



Minutes of the Northeast Ohio Municipal Clerks Association
April 28, 2017

Hosted by: NEOMCA

Subject: 1. Drive Change without Driving Your Colleagues Crazy – LaserFiche Webinar
2. Adding New Technology to Agendas Made Easy – Deb Hladky, Barb Ortiz & Helen Dunlap

Location: Cuyahoga County Public Library – 2121 Snow Road, Parma

Attendance:

Danielle Romanowski, South Russell
Deb Hladky, Oakwood Village
Valerie Zak, Brunswick
Peg Sikon, Highland Hills
Helen Dunlap, Broadview Hts.
Jeannie Bozak, Summit County
Valerie Rosmarin, Avon Lake
Charles Massarilo II, North Olmsted

Tracy Simons, City of Eastlake
Denise Rosenbaum, Westlake
Barb Ortiz, Brunswick
Debi Beal, Independence
Alisa Novak, Willoughby
Jennifer Novakovic, Summit County
Barbara Dopp, Avon Lake
Mary Murphy, Shaker Hts.

President Romanowski opened the meeting at 11:50 a.m.

Minutes

Motion to approve the 3/10/17 Minutes made by Dunlap seconded by Romanowski. Unanimous approval.

Treasurers report – due to computer issues, no report was presented.

Romanowski explained *upcoming training sessions*:

4-28 Change/Agendas .9 CMC/MMC IIMC Credit
5-25 EPA Grant writing workshop – max 25 ppl.
9-2017(TBD) Dr. Thomas 1 hour plus 1-2 additional hours of training

Romanowski encouraged clerks to show support of the NE Ohio area and attend the OMCA Annual Institute from July 16-20, 2017 in Cleveland, Ohio. Hopefully showing a strong support in the greater Cleveland area will encourage OMCA to bring more training sessions to this area.

Romanowski said she is looking to create a new position within the organization to be the Membership Chair. The responsibilities would include reaching out to non-member clerks and sending them an NEOMCA introduction letter, brochure and membership application. Positions in the group are worth IIMC points so this would be a great opportunity for someone working on their CMC or MMC. Anyone interested should contact Romanowski – fiscalofficer@southerussell.com.

A webinar from LaserFiche given by Katie Burke and Melissa Henley was presented. They discussed the “Change Curve” and the four stages of change; Denial, Anger, Exploring and Acceptance. The various stages were discussed in depth with highlights including the

importance of support from management, keeping two-way communication open, making a timeline, and keeping everyone involved in a supportive and interactive way.

Deb Hladky explained how she educated her Council on the amount of work and time it took to do paper packets. She gave a demonstration of the free AgendaFree online software she now uses for her Council. Her Mayor and Council have been issued Microsoft Surfaces and use them to access their online packets. She said packet preparation time has been greatly reduced.

Helen Dunlap demonstrated the free DropBox software she uses for Council packets, calendars, etc. Files, pictures, etc. are stored in a file in the "Cloud" and can be shared with specific people. Different files can be shared with different groups of people. Within documents stored in DropBox, she includes hyperlinks that can open other files. Her municipality uses iPads.

Barb Ortiz gave a demonstration of BoardSync which her municipality uses for their council packets. This software is not free, but has a lot of tracking and preparation features. Legislation can be entered into the system and marked with who needs to review it, by when, etc. Once those people enter review it online and sign off on it, the software tracks who has reviewed and approved or where there is a hold up. Once the legislation has gone through all approvals, it is marked 100% and the software automatically adds it to the agenda.

An open discussion and Q&A session followed the presentations.

Meeting adjourned 3:25 pm

Submitted by Danielle Romanowski