Farewell Message from President King

I hope you are all signed up for our Annual Institute to be held at the Crown Plaza in Dublin, Ohio. We are “SETTING THE STAGE”, July 15 through July 19. It’s never been so easy to earn education points.

- Attending all the academies, all of the dialogues and the annual institute would allow you to earn many points toward your Certification.
- An Athenian Dialog will be held on Sunday, July 15th prior to the start of the Annual Institute;
- In addition, we added a “Chill and Grill” event July 15th at the Amberleigh Pavilion;
- For the first time in many years attendance at the Annual Banquet will get you points and we have a Key Note Speaker that you will not want to miss;
- I am requesting banquet attendees dress as if you were going to the Emmy Awards, which corresponds with the theme. If you are unable to do so, business attire is appropriate for this event.

As my term of President comes to an end, I want to thank my Executive Board, City and Village Chairs and all OMCA members during my term. This has been an experience I will never forget. I will always have a spot in my heart for OMCA and its members and look forward to relaxing, and watching this organization progress through the years. Please take advantage of everything OMCA has to offer and do not hesitate to contact me now or in the future if you have any questions or concerns.

Again Thank You for allowing me to serve as your President.
Slate of Officers for 2018...

The Administrative Committee presents the following names for consideration at the 2018 Annual Meeting to be held July 16, 2018 in Dublin!

Open Positions are Vice President (three year term of Vice President, President and Immediate Past President), Treasurer, two City Board Representatives, two Village Board Representatives and IIMC Region V Director.

Nominations will also be taken from the floor pending all criteria for candidacy have been met.

Vice President: Diane (Dee) Werbrich – City of Moraine

Treasurer: Anthony Rodgers – City of Huber Heights

City Board Candidates: April Begerow – City of Reynoldsburg
Kari Egbert – City of Sidney
Dianne Mischin – City of Beavercreek (partial term)

Village Board Candidates: Debra Hladky – Village of Oakwood
Mollie Prasher – Village of Granville

Assistant Treasurer: Heather Moore – City of Pickerington

IIMC Region V Director (2019): Janice Bates – City of Tipp City

Role of OMCA Vice President
The Vice President shall:
- Attend all business meetings of the Association and Executive Committee.
- Assist the President as needed.
- Serve as President in the absence or disability of the President.
- Coordinate at least four publications per calendar year of the Association newsletter.
- Send copies of the Association newsletter to the Region V Directors.
- Perform other duties as required or directed by the President or Executive Committee.

Role of City and Village Board Members:
- Attend Executive Committee Meetings (January, April, July and October).
- Attend Annual Business Meeting (July).
- Attend Special Meetings as needed.
- Attend the Executive Committee Orientation (July).
- Attend Strategic Planning Sessions.
- Attend One-Day Academy Sessions as feasible.
- Set membership dues.
- Review membership applications when applicable.
- Control the affairs of the Association.
- Fill vacancies on the Executive Committee.
- Welcome new members to the Association and explain membership benefits.
- Listen to and report member suggestions and complaints to the Executive Committee.
- Represent Clerks throughout the State, maintain a high degree of professionalism and set an example for fellow Clerks.
- Encourage attendance at all educational opportunities.
- Exercise such powers as are normally exercised by governing bodies.
- Promote the growth and improvement of the Association.
- Share knowledge with other Association members so they will be well informed on the functions of the Association and its Officers and the Board of Directors.

Role of IIMC Region Director:
- Prepare for and attend all IIMC Board Meetings
- Represent and support IIMC in its mission in Region V.
- Liaison to IIMC Committees.
OMCA Website – Tools, Tips and Tricks

Have you been approached about writing legislation for medical marijuana and not sure where to begin? Or have you been requested to create a proclamation for an outstanding citizen, staff member or for special community awareness event and are stumped? Did you know the OMCA website has an email tool created just for our members. This tool allows you to email all CURRENT members throughout the entire state. What a great way to communicate with all of your colleagues in one easy CLICK! OMCA Members often rave about the tool and say it has helped them get answers quickly for their municipalities.

These emails not only provide assistance to other Clerks, but also provide the entire membership with information regarding upcoming training opportunities, position openings and legal news. Don’t miss any of the important emails OMCA sends!

Members can update their contact information directly on the website! Simply go to the Membership tab, Member Tools and log in to the Members Only Page. Once the new page opens, go to the update profile tab to make any changes. Remember to keep your contact info current!! However, if a member deems this information is not helpful; they may opt out of the mailings.

OMCA LOGO WEAR

Have you wanted official OMCA gear and wasn’t sure how to purchase? You can order official OMCA branded apparel using the website below!

https://premiumlogowear.net/OMCA

The password is: CLERKS

In order to have a pleasant purchasing experience, please note the following:

— Items are available in colors and sizes listed.
— Items are NON-Returnable once logo has been applied.
— All items will be inspected for damage prior to delivery. Members are asked to inspect items once they receive them.
— Orders will be collected from the website every Tuesday by noon Eastern.
— Turnaround time is estimated at 2 weeks.
— Shipping to non-Dayton area purchased items will be shipped via USPS and will be subject to a flat $9.95 shipping fee per order (maximum 5 items). Items purchased in Dayton and surrounding areas (15 mile radius from the Premium Logo Wear office) will be delivered personally.

Show your OMCA pride and get your official gear today!!

OML At-A-Glance

The Department of Health has announced it will be granting $176,000 to providers and public health agencies for the purpose of either creating or expanding Project DAWN programs. These programs distribute naloxone kits. Last year, they distributed over 19,000 kits which were responsible for reversing approximately 1,400 overdoses.

The Ohio Department of Transportation announced it will spend $2.5 billion on approximately 1,000 construction projects, mainly preserving existing roads and bridges, in 2018. The department plans to replace or repair 5,645 miles of road and work on 1,040 bridges throughout the state.

OML Update

The Department of Commerce has announced that despite the projected launch date of the medical marijuana program by September 8th, not all products or all 57 dispensaries will be available to patients by that deadline.

Competition Matters

Ohio Attorney General Mike DeWine’s Partnership for Competitive Purchasing takes a proactive approach to bid-rigging detection. Attorneys and investigators regularly work on issues related to anti-competitive activities, giving them the expertise to help you spot bid-rigging and price-fixing.

The partnership offers reviews to analyze bid files for anti-competitive activities and answer questions or concerns.

This is a voluntary program and open to all Ohio public entities, including cities, villages, universities, state agencies, public libraries, and school districts. Registration for the partnership is free and easy. Just visit the Partnership for Competitive Purchasing online. Select “Enroll in the Partnership for Competitive Purchasing,” or call at 614-466-4328.

Article taken from the April Competition Matters.
Various Articles of Interest from Legislative Committee

Bill HB Urban Homesteading 175
Article written by April Begerow
House Bill 175 received some attention this week as a possible hearing had popped up, only to be cancelled shortly thereafter. Referred to the Agricultural Committee in May of 2017, HB 175, known as the Urban Homesteading Bill made it possible for small livestock to be maintained for “noncommercial purposes for an individual's personal use and enjoyment” within municipal limits despite Zoning prohibitions.

HB 175 does lay out a framework that describes the number of small livestock and type permitted (referring to chickens/ducks, goats, and rabbits) per lot size and it does spell out containment details, but the disturbing aspect to this bill is that is yet another attack on municipal home rule. Many communities have prohibitions against livestock including chickens/fowl (and goats) and this law would prohibit enforcement of those laws. For this reason HB 175 should be opposed.

Roll out the Rules for Roll Call
Article written by Tara Grimm –
How many of us love when our job duties are called into question by our Councils? After almost 2 years of my being Kent’s Clerk, the question was posed why I perform roll call alphabetically. My response was “as your official Parliamentarian, we do not have anything in our Council Standing Rules that supersedes Robert’s Rules when it comes to roll call, therefore we perform it alphabetically.” Of course that led to the all too familiar question “How do other cities do it?” Recently I reached out to our amazing group of Clerks inquiring how your municipalities perform roll call. I was floored by receiving not only about 100 responses, but about 30 DIFFERENT ways we all perform roll call and requests for me to provide my findings. While I was gathering my data from the OMCA clerks, I reached out to another great resource for Robert’s Rules questions the National Association of Parliamentarians (NAP). My colleagues at the NAP informed me how we actually have PRP’s (Professional Registered Parliamentarians) assigned to several different regions around our state. For my region and according to Mr. James (Jim) Williams, PRP, “the rule as stated in Robert’s Rules of Order Newly Revised (11th ed.), hereafter identified as RONR, page 421, lines 1-3; “The roll is called in alphabetical order except that the presiding officer’s name is called last, and only when his vote will affect the result.” Unless there is a set of Council Standing Rules or a written custom to supersedes, it “then by default, it is the rule that must be followed.”

I provided the collected data, Mr. Williams’s response and a reply how “it is my duty to keep us in compliance. Therefore, we will continue to perform roll call alphabetically.”

I’m still hearing the crickets…

Overly Broad Public Records Requests
While we always are cautious about our emails and continue to remind our public officials this, in a recent case State ex rel. Bristow v. Baster, 2018-Ohio-1973 (Ohio S. Ct. May 11, 2018) continues to uphold the law that a general request for emails is overly broad. These types of requests must be of a particular subject matter and not a blanket request for all documents of a single type.
OMCA Delegates were fully immersed in training and networking opportunities at the 72nd IIMC Annual Institute in Norfolk! We look forward to seeing everyone in Birmingham, Alabama in 2019!

**Happy Birthday!!**

The OMCA would like to wish a very Happy Birthday to the following members!

- William Blank – July 2
- Kathryn Jenkins – July 3
- Kelly Hephner – July 5
- Belinda Anderson – July 5
- Asazalia Hawkey – July 12
- Erin Hughes – July 14
- Lynne Fasone – July 15
- Lisa Hivnor – July 15
- Susan Culbertson – July 16
- Henry Jarrett – July 16
- Molly Kapeluck – July 16
- Carol Lorek – July 16
- Mary Kovalchik – July 20
- Debbie Sansone – July 20
- Donna Hawks – July 21
- Tara Grimm – July 24
- Denise Howell – July 24
- Ruthanne Ross – July 28
- Joanne Clapp – July 30
- Kelly Niese – July 30
- Deb Hladky – July 31
- Alisa Novak – August 3
- Diana Morris – August 5
- Caroline Kremer – August 6
- Kim Stull – August 6
- Pam Hickok – August 7
- Debra Walker – August 8
- Tanya Newell – August 10
- Karen Shaffer – August 10
- David Murray – August 12
- Annette Hasch – August 14
- Renee Fox – August 16
- Kathy King – August 17
- Kari Egbert – August 19
- Lynda Yartin – August 19
- Anne Johnson – August 25
- Lana Loper – August 25
- Melissa Autry – August 26
- Melissa Repaz – August 28
- Shannon Condon – August 30
- Kerry Norman – August 31
- Margaret Murphy – Sept. 1
- Connie Gaylor – Sept. 2
- Bev Wren – Sept. 2
- Judy Fair – Sept. 3
- Kathy Rupp – Sept. 3
- Kelly Thomas – Sept. 6
- Tiffany Justice – Sept. 7
- Liz Westbrooks – Sept. 8
- Marcia Farquer – Sept. 9
- Jennifer Delgado – Sept. 10
- Kim Grime – Sept. 10
- Angela Wasson – Sept. 15
- Rochelle Menningen – Sept. 16
- Nicholas Srneč – Sept. 19
- Loree Villers – Sept. 19
- Vicki Harris – Sept. 20
- Becky Larabee – Sept. 21
- Donna Letourneau – Sept. 21
- Jeff Weidner – Sept. 21
- Karen Mitchell – Sept. 22
- Jeanne Maschari – Sept. 23
- Melissa Raber – Sept. 23
- Jill Spencer – Sept. 23
- John Stechschulte – Sept. 25
- Ellen Hemry – Sept. 26
- Deborah Morgan – Sept. 26
- Debra Rentsch – Sept. 26
- Tammy Fein – Sept. 27
- Jennifer Mason – Sept. 27
- Kimberly Fallon – Sept. 29
- Jacqueline Rothschuh – Sept. 29

**Congratulations**

OMCA Congratulates Donna Tjotjos on earning your MMC Designation!
2018 OMCA Annual Institute...Setting the Stage for Success

The Professional Development Committee has been working hard on YOUR 2018 Annual Institute!

The 2018 Annual Institute will begin on Sunday, July 15 with an Athenian Dialogue on the book Hidden Figures, facilitated by Holli Martin. Please note this is an additional course and is $50 if full registration is paid.

For our early arrivals, we will hold a “Grill & Chill” event. This will be a great time for those arriving early and new/first time attendees to mingle and connect prior to the week of training!

Institute Sessions will begin on Monday, July 16th and run through Thursday, July 19th. Those who are elected to serve on the OMCA Executive Board or who are serving on a Committee are encouraged to stay after the last session for a brief (30-45 minute) orientation session.

Institute attendees will earn 11.25 points for attending the entire 3 ½ day Institute. Registration fees for the entire Institute are $450.

Join us as we “Set the Stage for Success”!

One-Day Academy
Have you recently been tasked to present ideas before Council? Does the idea of public speaking make you terrified? No need to be anxious with worry! Attend our Improving Public Speaking One-Day Academy in Monroe, Ohio on November 2, 2018! Cost to attend the session is $100. Additional information and registration forms are located on the OMCA website: www.omca.us (Meetings/Conferences tab)

Upcoming Athenian Dialogue
The final Athenian Dialogue for 2018 is scheduled for Friday, October 19, 2018 in Moraine, Ohio from 9:00 am – 4:00 pm. The book is “The Wright Brothers” by David McCullough. This session will be facilitated by our own Janice Bates, MMC of Tipp City.

This book tells the story of two courageous brothers from Ohio who taught the world to fly!

Cost of the session is $100. Price of the book is an additional expense and not included in the course fee.
SHOW ME THE MONEY: IRS Issues First FAQ’s on Employer Tax Credit for Paid Family and Medical Leave

The recently enacted Tax Cuts and Jobs Act of 2017 (the “Act”) created an employer tax credit for paid family and medical leave provided to employees. Specifically, Internal Revenue Code section 45S provides a general business tax credit to employers that voluntarily offer paid family and/or medical leave to their employees. On April 9, 2018, the Internal Revenue Service (“IRS”) issued a set of frequently asked questions (“FAQs”) that provides guidance to employers planning to take advantage of the tax credit.

The FAQs provide an informative overview of the tax credit and clarify several definitions. For instance, the FAQs provide that for purposes of the credit, “paid family and medical leave” includes time off for the following:

- Birth of an employee’s child and to care for the child;
- Placement of a child with the employee for adoption or foster care;
- To care for the employee’s spouse, child, or parent who has a serious health condition;
- A serious health condition that makes the employee unable to perform the functions of his or her position;
- Any qualifying exigency due to an employee’s spouse, child, or parent being on covered active duty (or having been notified of an impending call or order to covered active duty) in the Armed Forces; and
- To care for a service member who is the employee’s spouse, child, parent or next of kin.

The FAQs note that an employer cannot claim the credit for any paid leave provided by the employer to comply with a state or local law or for leave paid by a state or local government. Additionally, if an employer provides paid vacation leave, personal leave, or medical or sick leave, that paid leave is not considered “family and medical leave” and is not eligible for the credit.

Other FAQs address the effective dates of the credit, how the tax credit is calculated, and how to adjust the deduction for wages if an employer elects the credit. Notable, unless extended by Congress, the credit only applies to tax years 2018 and 2019.

The IRS expects to provide additional information on the following:

- When the written policy must be in place?
- How paid “family and medical leave” relates to an employer’s other paid leave?
- How to determine whether an employee has been employed for “one year or more?”

- How state and local leave requirements will impact the credit?
- How members of a controlled group of corporations and businesses under common control are treated as a single taxpayer in determining the credit?


Did You Know?
The Ohio EPA has awarded $3.9 million in grants to 60 different municipalities, businesses and nonprofits across Ohio to promote recycling and litter-prevention efforts.

“It takes less time to do things right than to explain why you did it wrong” – Henry Wadsworth Longfellow
Region V Meeting in Norfolk

During the IIMC Annual Conference, we held a Region V meeting. IIMC Region V consists of the States of Indiana, Kentucky, Michigan, Ohio and Tennessee. The meeting consisted of reports from the Region V Directors and State Association Presidents.

At the close of the meeting, members presented Mary with gifts and well wishes as this was her last meeting as Region V Director. We thank her for her service to not only the State of Ohio, but also to the Region. OMCA wishes her the best of luck as she takes on this new adventure as IIMC Vice President!

I look forward to seeing everyone at the OMCA Annual Conference/Institute later this month in Dublin!! Please don’t hesitate to corner me with any IIMC questions. As always, I appreciate all of your support as I serve you as IIMC Vice President. If you have any questions or need assistance, I am just a phone call or email away. Please contact me!

Mary Johnston, MMC, IIMC Vice President
614.901.6410
mary.johnston@westerville.org
IIMC 72nd Annual Conference – Norfolk Recap

The 2018 IIMC Conference was held May 20-23, 2018 in the beautiful City of Norfolk, Virginia. There were 744 delegates registered for the conference; 28 of which were from the great State of Ohio!!

The naval phrase “All Hands on Deck” for the 2018 Conference theme was rightfully created and sums up the desire of Clerks around the world to foster that spirit of good fellowship and to unite to keep ships afloat on these rough seas for which we sail.

Throughout the conference delegates participated in sessions regarding courage, collaboration and communication. The more you teach, share and listen, the more you will learn. Norfolk encouraged delegates to take an “All hands on approach and to stop taking on water!

We hope you can join us next year in Birmingham, Alabama!

The Sights of Norfolk
The City Clerk Ain’t Just a Secretary...

Wikipedia says “The duties of a municipal clerk vary even more than their titles. Particularly in the United States, it is difficult to fully describe a clerk’s duties, because there are hundreds of different jobs a clerk may fulfill. In some U.S. states, there are provisions in the state constitutions delineating the clerk’s duties, but in other states, each municipality decides for itself what role the clerk plays, or even, if there need be a clerk at all.”

In 2010, undaunted by Wikipedia’s assertion that it is difficult to fully describe a clerk’s duties, the City Clerk’s Association of California developed an elevator speech to describe the role of the City Clerk. The speech stated: “The City Clerk is the local official who administers democratic processes such as elections, access to city records, and all legislative actions ensuring transparency to the public. The City Clerk acts as a compliance officer for federal, state and local statutes including the Political Reform Act, the Brown Act and the Public Records Act. The City Clerk manages public inquiries and relationships and arranges for ceremonial and official functions.”

That speech is well and good, unless you’re like me and have, at most, a two-story elevator ride at my City Hall. By the time I pulled out my handy pocket sized version of that speech to rattle off to my fellow elevator passengers, the ride would be over and they would be out the door.

So, I had to condense my elevator speech into one quick sentence.

Now, my elevator conversation often goes something like:

Fellow passenger: “Do you work for the City?”

Me: “Why yes, I do. I am the City Clerk.”

Fellow passenger: “Really? What does the City Clerk do?”

Me: “The City Clerk is the equivalent to the Secretary of State at the municipal level.”

Fellow passenger: “Well that sounds like a really interesting job. You have a great day.”

At which point, the fellow rider has arrived at their destination and exits with a new appreciation for the services provided by the City Clerk.

The City Clerk performs many of the following responsibilities:

- Local elections official, keeper of the municipal code, repository of official records, provides notary services, public records, City Council support; to include preparing agendas, recording minutes, maintaining legislative history of ordinances/resolutions.

Clerks might also:

- Manage boards and commissions appointments
- Coordinate public meeting notices and advertising
- Manage website
- Keeper of the City seal
- Manage the budget and personnel issues
- Implement new software
- Coordinate the production and broadcast of City Council meetings
- Manage contracts
- Process City Council mail
- Prepare certificates, proclamations and commendations
- Collect statements of economic interest from staff, Committee members and Council
- Manage Social Media accounts
- Provide passport services
- Track ethics training for Council Members or Commissioners
- Track harassment training for Council Members or Commissioners
- Issue marriage licenses
- Coordinate bids and bid openings
- Process claims against the City
- Issue dog licenses
- Accept subpoenas and summons
- Oversee the cemetery district
- Manage vital records
- Have knowledge of open meeting rules
- And much much more

Don’t let the title fool you – the City Clerk plays a crucial role in government and the scope of the profession extends far beyond the “secretary” stereotype.

I would need a cross-country trip, not an elevator speech, to tell the whole story of the City Clerk. Like most City Clerks, I am passionate about the profession.

Article taken from the blog series “The Local Government Nerve Center” written by Lucinda Williams, MMC, City Clerk, City of Fullerton, CA.