committee will be doing multiple email blasts during February and March in an effort to increase OMCA membership.

The Membership Committee will be discussing ways to re-energize the Mentoring Program in the near future.

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

Hey Clerks . . .

The Communications Committee is trying a new process for the email blast system in order to save the questions and answers to post to the website. When you send out your next email blast, you will notice that the "Reply here" button language has changed. That will no longer be a link to reply to the asking clerk. PLEASE USE THE REPLY ALL BUTTON IN YOUR OUTLOOK, GOOGLE MAIL, OR OTHER MAIL SERVICE. Using the reply all button will send your response to not only the asking clerk, but it will be sent to our webmaster to post both the question and answer. Those posts will be likely under the Member Tools section of the website. Please note that it will take a little time for those questions and answers to be posted, but they will be posted. This is currently a trial process, so please be patient. The Board has heard the membership and are working to respond.

Also, please contact Webmaster Tara Grimm if you have any problems with the website, email blast, logging in, etc. She will help out soon as she is available.

assistant.mayor@richmondheightsohio.org



Professional Development Committee News

2022 Educational Opportunities

The Committee met on September 2, 2021 and October 27, 2021 to plan for the 2022 educational year. The Board approved the 2022 Education Budget on October 14, 2021. The budget has been extremely helpful in obtaining quality speakers for our members. As the Chair of the Professional Development Committee, I want our members to know that their membership fees are being put to good use with amazing speakers our Professional Development Committee put together for the 2022 education year. As a member of the Professional Development Committee since August 2018, I take pride in the growth, development, and networking that our members can experience within OMCA. The following are the updates.

Fijabi Gallam

Professional Development Committee Chair

Committee Members:

Mary Johnston

Connie Gaylor

Tracy Wonner

Dana Schroeder

Kari Egbert

Stacy Task

Dee Werbrich

Sharon Cassler

Josh Filla

Kent State University Representative

MISCELLANEOUS

- ◆ We opted to do goodie bags, each committee member will bring a snack or item for the bag. An OMCA notebook was an idea for the goodie bags.
- ◆ We will provide presentation handouts. Tracy Wonner has volunteered to make the copies.
- ◆ Tracey Wonner is moving forward with the recommendations presented to the committee, and the Board on October 14, 2021.
- ◆ The Committee agreed to hold the Chinese Auction. Our members seem to enjoy this, and it is a great way to raise money for our Scholarship Fund. Names of the Chinese Auction items will be listed in the brochure.
- ◆ Names of the attendees and City will be listed on the back of the brochure to thank them for attending.
- ◆ We will be developing an Education program that will be distributed to the membership and attendees once it is complete.

In reference to the budget

Our Committee thanks the Board for approving the 2022 Education Budget. We are still within budget.

Appendix

No appendix change request at this time.

The Professional Development Committee is still working on obtaining speakers as well as securing hotels for the One-Day's and Athenians; this is just the update from our recent meeting. As we finalize those details, we will provide the information to the Board. The Professional Development Committee plans to meet with the Director of Resort Sales on March 30, 2022, at 10:00 am. An update to our budget will be provided to the Board at the April meeting, and the final expense report will be presented at the October meeting.

Lastly, the committee plans to advertise each educational opportunity and speaker through our media platform.

2022 Educational Opportunities

ATHENIANS DIALOGUES

(\$100/\$125)

Any requested virtual Athenians would need to be voted on by the Board due to increase in COVID cases

Dialogue #1

Host: Connie Gaylor, Montgomery

Location: Terwilliger Lodge, 10530 Deerfield Rd, Montgomery

Facilitator: Deb Hladky, MMC, Retired

Book: The Cure for Stupidity by Eric M. Bailey, ISBN-10:1732242784

Date: April 13, 2022 – 9:00 a.m. to 4:00 p.m.

Hotel: TBD

Dialogue #2

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

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

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

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

Date: August 25, 2022– 9:00 a.m. to 4:00 p.m.

Hotel: TBD

Dialogue #3

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

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

Hotel: TBD



Please visit the OMCA website for registration materials.

2022 Educational Opportunities

ONE DAY ACADEMIES

(\$100/\$125)

Any requested virtual One Day Academies would need to be voted on by the Board due to increase in
COVID cases

One Day #1

Host: TBD, City of Chillicothe - Kathy Flechtner is interim Clerk

Location: Carlisle Community Room, 9 S. Paint Street, Chillicothe, OH

Session Title: *Council Meets Judge Rules!*

Session Topic: Public Meeting Management (Robert's Rules; Preparation of Effective Minutes; Executive Session; Running Effective Meetings)

Speaker: Stephen J. Smith, Law Director for the City of Grove City, Village of Obetz and Assistant Law Director for the City of Dublin

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

Hotel: TBD

One Day #2

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

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

Hotel: TBD

One Day #3

Host: Tony Rodgers, MMC, City of Huber Heights

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

Session Title: *Desk talk Boxing*

Session Topic: Mental Health/Dealing with Stress

Speaker: To be determined

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

Hotel: TBD

Please visit the OMCA website for registration materials.

Professional Development Committee News

2022 Educational Opportunities

ANNUAL INSTITUTE

Better Together

Sawmill Creek in Huron (Sandusky area)

7/17/2022 to 7/21/2022 – “For the Record”

To continue our music theme - I believe when we sing together, we come as a group of individuals; therefore, we work as a team to create something bigger than ourselves.

Sunday

Executive Board Meeting – 4:00 p.m. – 6:00 p.m.

Sunday evening Meet & Greet – 6:00 p.m.

Monday

8:00-10:00 - Opening Ceremony—Welcome & introductions by OMCA President Welcome by Huron Mayor, Presentation of the Colors, National Anthem and Keynote by Clotea Mack, Med, Empowerment Coach - Holistic Self Care for the Professional

10:15-12:15 – Breakout sessions:

Clerking 101 – The Basics, led by Sharon Cassler, MMC and Mary Johnston, MMC;

Clerking 102 – Annexations and Tax Incentives, Stephen J. Smith, Law Director for the City of Grove City, Village of Obetz and as Assistant Law director for the City of Dublin

12:15-1:00 – Lunch and Annual Business Meeting

1:00-3:00 – “Work Smarter Not Harder” – speaker – Fijabi Gallam, CMC

3:00-3:15 - Break

3:15-5:15 – Stop Wasting Time – Essentials for Time Management – Pat Schultz, MBA

MMC’s On the Move – Monday afternoon - Visit to local winery

Monday Evening – Dinner on your own

Please visit the OMCA website for registration materials.

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Tuesday

8:00-10:00 – “A Wordsmith Work”- Mark Weaver, Esq. National Communication Expert

10:00-10:15 - Break

10:15-12:15 – Part 1 – Building Your Bounce Back Factor- Dr. Kitty Brandal

12:15-1:00 - Lunch

1:00 – 4: 15 – Part 2 - Emotional Intelligence for the High-Performance Leader - Dr. Kitty Brandal

Tuesday Evening - "All Inclusive Institute Outing" – Possibly Cedar Point Beach Picnic

Wednesday

9:00-12:00 – House Bill 9 Training - Attorney General’s Office

12:15-1:00 - Lunch

1:15 – 4:15 – Leadership Lessons from Hollywood - Andy Masters, an award-winning author and international speaker

Wednesday Banquet

6:30 - Social Hour

7:00 – Dinner – Entertainment (musicians) – Possibly Oberlin College or another local college/school of arts

Thursday

9:00-11:00 – Media Relations/Crisis Communications - Hennes Communications, exclusively focused on crisis management and crisis communications.

Please visit the OMCA website for registration materials.

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 OMCA merchandise, conduct an annual audit and oversee all fundraising efforts. Here are some of the notable things that have taken place during the time period since the last OMCA Executive Committee Meeting:

- ♦ The OMCA Treasurer has continued to update and categorize all of the financial transactions in the QuickBooks software. This software allows the Treasurer and other users the ability to generate reports for budget development, maintain financial records for the Association, and generate other financial reports. The software also enables better tracking of revenue and expense items by category and line item also. The QuickBooks software increases transparency in the financial operations of the Association.
- ♦ The OMCA Treasurer has continued to issue tax exemption forms, arrange travel expenditures, and make payments for OMCA as needed on an ongoing and timely basis.
- ♦ The current balance in the OMCA checking account as of January 11, 2022 is \$92,808.56.
- ♦ The current balance in the OMCA Marilyn McLaughlin Fund account as of January 11, 2022 is \$2,034.10.

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



Mollie Prasher

City of Reynoldsburg

Mollie has been the Clerk of Council for almost 15 years serving the City of Reynoldsburg for almost 3 years and the Village of Granville for 12 years.

Mollie earned her Master Municipal Clerk (MMC) designation in January.



Stacy Senskey

City of Ashtabula

Stacy has been the Clerk of Council for the City of Ashtabula for 2 1/2 years. She was previously the Chief Deputy Treasurer for Ashtabula County.

She is happy to serve a growing community and really appreciates the support from fellow OMCA clerks.

We are so happy to congratulate Stacy on earning the important Certified Municipal Clerk (CMC) designation.

Let's all give Stacy a high five and a big shout out for achieving this important milestone!

Debi Beal

City of Independence

Debi has served as the City of Independence Clerk of Council for the past 10 years. Although Independence is a suburb of Cleveland, it

only has a population of 7,600 residents and is the heart of Cuyahoga County

Debi loves serving Independence because of its diversity and the people in the community.

We are so thrilled to congratulate Debi on earning the prestigious Master Municipal Clerk (MMC) designation.

Let's all give Debi a lot of good wishes on this very important achievement. Way to go Debi!



Member Spotlight



Autumn Klein

Village of Granville



What is your position and how long have you been with the Village of Granville?

I am the Village Clerk of Council and Executive Assistant to the Village Manager. I have served the Village of Granville for nearly 2 years.

What is the most rewarding part of your job?

The most rewarding part of my job is being a part of such a great team of individuals who are proud to serve the residents of Granville.

What do you appreciate most about the Village of Granville?

Just how much the citizens and business owners of the Village truly care about their community.

What other positions/departments have you worked in that led you to this position?

I served the City of Newark for nearly eighteen years prior to joining the Village of Granville. During my time with Newark, I was part of the Building Code Department for six years, Property Maintenance for four years, and finally served as the city's Clerk of Council.

What Hobbies do you have?

I love walking with my two Shih Tzu's Oliver and Obi. During the summer, I enjoy gardening and taking care of my flowers and plants. I also enjoy feeding and watching the birds and deer in our back yard.



What might be surprising to people if they knew this about you?

I love riding our Harley Davidson with my husband, and I love loud powerful muscle cars. I drive a Hemi powered Dodge Charger to work every day.

Anything else you want to share?

I am a grandma to a 9-month-old granddaughter named Adley. The picture is from Halloween but one of my favorites!



The 2022 IIMC Annual Conference will be held May 22-25, 2022 in the wonderful city of Little Rock, Arkansas. Please consider attending this conference for the opportunity to grow professionally and personally.

The 2022 Conference Education Planning Packet (Phase II) has been distributed to the membership. This packet contains education programs and schedule, a worksheet for planning your education strategy and other important information. Please review the packet and forward any questions to IIMC staff or visit iimc.com.

The registration for the conference sessions goes live in two weeks. IIMC staff has worked very hard to put together this outstanding educational program.

The Host Hotel, Marriott is sold out, but rooms remain at the Doubletree Hotel, which is a five-minute walk to the convention center. If you have not made your hotel reservation, I encourage you to do so as soon as possible.

There are three candidates running for IIMC Vice President: Janice Bates, MMC, Tipp City, OH; Lisa Comstock Garcia, MMC, Florence, AZ; and Diane Pflugfelder, MMC, Liberty Township, NJ. Voting for this position will take place during the month of March. Ballots will be distributed via email to all IIMC members.

I am pleased to announce that Carrie Mugford, CMC, from the city of North Manchester, IN, will be going on the IIMC Board of Directors as Region V Director. She will be sworn in during the conference in Little Rock.

The IIMC Executive Committee will be holding a meeting in Rancho Cucamonga, CA, February 18-19, 2022 to review current IIMC issues, discuss the May Board Meeting agenda, receive an update on the Annual Conference and make the IIMC Committee appointments. If you are interested in serving on an IIMC Committee, you have time to fill out an application and send it to IIMC Headquarters. This is a great opportunity to learn more about IIMC and work with Clerks from around the world. More information can be found on IIMC's website.

For those of you who are not members of IIMC, please strongly consider joining this great association. IIMC has so much to offer its members. Note: to earn your certification (Certified Municipal Clerk) you must be a member of IIMC for two years before you earn this prestigious designation. Please refer to IIMC's website for membership information and certification requirements. This certification enhances the municipal clerks profession and is viewed by many municipalities as an important designation to obtain.

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

