

WESTERN RESERVE MUNICIPAL CLERK'S ASSOCIATION

REGULAR MEETING MINUTES

Monday, January 28, 2019

Vice-President Hennigan called the meeting to order at Noon. The following members were present:

LaVette Hennigan, MMC, Vice President/Secretary, City of Ashtabula
Lisa Benedetti, MMC, Treasurer, City of Mayfield Heights
Regina Cahill, City of Highland Heights
Amy Day, City of Chardon
Rosemary Hakola, Village of Grand River
Kelly Miller, City of Lyndhurst,
Janet Mulh, Village of Gates Mills
Julie Schiavoni, City of Mentor
Bernice Schreiber, Village of Hunting Valley

MESSAGE FROM THE PRESIDENT

Vice-President Hennigan called the meeting to order and welcomed everyone.

APPROVAL OF THE MINUTES

The October 22, 2018, Regular Meeting minutes were presented. J. Schiavoni moved, L. Benedetti seconded to approve the minutes; motion CARRIED.

TREASURER'S REPORT

Treasurer Benedetti presented the October, November and December financials and the yearend report. All 2018 transactions cleared; 2019 began with a clean slate. Twelve membership applications and dues were received. Our current balance is \$1383.19. R. Cahill, again, thanked the Association for our donation to Clothe-a-Child who serves Lake and Geauga Counties. Hearing no further comments, the Vice-President announced the reports were placed on record.

NEW BUSINESS

2019 Executive Committee Election Report/Vote Ratification

J. Mulh moved, R. Cahill seconded to ratify the vote on the 2019 Slate of WRMCA Officers, taken electronically during the period October 24, 2018 through October 31, 2018; motion CARRIED. The report is on page 4.

2019 Meeting Schedule and Membership Application

The schedule was reviewed. The Vice-President announced the next meeting is scheduled for Monday, April 22, encouraged attendance and asked that members mark their calendars. She also announced the Association Membership Roster has been updated and was in today's agenda packet.

WRMCA Education Assistance

Members were reminded that our Association encourages education and Municipal Clerk Certification. In doing so, members were also encouraged to avail themselves of our Education Assistance Program.

Suggestions for Training /Speaker for April 22 Meeting

Members were asked to share their thoughts. The Vice-President said in the age of electronics, so many inquiries are quickly answered electronically, so topics for periodic training sessions are hard to think of. No suggestions were made.

Clothe-A-Child Donation Thank You

R. Cahill shared some of the particulars of the organization. She said she had the privilege of shopping with a young female for the holidays and that it was so rewarding to know the organization meets some of the needs of children.

2019 Education Opportunities

- OMCA: One-Day Academies, Athenian Dialogues, Annual Institute (July 15-18 - Cincinnati, OH) – Details are on the OMCA Website
- IIMC 73rd Annual Conference (May 19-22 - Birmingham, AL) – Details are on the IIMC Website
- In February, a training session titled, “Just the Basics” will be held at Willoughby City Hall. It is limited to municipalities who were invited to participate in the cost and did so. L. Benedetti said four cities are participating.
- Certification: We asked who is working on or thinking about obtaining their Municipal Clerk Certification through IIMC. The question was asked as to why IIMC requires someone to be an IIMC member for two years prior to starting the certification process. It was not clear if what is believed is accurate. Vice-President Hennigan shared how certification was previously achieved, noting it was a very cumbersome and time consuming process that has now been streamlined. She will look into the current membership requirements as it relates to certification and email the response.
(Note: The explanation is attached on page 5)

WRMCA Members Retiring

Treasurer Lisa Benedetti – April 30. Her municipality has chosen to hire a full-time Payroll Clerk and a part-time Clerk of Council to perform her duties.

Vice-President/Secretary LaVette Hennigan – September 2.

Meeting Minutes – How To

J. Mulh asked if anyone has a ‘dos/don’t’ cheat sheet on transcribing minutes. L Hennigan reported she transcribes according to her municipality’s personality in that there is a tendency to ask why something was done, who said what, challenge what was said, etc. Therefore, her minutes are very detailed so the answers are in the minutes, thus eliminating the need to wonder. She said some clerks strictly do ‘motion minutes’ – only the motions are recorded in the minutes. She then said the jumping off point for how to transcribe minutes should be what is outlined in the Ohio Sunshine Law/Open Meetings Act. It states meeting minutes should be transcribed in a manner that permits the reader to determine how the public body reached their decisions. She said Robert’s Rules of Order and some trainings on Minute Taking will instruct that the ‘who said what’ is not required. She said she transcribes the ‘who said what’ but in the form of the title (e.g., the City Manager reported; the City Solicitor stated, etc.) to remove the personal aspect of the comment, while ascribing responsibility to someone.

New Business (continued)

Recording Systems

J. Mulh asked what recordings systems are being used. L. Hennigan shared her contact for the Olympus DS-5000 Digital Voice Recorder she has used for eight years and is very satisfied with:

Norlson, Inc.
Mr. Rick Gleason, Sales Representative
Akron (330) 762.2390
Cleveland (216) 566.7669
N. Canton (330) 493.7669
Youngstown (330) 746.7669

Accounting Systems

R. Hakola asked what accounting systems are being used. Most are using UAN and are very satisfied.

Adjourn

Hearing no further business, the Vice-President adjourned the meeting at 12:48 p.m.

Date Approved: April 22, 2017

Alisa Novak
Alisa Novak, President

LaVette E. Hennigan
LaVette E. Hennigan, MMC, Vice President/Secretary

**Western Reserve Municipal Clerk's Association
(WRMCA)**

**EXECUTIVE COMMITTEE ELECTION
REPORT
2019 Slate of Officers January 16, 2019**

The WRMCA met in a Regular Meeting on October 22, 2018.

The Association's 2018 Officers (Alisa Novak – President, LaVette Hennigan, Vice President and Secretary and Lisa Benedetti, Treasurer), agreed to serve in 2019, in the same positions, as no nominations were received.

Based on WRMCA Bylaws Article V – Voting and Article VII – Officers, on October 24, President Novak emailed the 2019 Slate of Officers to the membership for electronic voting. Voting closed October 31, 2018, with a total of thirteen (13) votes cast.

The 2019 WRMCA Slate of Officers is:

Alisa Novak, President
LaVette Hennigan, MMC, Vice President and Secretary
Lisa Benedetti, MMC, Treasurer.

The bylaws require ratification of the vote at a regular meeting of the Association.

Alisa A. Novak
President

From: Sharon Cassler [mailto:clerkofcouncil@cambridgeoh.org]
Sent: Monday, January 28, 2019 5:32 PM
To: LaVette Hennigan
Subject: RE: 2 year IIMC Membership b/4 begin Certification Process

Hey there - sorry - it's been a day!

OK, here is how to best explain it:

Let's start by clarifying that IIMC does NOT require one to be a member for two years **before applying** for the certification. This is very important - that's why I always say, get your application in right away so that the clock can start ticking. One can apply for admission into the CMC program on the day that they become an eligible member of IIMC. Let's say someone becomes a member today - today, they can apply for admission in to the program. You can even submit your Application for Designation and complete all of your points before that two-year requirement is fulfilled. Several people have done that, especially those who have degrees, they earn their points quickly. However, IIMC is unable to bestow the actual designation upon them until they have completed the two year of membership. Keep in mind that the staff at headquarters always encourages members to submit early, especially if they know that they will be working toward their CMC. This will allow staff to provide them with updates on where they stand as they go through the program. A HUGE help to the member!!

As for the actual requirement, I remember talking about it way back when I was on the EC and the philosophy has been that the two years of active IIMC membership shows the member's commitment and dedication to not just the certifying organization, but to the Municipal Clerk profession in general. I kept this quote from one of the staff members: "So many individuals want to achieve the certification as quickly as possible and move on, IIMC strives to ensure that the CMC certification not only requires lengthy professional development commitments, but a dedication to the profession and the time it takes to truly become a Certified Municipal Clerk."

I hope this helps! Please let me know if you have other questions or if this made it clear as mud!

Sharon K. Cassler, MMC

Clerk of Council
1131 Steubenville Ave.
Cambridge, OH 43725
740-439-2640

