

WESTERN RESERVE MUNICIPAL CLERK'S ASSOCIATION

REGULAR MEETING MINUTES

Monday, November 18, 2019

President Novak called the meeting to order at 12:21 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 - Retired
Rosemary Hakola, Village of Grand River
Julie Schiavoni, City of Mentor
Amy Day, City of Chardon
Kimberly McKinley, Village of Geneva-on-the-Lake
Dr. Khadijah Guy, City of East Cleveland
Vicki Savage, City of Mayfield Heights

MESSAGE FROM THE PRESIDENT

The President called the meeting to order and welcomed everyone.

APPROVAL OF THE MINUTES

The September 23, 2019, Regular Meeting minutes were presented. J. Schiavoni moved, K. McKinley seconded to approve the minutes; motion CARRIED.

TREASURER'S REPORT

The Treasurer presented September and October financials. There were no changes. The checking account balance is \$1,403.96. Hearing no comments, the President announced the reports were placed on record.

NEW BUSINESS

1. Vote to Amend Bylaw - ARTICLE III MEMBERSHIP: Section 4 Honorary Member

The suggested amendment to bylaw "**Section 4. Honorary Member** An honorary member shall have been an Association member for at least 25 years, shall be retired from the Municipal Clerk profession, and whose annual membership dues are gratis. (06 23 2016)", was presented. The amendment reduces the number of years from 30 to 25, that a member must be with WRMCA before becoming a Honorary Member. K. Guy asked for the rationale. The President said Vice-President/Secretary Hennigan has been with the Association 28 years; however does not have the required 30 years to become an Honorary Member. The President said while she cannot speak for everyone, she would like to see the change made because "She (VP/Secretary Hennigan) has been a mentor to many, many clerks and has gone above and beyond on many occasions to help Clerks". The VP/Secretary recalled that at the September 23 Regular meeting, someone mentioned 25 years as a good starting point. She shared that member D. Cendroski previously asked her why the change and suggested all members who retire from the Municipal Clerk profession should receive Honorary WRMCA Membership. The VP/Secretary said she cautioned against such so as not to trivialize the honor. When asked why 30 years was originally agreed upon, the VP/Secretary said the three members being considered all had over 30 years membership with WRMCA. **ACTION: L. Benedetti moved, K. McKinley seconded to amend the bylaw to require 25 years as a member of the WRMCA before becoming an Honorary Member; motion CARRIED.**

2019 Christmas Dinner Day & Location Suggestions/Selection

Cornerstone Brewery, Madison Ohio and The Lake House Inn, Geneva-on-the-Lake were suggested as locations for our December Holiday Dinner and Ornament Exchange. Thursday, December 5, at 6:00 p.m. was agreed upon as the suggested day and time. **ACTION: The VP/Secretary will get details from each establishment and email it to the membership.**

2019 WRMCA Annual Donation Suggestions/Selection

Suit Yourself – Painesville, Ohio, Cleveland Food Bank, Pride Among Daughters & Sisters (info attached), Humane Society and Extended Housing – Lake County (info attached), were the organizations suggested to be our 2019 donation recipients. **ACTION: L. Hennigan moved, A. Day seconded to donate \$200 to Pride Among Daughters & Sisters (K. Guy) and \$200 to Extended Housing – Lake County (J. Schiavoni).** The Treasurer asked for payable to and payment mailing information to be sent to her. **The motion CARRIED.**

2020 Proposed Meeting Schedule/2020 Executive Committee and the Future of WRMCA

For several years the Association's regular meetings have been on the 4th Monday of the month because most often Council meetings do not fall on that day. B. Schreiber agreed to be Secretary but would not be available to attend 4th Monday meetings due to payroll responsibilities. The attached proposed schedule would permit her to attend the meetings and perform the duties of Secretary. During the review of the proposed schedule, the VP/Secretary reported April 20, September 21 and November 16 are 3rd Mondays.

At the September 23, Regular meeting, Ashtabula Clerk of Council Stacy Senskey volunteered to serve as our 2020 Treasurer. She issued an email this morning saying her Council meeting Monday's (1st and 3rd) is not going to work for her. The VP/Secretary reported S. Senskey has been in the position since September 3, and will be on her own once Hennigan retires January 1, 2020. So, because we all know Council meeting days can be very hectic for seasoned Clerks, it can be more so for new Clerks; especially once their predecessor leaves. Members discussed what day would be best – Wednesday seemed to win out. **ACTION: L. Benedetti moved, K. McKinley seconded to approve Monday, January 27, as the first meeting in 2020; motion CARRIED.**

Bouncing off the 2020 Proposed Meeting Schedule discussion, VP/Secty Hennigan suggested the sitting officers continue to serve until January 31, 2020, with the hope that new officers are chosen by then. If officers are unable to be appointed, the question pertaining to the future of WRMCA that was visited on September 23, will have to be revisited. **ACTION: L. Benedetti moved, K. McKinley seconded that the sitting officers continue to serve until January 31, 2020, pending further discussion on what day of the week the 2020 regular meetings will take place.**

Special Recognition

VP/Secretary Hennigan's upcoming January 1, 2020, retirement was celebrated with a cake and balloons. Her last physical day in the office will be December 6. She will remain active in the Association.

Adjourn

Hearing no further business, the President adjourned the meeting at 1:20 p.m. and the celebration and networking continued.

(Attachments: Bylaws, 2020 Proposed Schedule)

Date Approved: January 27, 2020

Alisa Novak
Alisa Novak, President

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

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Extended Housing, Inc.

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BYLAWS
WESTERN RESERVE MUNICIPAL CLERK'S ASSOCIATION
(WRMCA)

ARTICLE I: NAME

This organization shall be known as the Western Reserve Municipal Clerk's Association, also known as the WRMCA. (07 2018)

ARTICLE II: PURPOSE

The purpose of this organization shall be to:

Offer members training and educational opportunities (06 23 2016) (07 2018)

Provide members Personal encouragement and Professional support by promoting the duties, responsibilities and Code of Ethics of the Municipal Clerk profession. (07 2018)

Exchange Information and Ideas (07 2018)

Support and Promote good government (06 23 2016)

Collaborate with the Ohio Municipal Clerks Association, International Institute of Municipal Clerks, the Northeast Ohio Municipal Clerk's Association, the Ohio Municipal League and organizations dedicated to the improvement of municipal government (06 23 2016); and

Support charitable organizations. (06 23 2016)

ARTICLE III: MEMBERSHIP

Section 1. Eligibility

Any elected, appointed or retired Clerk of Council, Assistant Clerk of Council, Deputy Clerk of Council, Municipal Clerk, Fiscal Officer, Municipal/Township Clerk or County Clerk, Administrative Assistant and Finance Administrator in the Western Reserve region of the State of Ohio shall be eligible for membership. (06 23 2016)

Membership shall be limited to persons with statutory and/or chartered responsibilities related to the maintenance and custody of the official records of a Municipal Council, Township Trustees, Village Council or County Commissioners, and persons holding positions eligible for membership in the International Institute of Municipal Clerks Association (IIMC) and/or the Ohio Municipal Clerks Association (OMCA). (06 23 2016)

Section 2. Application

Application for membership, accompanied by payment of dues, shall be remitted to the Treasurer or the Treasurer's designee. The Executive Committee has the authority to reject an application.
(06 23 2016) (07 2018)

Section 3. Good Standing Member

A member in good standing is one whose dues are paid in full. (06 23 2016)

Section 4. Honorary Member

An honorary member shall have been an Association member for at least 25 years, shall be retired from the Municipal Clerk profession, and whose annual membership dues are gratis. (06 23 2016)(11 18 2019)

ARTICLE IV: QUORUM

The presence of not less than seven (7) members shall be necessary to constitute a quorum for the transaction of business unless a member of the Executive Committee moves to suspend this rule. A unanimous vote of those members present is required. A lesser number may convene, however may not vote on matters pertaining to Bylaws or Executive Committee changes. (05 19 2014) (07 2018)

ARTICLE V: VOTING

Voting shall be limited to members in good standing. Electronic voting is permitted when the Executive Committee deems it necessary. The vote will be ratified at the next regular meeting. (07 2018)

ARTICLE VI: DUES & FISCAL YEAR

Regular and Retired members shall pay annual dues. Honorary member's dues are gratis. Dues shall be fixed by the Executive Committee for each fiscal year. The fiscal year shall begin January 1 and end December 31. A majority vote of the Association shall determine the frequency with which the Association shall regularly meet. In the event the municipality pays the membership dues, the membership belongs to the municipality. If the member pays the membership dues, it belongs to the member.

(03 24 2014) (06 23 2016) (07 2018)

ARTICLE VII: OFFICERS

Section 1. The Officers shall consist of President, Vice President, Secretary and Treasurer. The Officers shall collectively be known as the Executive Committee. Nominations of Officers shall be made at a regular meeting or by email. The appointment of Officers shall be made by a vote taken at a regular meeting, at which a quorum is present OR, if necessary, electronically. (06 23 2016) (07 2018)

Section 2. Officers shall serve a one (1) year term beginning January 1, or until a successor is elected. An Officer shall not continue to hold office for more than ninety (90) days after ceasing to be eligible for membership.

Section 3. The President shall preside at all meetings, supervise all activities and have such powers and duties as may be delegated by the Executive Committee, consistent with the provisions of these Bylaws.

Section 4. The Vice President shall assist the President in the discharge of duties and shall preside in the absence or inability of the President to perform the duties as prescribed. A vacancy in the office of President shall be filled by the Vice President. If the Vice President is unavailable or unable to fill the Presidency in the absence of the President, a majority vote of the membership shall elect one of their members to serve as President until the next election of Officers. (06 23 2016)

Section 5. The Secretary shall take a record of attendance at all official Association meetings. The Secretary shall obtain the appropriate signatures, and keep a book of minutes in which shall be recorded the business proceedings of the Association. The Secretary shall forward a copy of the minutes to the President, who will include a copy of the minutes with the next month's meeting notice. The Secretary shall retain a signed paper and electronic copy of the Association meeting minutes in accordance with its Records Retention Schedule. The

WRMCA Bylaws

Secretary shall send cards and issue invitations on the Association's behalf and perform other duties as assigned by the Executive Committee. (07 2018)

Section 6. The Treasurer shall keep the accounts of the Association in a book belonging to it, which shall be open to inspection by the Executive Committee at all times. The Treasurer shall be responsible for keeping an accurate file on the membership, sending out all invoices for dues, and receiving and disbursing the funds of the Association under the direction of the Executive Committee and by a majority vote of the membership. The Treasurer shall maintain a paper and electronic copy of the Association financials in accordance with its Records Retention Schedule. After the election of officers, the Treasurer shall present the President with necessary documentation to add said President to the Association bank signature card. At the January meeting, the Treasurer shall provide a complete financial report of the Association for the prior year. All funds shall be on deposit at a bank designated by the Executive Committee. (06 23 2016) (07 2018)

ARTICLE VIII: COMMITTEES

Section 1. The President, at the request of the membership, shall have the authority to appoint such committees as are necessary to accomplish the objectives of the Association.

Section 2. The President shall be an ex-officio member of all committees.

Section 3. Education Committee

The Education Committee shall be responsible for coordinating education, training and program opportunities for the Association and post training opportunities of other entities in which Association members may participate. Each year the Executive Committee shall appoint a Coordinator. The Coordinator will select Association members to assist with these efforts and will oversee and guide said efforts. (07 2018)

ARTICLE IX: BYLAW AMENDMENTS

A single member, at any time and in writing, may submit to the President suggested amendments. The Executive Committee, may at anytime, submit to the membership, suggested amendments. The President shall provide a copy of a member's suggestion(s) or the Executive Committee's suggestion(s) to the full Association, for their review and comment, at least two (2) weeks prior to the next regular meeting, and said amendments shall be placed upon the agenda of that meeting. Amendments to the Bylaws require the vote of a quorum at a regular meeting or a majority electronic vote of the full membership. The vote shall be ratified at the next regular meeting. (07 2018)

ARTICLE X: AUDIT

The Executive Committee shall audit the Association's books in February of each year, with a report given by the President at the next regular meeting of the Association. (07 2018)

ARTICLE XI: DISSOLVING THE ASSOCIATION

In the event this Association is dissolved, the remaining funds will be gifted to either the Ohio Municipal Clerks Association (OMCA), the International Institute of Municipal Clerks, or rolled over into another 501(C)(3) qualified organization's account at the recommendation of the majority of the members. (07 2018)

ARTICLE XII: PARLIAMENTARY AUTHORITY

The most current edition of “Roberts Rules of Order, Newly Revised” RONR shall govern the proceedings of the Association in all cases in which they are applicable, and in which they are not inconsistent with the Bylaws of this Association. (06 23 2016)

ARTICLE XIII: RECORDS DISPOSAL

The request to dispose of Association records, in accordance with the Association’s Records Retention Schedule, shall be the responsibility of the Executive Committee. The vote to dispose of records shall require a majority vote of the quorum present at a regular meeting. (07 2018)

(Revised 11/02/1992; 06/22/2009; 09/08/2011; 11/26/2012; 09/23/2013; 03/24/2014; 05/19/2014; 10/27/2014; 06/23/2016; 07/30/2018; 11/18/2019)

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About Us



Every day, Extended Housing helps people with serious mental illness live in safe, decent, affordable, supportive homes, like McKinley Grove Apartments, seen above.

Extended Housing provides permanent supportive housing through the eighteen residential properties we own and manage throughout Lake County. These properties include condos, single- and multi-family homes, group homes, apartment buildings, and a residential care facility. We are working to develop more units of permanent supportive housing to help house more people in under-served areas of Lake County.

Our compassionate staff works with our clients to help them stay in their homes or find housing. Our program staff includes housing support workers, a homeless outreach team, and property management and maintenance staff.

We help our clients through rental and housing assistance programs, including loans, emergency vouchers, housing subsidies, and Shelter Plus Care. For more information on our programs, go [here](#).

Services at Extended Housing, Inc. are made possible in part through the Lake County ADAMHS (Alcohol, Drug Addiction and Mental Health Services) Board. Established

by Ohio statute, the ADAMHS Board is responsible for planning, funding, and evaluating Lake County's mental health and recovery services. More information on the services provided through the ADAMHS Board and its network of local providers is available online at HelpThatWorks.us.



Tenants, staff, and board members celebrating the fifth anniversary of McKinley Grove Apartments.

Our History

Extended Housing, Inc. is a private nonprofit corporation. Our mission is to support individuals with severe and persistent mental illness to live as independently as possible. We do this by creating, developing, and sustaining safe, decent, affordable housing options. Program enrollment requires low income and the diagnosis of a serious mental illness. This includes bipolar or major depression, schizophrenia, or other severe mental health disorders. Extended Housing, Inc.'s clients may also have drug and alcohol abuse disorders or be homeless.

Extended Housing, Inc. was founded in 1983 as a nonprofit property acquisition and management corporation. In 1986, Extended Housing, Inc. completed McNaughton Apartments, a HUD 202, Section 8 new construction project. This building contained 9 two-bedroom and 3 one-bedroom suites. We have managed this building since it opened its doors in March 1987.

Extended Housing, Inc. has expanded from its roots of property acquisition and management. Our work to date includes the following:

- Property acquisition, management, and maintenance (1983–present)
- Housing subsidy programs (1998–present)
- Housing loan program (2001–present)

- Housing support workers (2001–present)
- Projects for Assistance in Transition from Homelessness (PATH, 2001–present)
- Housing and Employment Services Integration Program (HESIP, 2003–2007)
- PATH SSI and employment pilot program (2005–2007)
- Shelter Plus Care I (2005–present)
- Shelter Plus Care II and III (2010–present)
- Development and management of McKinley Grove Apartments (permanent supportive housing, 17 units, 2013–present)
- Residential care through North Coast House (24/7 for 14 residents, 2013–present)
- Emergency housing voucher program (2017–present)



Grand opening of McKinley
Grove Apartments in 2013

November 20, 2019

Dr. Guy Khadijah
Clerk of Council
East Cleveland, OH

Good morning fellow Clerks,

Here is the information for the organization I recommended for the annual donation that I've been affiliated with and that was approved at yesterday's meeting. Please see the website and attached article:

Pride Among Daughters and Sisters Inc. <https://www.prideamongdaughters.org/> (PADS)

PRIDE AMONG DAUGHTERS & SISTERS INC (PADS) is a 501c3 non profit organization that provides sanitary pads, tampons, and feminine hygiene products[including incontinence products such as Tena and Depends to elderly women] to underprivileged girls, and women, to promote pride, dignity and confidence. <https://www.facebook.com/prideamongdaughters.org/>

Founder: Delesia Robinson, RN

Recent Article [http: https://www.freshwatercleveland.com/features/fairfaxhomegrown082919.aspx](http://https://www.freshwatercleveland.com/features/fairfaxhomegrown082919.aspx)

Donations can be sent to:

Pride Among Daughters and Sisters

3630 Fairmount Blvd.

Shaker Hts., OH 44118

Attn: Delesia Robinson, RN