

**WESTERN RESERVE MUNICIPAL CLERK'S ASSOCIATION**

**REGULAR MEETING MINUTES**

**Monday, April 22, 2019**

President Novak called the meeting to order at 12:15 p.m. The following members were present:

Alisa Novak, President, City of Willoughby  
LaVette Hennigan, MMC, Vice President/Secretary, City of Ashtabula  
Lisa Benedetti, MMC, Treasurer, City of Mayfield Heights  
Vicki Savage, City of Mayfield Heights  
Julie Schiavoni, City of Mentor  
Janet Mulh, Village of Gates Mills  
Bernice Schreiber, Village of Hunting Valley  
Deborah Cendroski, City of Eastlake - Retired  
Rosemary Hakola, Village of Grand River  
Regina Cahill, City of Highland Heights  
Dr. Khadija Guy, City of East Cleveland

Guests

Mr. Jake Altman, Northeast Regional Liaison for Auditor of State Keith Faber  
Mrs. Lisa Stefaniak, former WRMCA Member – Village of Timberlake

**MESSAGE FROM THE PRESIDENT**

The President called the meeting to order and welcomed everyone.

**GUEST SPEAKER**

Mr. Altman is new to the staff of the Auditor of State Keith Faber's as of January 2019. He serves the counties of Lake and Cuyahoga. He may be looked at as "customer service" for the Auditor's office. He is visiting all the municipalities and villages in his region to speak with the finance department head(s). From this point forward he will attempt to seek out the Clerk of Council, as well. Questions for or issues with his office or state auditors may be directed to him.

Prior to his service in the Auditor of State's office he worked in a state congressional office. He resides in Brunswick and has a two year old daughter.

Auditor Faber has been really interested in, and his office has been working on, "making sure we keep the prices where they are and lower them for the audits, because we know that it's a lot. So, I know in this budget that's coming up he's had a proposal where there's going to be fund that's set up to keep the audit prices where they are so that they don't have to be increased, because the previous auditor told us that they would have to be increased. Frankly, we don't want to do that. So, that's something he drives on and it should be in the budget whenever they really start to talk about that in the next couple of weeks."

The State Treasurer's Office representative, Rebecca, is the customer service arm of this office. She will be able to answer questions about the "checkbook".

More questions were field and Mr. Altman was thanked for his time.

## **APPROVAL OF THE MINUTES**

The January 28, 2019, Regular Meeting minutes were presented. J. Schiavoni moved, L. Benedetti seconded to approve the minutes. R. Hakola reported that under the Treasurer's Report, the Vice President announced the reports were placed on record. Hearing no further comments, the motion to approve the minutes, CARRIED.

## **TREASURER'S REPORT**

Treasurer Benedetti presented the January, February and March financials. The checking account balances: January - \$1,383.19; February - \$1,523.19; March - \$1,643.19.

Dr. Guy asked for what are dues used. The Vice President responded they are used for speakers, trainers, education assistance (program outline was provided and discussed), a donation to one or two charitable organizations per year.

Hearing no further comments, the President announced the reports were placed on record.

## **NEW BUSINESS**

### **Bylaws**

The President will ensure the Association bylaws are on our website.

### **2019 Meeting Schedule and Membership Roster**

The Vice President asked members to review the roster and let her know of any changes. She said what is helpful is to know if a member is also member of OMCA and IIMC or any other clerk association; as well as the day their councils meet.

### **2019 Education Opportunities**

- OMCA
  - One-Day Academies
  - Athenian Dialogues (June 19, in North Royalton is a dialogue that's coming up and is close by) 3 CMC or MMC points
  - Annual Institute and IIMC Region 5 meeting are combined this year (July 15-18, Cincinnati, OH)

### **July Special Event / Date**

The date for the Association's annual July event will be decided later. Suggestions of things to do were: Holden Arboretum, The James A. Garfield House, helping with a Habitat for Humanity project and Lake Erie Bluffs.

### **Training or Speaker Suggestions**

Suggestions were solicited. The President offered her city's conference room facilities.

### **WRMCA Members Retiring**

Treasurer Lisa Benedetti's retirement after 33.5 years of service to the City of Mayfield Heights and the municipal clerk's profession was celebrated. Mayfield Heights elected to separate Lisa's responsibilities; therefore a full-time Finance Clerk and part-time Deputy Clerk of Council were hired to perform her duties. WRMCA member, Vicki Savage, is the newly hired part-time Deputy Clerk.

R. Cahill shared photos from a 1998 WRMCA dinner; a 1999 WRMCA Christmas dinner at Ferrante's; 2002 OMCA Spring conference in Perrysburg.

Lisa was presented a cake with a picture of a Cardinal bird in the form of word-art. The words that were used were submitted by Association members to describe Lisa. The Vice President said municipal clerks are so supportive of each other. She further shared how she has tried to do word-art but always ran into snags. Liz Westlake, Clerk of Council, City of Fairview, took the words and came up with the art. Lisa was presented with balloons, flowers and so many well-wishes.

**Adjourn**

Hearing no further business, the President adjourned the meeting at 1:15 p.m.

Date Approved: 9/23/19

Alisa Novak  
Alisa Novak, President

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