

IIMC REGION V Newsletter

Spring 2008. Volume 2, Issue 1



News from the great states of
INDIANA * KENTUCKY * OHIO * MICHIGAN * TENNESSEE

This quarterly newsletter was created to keep Region V informed of the news of IIMC and throughout our region. We want your input, news, pictures and your ideas!

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*Greetings from **Kathy Dornan** of Michigan and
Brenda Young of Indiana your Region V Directors*

Inside this issue:

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- *Planning is underway for the IIMC 2011 Conference in Nashville, TN*
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A Note from the President of the Indiana League of Municipal Clerks and Treasurers



Retha Hicks, IAMC, MMC, President ILMCT

To all of our Region V friends, we want to say hello!

I am excited to report that our ILMCT Executive Committee met in February and decided to support the 2011 Conference in Nashville by donating \$1,000 each year for the years 2009, 2010, and 2011 to the Tennessee Association of Clerks and Clerk-Treasurers.

Indiana has had a busy year! We have had several educational opportunities to share with our newly elected clerks and clerk-treasurers. At our last event which was our week long institute, several stated "They felt they have obtained new friends and feel part of our organization"! Mission accomplished! We still need to meet their needs and concerns that they may have throughout this year but all of our veteran members have stepped up to the plate and assisted in mentoring. I am very proud of my Indiana colleagues!

We are currently working on updating our league directory. It lists every community's clerk or clerk-treasurer in the state, plus their office and home information, our history, ILMCT Constitution and By-Laws, a section on Education. It is quite an extensive project that we complete every four years. Our goal is to have it printed and available to everyone at our June conference.

What an honor it has been to serve my organization as President this year! And what a learning experience! I am looking forward to Atlanta and hope to see you there!

Retha S. Hicks, Winona Lake Clerk-Treasurer, ILMCT President, IAMC, MMC



Notes from the President of the Kentucky of Municipal Clerks Association

Sandra A. Doane, CMC, President KMC



held their spring membership meeting and educational conference in Louisville on Tuesday, April 15, 2008 through April 18, 2008.

The Kentucky Municipal Clerks Association elected new state officers at this meeting. The term of office will be for two years effective immediately following the adjournment of the annual spring conference.

Our Kentucky Municipal Clerks Institute will be held in Lexington, KY at the Campbell House the week of July 21-25, 2008. Our education committee and our education director, Barbara Combs, have been working hard to provide the required educational sessions for this program. I applaud their efforts and believe we have a great program planned. The group is also working on providing successful, rigorous sessions for our educational program for the Master Municipal Clerks Academy which will be held at beautiful General Butler State Resort Park in Carrollton, KY on October 21-23, 2008. Our fall membership meeting will be held in conjunction with the Kentucky League of Cities Conference scheduled for October 16-19, 2008.

Kentucky has been dealing with several pieces of legislation which are very important to the cities in the Commonwealth. One specifically important piece is HB 524 which made some much needed changes in our insurance premium tax. This bill has finally made it through the Full House. This bill, will among other things, set a statute of limitations on the number of

years that insurance companies can ask for a refund from cities on insurance premium tax as well as require some changes that will ensure that cities will receive their appropriate payment of the tax. The insurance companies will also benefit from this bill with some safe harbors from market conduct penalties if certain criteria are met. These are only a few of the changes within the bill and I encourage anyone interested to read the entire bill. The KY Clerks have been actively calling their legislators to encourage passage of this bill as well as many others of great importance and impact for KY cities.

We are continuing to work on a new website for the Kentucky Municipal Clerks Association and anticipate an unveiling in April, 2008 which will allow us to keep our clerks updated in a timelier manner.

The Kentucky Municipal Clerks Association will be awarding scholarships this month for some of our KY clerks to attend the Clerks Institute in July. This is an annual award from the State Association which requires ongoing fund raising by our group. Last year we awarded six scholarships. Several regional clerk chapters across the state also award scholarships for the institute. One of our main goals is to *promote and provide educational opportunities for the clerks of Kentucky.*

The Kentucky Clerks appreciate all the hard work of Kathy Dornan and Brenda Young on our behalf as they serve as our Region V Directors to IIMC.

The Kentucky Clerks look forward to seeing our friends and neighbors from Indiana, Michigan, Ohio, and Tennessee at the IIMC in Atlanta in May. Good luck to Sharon Cassler as she vies for the position of Vice President of IIMC.



**President of the Michigan League of
Municipal Clerks and Treasurers**

Dana Muscott, CMC, President MAMC

The Michigan Association of Municipal Clerks held their 2008 "*Spring Forward*" Institute from March 9-12, 2008, at Central Michigan University. The heart of the mission for the MAMC is to promote and encourage the professional development through communication, education and training. What better place to be than the Institute to "Spring Forward"

in education and ready ourselves for a busy election year. The curriculum for this year included Michigan Freedom of Information Act, Using and Managing Electronic Records, Workplace Design, Records Management, Ethics and Values, Risk Management, The Michigan Constitution, Leadership, Michigan Legal System & Courts, Human Resource Management, and Time Management.

We hosted an education day for Clerks and Deputy Clerks on March 17, 2008, (Happy St. Patrick's Day!!!) and focused on elections, since this is a "BIG" election year.

MAMC is also busy planning the Annual Summer Conference to be held "up north" at Crystal Mountain from June 9-13, 2008. The Conference Committee is working very hard at putting together yet another successful conference!

As you can see, the Michigan Clerks are "*Springing Forward*" in their education efforts and getting ready for the elections.



A Note from the President of the Ohio League of Municipal Clerks and Treasurers

Betsy Parr, CMC, President, OMCA

*Submitted by: Betsy Parr, CMC, Outgoing OMCA President, term ending May 31, 2008
OMCA's new President, Karen Lucas, 6-1-08 to 5-31-09 will be sworn in by IIMC
President Elect Dyanne Reese, on Thursday April 17th at OMCA's Spring Conference*



The 2008 Ohio Municipal Clerks Spring Conference will be over by the time you receive this

newsletter. The Conference committee has worked very hard making arrangements for this 53rd Annual Conference for OMCA. On the agenda for our board meeting is again the discussion of the IIMC Education issues with the certification process. Hopefully, there will be a quick resolution to these issues after the Annual IIMC Conference in Atlanta. Quite frankly, many Ohio Clerks are tired of discussing these issues and feeling like they are not being heard. Ohio will have a clear and unified direction from our membership after we meet on Friday the 18th at our OMCA Spring Conference. Letters from Utah and Colorado Clerks will be distributed to our Board members.

► Most Ohio Clerks have completed the mandatory training on records management that came about after adoption of Ohio House Bill 9 / ORC Section 149.43(E)(1). This training has to be completed after every election of new council members, which is every two years in my City. Council members have to attend the training or assign a designee. Guess who the designee is in most municipalities. That's right, the Municipal Clerk, Clerk Treasurer, and/or Fiscal Officer that doesn't have enough on their plates already. We attend the training and in turn train City staff and elected officials.

With this new state law came more unfunded mandates requiring the training, creation of a policy for records requests, posting the policy, and posting of records inventory schedules. The Ohio Auditor of State conducts this certified public record training and no other venue is authorized to give the "certified" training at this time. IIMC approved this training for 2 points toward certification.

► Ohio Clerks hope that everyone cast their vote for the IIMC Vice President position and we plan to be celebrating in Atlanta, when **Sharon Cassler** is sworn in as the new IIMC Vice President.

► On the regional level, OMCA's Board approved donations totaling \$1,000 to TAMCAR for the IIMC Conference in 2011, \$500 donated in 2008 and another \$500 will be donated in 2009. We look forward to another great International Conference in Region V – Nashville, Tennessee.

We understand there is confusion about Region V's meeting dates.

The recently adopted Stand Rules of Region V changed the meeting date to around President's Day in February of each year, so we as a Region met in Dec. 2007, We skip 2008 and meet next in February 2009 in OHIO!

Ohio will be prepared for the next Region V meeting – whether it's changed back to November or left in February – but we have to decide very, very soon, or the changes may have to wait until 2010.

THANK YOU REGION V!

Sharon K. Cassler, MMC, IIMC Vice President Candidate



Dear Region V Colleague,

First, allow me to take this opportunity to extend a HUGE Thank You to the Region for your endorsement of my campaign for IIMC Vice President. Thanks also to Ohio, Tennessee and Michigan for your State Endorsements. I have truly been humbled by the outpouring of support from my friends throughout our Region. Your kind words and well wishes ring out in my ears every day and I appreciate the support.

As an update to what's happening with my campaign, I will be sending an e-blast to all IIMC members in the very near future directing them to my website (www.sharoncassler.com) and asking for their vote. Since this will be the first time that we will use a membership wide election, a system had to be determined and IIMC's Board of Directors voted on the process that will be followed for this election. A hard ballot will be mailed from IIMC headquarters to all members. The ballot will include a candidate biography. You will also receive a return envelope. Please be sure to watch your mailbox for the ballot and most importantly – VOTE! You will be given a deadline of April 30, 2008 so please be sure to mark your ballot and return it in the envelope that will be provided.

Since our Region meeting, I have picked up several more endorsements, to include the Colorado Municipal Clerks Association. I will be traveling to Washington for their State Association meeting in March. I am working very hard to get my message out to all of our members and I know that many of you are working equally as hard on my behalf. I am relying on "word of mouth" to help spread the word and share my message.

I pledge to continue to work very hard for all of the members of IIMC and I do thank you all for your support.

Sharon K. Cassler, MMC
IIMC Vice President Candidate



A Note from the President of TAMCAR

Connie Kittrell, CMC, President, TAMCAR



I'd like to thank all of the attendees at our last Region V Conference held this past November in Tennessee. It's always good to get together with fellow clerks and

share our ideas, solutions, goals, and experiences. Also, I always seem to make new friends. I spoke with Tammy Kelly earlier today and she is making plans for the next Region V meeting in Ohio. Thanks again for coming to Tennessee.

The Tennessee Association of Municipal Clerks and Records Spring Conference will be April 16 -18 at the Embassy Suites in Franklin, Tennessee (the same location as the Region V Conference). The Municipal Clerk Institute will be Wednesday, April 16th through Friday, April 18th. The Tennessee Certified Municipal Clerk Institute is approved by IIMC to provide municipal clerk education. Each institute is 105 hours in length and is divided into six 2.5-day conferences offered in the spring and fall. Each conference is independent of the others so you may begin at any point and finish after the completion of 105 hours.

In 1994, the state of Tennessee required municipal clerks and recorders to

complete 100 hours of education for state certification. The three main areas of study are:

Public Administration and Organization	50%
Social and Interpersonal Concerns	30%
Electives	20%

The Master Municipal Clerk Academy will be Wednesday, April 16th through Thursday, April 17th and provides continuing professional development for municipal clerks. It is designed to help clerks build on the skills developed on the job and through the Tennessee Certified Municipal Clerk Institute training. The academy is open to all who have completed the institute and specifically designed for those pursuing their Master Municipal Clerk designation. For those who are already state certified, they must attend a minimum of 18 hours of continuing education courses every three years.

Remember to mark your calendars for the IIMC Annual Conference to be held in Nashville, Tennessee from May 8th – May 12th, 2011. I know the committee has already been working hard on this event and have great things planned for everyone.

I hope to see everyone in Atlanta!

-Connie Kittrell, CMC, President, TAMCAR

Kathy Dornan, Region V Director from Michigan



HI REGION V MEMBERS:

HAPPY SPRING!!! Or is it???

I hope all of you are doing well and are surviving this winter! Boy it's been a crazy one in Michigan! Everyday I ask myself the same thing....."So why is it that I live in Michigan?" Oh yeah.....the paycheck! Although our weather hasn't been the best, I think we have been better off than our peers in Ohio however. Oh my!!! Last weekend was beautiful; we were actually working in the yard wearing T-shirts and I have been walking outside this week. However.....snow is predicted for this coming weekend. Yep.....that is Michigan! Won't it be nice to all meet up in sunny and warm Atlanta?

As I watched the news a couple of weeks ago about the storms in Atlanta and the destruction right downtown, I began to wonder if it is an omen...that wherever IIMC chooses to hold its conference, destruction hits! I appreciated receiving the email declaring that our host hotel and convention center and other venues were not hurt in the storm. Host City Clerk, Rhonda Johnson, assures us that everything will be cleaned up and sparkling by the time we arrive. I hope to see many of you in Atlanta. I know they have a great conference planned for us. If money is tight (and I know it is for everyone) caravan there. Yes, Gas is high but if you put several in a van and share the costs, it just might work for you. My flight from Michigan was \$200, much more reasonable than other places we have gone. And we Michigan clerks love sharing rooms; what a great way to party,

vent (especially about men!) and review the day at conference – in our PJ's!! Hey, I think the Michigan Clerks still owe drinks to our Ohio colleagues!! Anyway, Hope you can attend.

Financially IIMC is doing better than a year ago! The last budget report received showed that we are in the best financial shape that we have been in for a few years. Kudos to President Tokar for keeping travel expenses in check this year and to the rest of the Executive Committee for doing the same. Our President has not spent his year traveling around the world and has watched the budget very carefully. Thanks also to the many State Organizations who paid the expenses for Chuck and other EC members to attend their conferences and functions to represent IIMC. It takes a Village! (or a City, or a Township, or a

The Big issue before us is Education. As you all know, President Tokar appointed a task force to study education issues as a whole, of which I co-chair with Institute Director, Jim Kaatz. Although slow, we are making progress! What I want to ask is that you all hang in there with IIMC and be patient on this education area. I hear from a clerk almost every day has issues, who is frustrated and tells me that they have given up on trying to obtain their CMC or MMC Certifications and dropped their membership in IIMC. I don't blame them – but we ARE WORKING TO RESOLVE THE ISSUES. Yes, it's a slow process, but I PROMISE YOU ALL, AND I MEAN THAT, EDUCATION ISSUES WILL BE RESOLVED FOR THE BETTER!

The task force was first given the assignments to study the issues of "grandfathering" clerks in the CMC/ MMC programs for another year before NEW criteria kicks in, and the issue of the "pre-approval" process for Institutes, State Associations and individual clerks. As you have been advised, we did get the Board to approve the "grandfathering" issue and all classes clerks took or take previous to January, 2009 will now count under the old program and guidelines. Yeah!! If you are close to receiving your CMC or MMC, I encourage you to WORK HARD THIS YEAR and utilize all previous points, courses and conferences attended in order to receive your certification prior to January, 2009. We have been allowed our education, experience and social points from past years and again this year as a "Grace" period.... so use it!

Last week the Board of Directors held a telecom and accepted the recommendations of the task force on the pre-approval issues. To outline:

Institute Pre-Approvals: Institute Directors may now do either a "pre assessment form" or a "post assessment form", whichever they prefer. This will make many of our ID's happy and ease their workloads going into the Institutes.

State Associations and Individual Clerks: The course review process is encouraged to be used. This means that assessment forms would be completed prior to a State Association course or education conference that is held or prior to an individual clerk taking a course on their own. If sent to IIMC at least 10 days prior to the date of the event, IIMC will guarantee that it will be reviewed and a guaranteed reply will be given on how many and what type of points will be awarded to clerks for their attendance. NOTE: It was also

determined that the current pre-approval forms are too cumbersome, lengthy and repetitious of information being requested. Dr. Eftekhari has streamlined these forms and we are now required to provide much less information for pre-qualification, along with our conference brochures or course flyers which contains most of the information that was being requested on separate forms. We believe this will makes the course review process much easier and quicker to accomplish.

A State Association or an individual clerk has the option to not do ANY course review prior to their event or class if they choose, however, the State or individual clerk must live with the decision of IIMC of whatever points they allow, IF any. Pre-assessments INSURE the State Association or individual clerk that the courses being offered WILL be granted the points towards certifications as promised.

THE MOST PROMISING NEWS OF ALL....

During the telecom, ED Chris Shalby addressed the Board and advised that from all the comments, concerns and complaints of clerks heard over the last couple of years, the fact that clerks are dropping their membership in IIMC, the numerous concerns expressed by the Board Members; the need for the Education Task Force, etc. that he has been internally reviewing Education in general, the guidelines, where IIMC is at regarding education, where we are going, what type of educational organization we want to be, etc. He agreed the current issue of IIMC is EDUCATION!

He requested that the Board give him permission to provide a "deconstruction paper" and report on the history of IIMC Education, why and how the educational guidelines are like they are today and proposed for change in January, 2009, and

to outline suggested changes in order to move the organization forward. He proposed that the first part of any education study would be to "FINALLY ASK THE MEMBERS OF THIS ORGANIZATION WHAT THEY WANT FROM EDUCATION AND WHAT THEY FEEL IS OF VALUE FOR THEM IN ORDER TO DO THE BEST JOB THEY CAN AS CLERK OF THEIR COMMUNITY". He noted that the members have never been asked! He also noted that every state is not the same; therefore, the educational needs of clerks throughout the states and world are not the same. This is something the Education Task Force has been saying to the Board for months!

Several Board Members concurred with ED Shalby's comments and it was a general feeling that IIMC has "out-priced" clerks from obtaining certifications. While the Board acknowledges that we do not want to lower educational standards, it is understood that many members are not happy; that clerks want to obtain the CMC and MMC Professional certifications but that we have made it too hard, too costly and too time consuming to achieve; and that the education program and guidelines used today are just not right! Certifications are important to have. This is why Attorneys, Doctors, Accountants, Engineers, Planners, etc. all have them behind their names. Degrees, certifications and honors DO help and the IIMC certifications prove that you are dedicated, trained and professional. They are a good thing – but they MUST be attainable for all!

The Board unanimously endorsed the recommendation of ED Shalby to prepare a de-construction proposal, which should be completed by the end of April, and that the Board will spend time as soon as possible to discuss the ideas and recommendations brought forth in this

document both before Atlanta, and extensively while in Atlanta. It is the hope of your region directors that the entire education program of IIMC will be re-designed and re-vamped by the end of the year. The two of us agree that this cannot be a "one size fits all" educational program, as the needs in each state are different. Educational requirements to do our job in each state are different. We need to make certifications affordable, reachable and attainable. We need to make the "process" easier, straightforward, clear-cut and basic to understand! The organization needs to assess the needs of the members, by asking them, and to put provisions in place to accommodate and service those needs. THIS WILL HAPPEN!!!

I hope this is good news to all of you and we ask that you be just a bit more patient and "stick with us"! Be assured your directors are working hard and that we are vested in your well-being and will do what's right for the members of IIMC and Region V.

Along the lines of making things better for IIMC.....all of you have received your election ballots. We are excited that once again we will have a Region V member on the IIMC Executive Committee, who will become our President. Brenda and I are confident of that! Kudos to Sharon Cassler for her energy, enthusiasm and willingness to serve all of us. If you haven't voted yet, check the box for Sharon and return that ballot...and don't forget to sign it!

See you all in sunny, warm Atlanta!!

Warmly,

Kathy Dornan, City Clerk
City of Farmington Hills, Michigan
IIMC Region V Director

Brenda Young, Region V Director from Indiana



GREETINGS TO ALL,

Yeah, spring has arrived. I have my office window open as I write to you and I can hear the birds singing and I can see the green grass and the daffodils swaying to the gentle breeze. Sounds like a book or a song doesn't it? Well, they are certainly welcome sights and sounds to our little community. I believe that we are all soaking up as much sun as allowed today for we have 4 days of rain coming in this evening. Our thoughts and prayers have been with all of those

communities who have recently faced flooding issues.

My hope is that each and everyone one of us takes a few minutes to stop and smell the roses, so to speak, and really embrace the newness of the changing seasons and to somehow feel recharged to serve our communities, our State Associations and our International Organization. I am truly honored to serve each and every one of you as one of your Region V Directors.

There is so much to report on these days it is truly a time of fast paced and catch up from the winter hibernation blues!! Our Region V is so active with State Association Meetings and training in the next few months. Our IIMC Conference is just around the corner in Atlanta. Region V Director Kathy Dornan has been very busy co-chairing the Education Task Force and she really is making a difference on our behalf. I want to publicly thank Kathy for all of her professionalism and dedication to this cause. She has researched, studied and most of all listened to you and what you would like to see changed. She has represented Region V with the utmost respect. Thanks so much Kathy!

One thing that I have not mentioned is our own Region V Meeting. I along with Kathy have been receiving calls and emails to find out when and where our next meeting will be held. Currently, we do not have a Region V meeting scheduled for the year 2008. We have a meeting to be hosted by the great state of Ohio in February of 2009. I have to admit that I have some concerns about our Region not getting together on an annual basis. Not everyone in our region can travel to the International Conference but usually most can travel to the Region Mtg. I am not sure if all of you remember the background on our change. A few years ago the Michigan Clerks were unable to attend due to elections and a task force was formed to review moving the dates to another time. The change was presented to the membership at a Region V meeting and was voted in favor of changing the dates to Jan/Feb instead of Nov/Dec. This is the first year for the change and it is causing some alarm to quite a few of our members. So, we decided to put a survey in this newsletter for you the members to decide what we should do. Should we take a look at moving it back to Nov/Dec? Should we leave it in Jan/Feb? Are we more concerned about inclement weather conditions in Jan/Feb? Do we want to set a standing date of the next

weekend after the Thanksgiving Holiday (Not the Thanksgiving Weekend)? The Ohio Clerks are busy planning the Region V meeting for Feb 2009 but are open to what the membership would like. They are awaiting our final decision so they can firm up their plans. So, please all of you take a few minutes to answer the quick survey. We have created a link to the survey for your convenience: <http://spreadsheets.google.com/viewform?key=pshKqG0tc7Ao-BaF-ffPIQ&email=true> We care about each and every one of you and want you to know that we are working for you. Have a great spring!

Brenda K. Young, IAMC, MMC
Region V Director

**Looking forward to seeing you in:
Atlanta, GA
Sunday, May 18 - Thursday, May 22, 2008**

Click below for the preliminary program

[Preliminary Program for 2008 Conference in Atlanta](#)





Future Conferences

2009 Chicago IL
Tuesday, May 19 - Saturday, May 23

2010
Reno/Tahoe, NV

2011 Nashville TN
Sunday, May 8 – Thursday, May 12



The next edition of the Region V newsletter will be published in August.
To be included in the newsletter, please e-mail Brenda Young at byoung@townofnashville.org or Kathy Dornan at KDornan@fhgov.com
by July 16, 2008.

WELCOME NEW MEMBERS & EDUCATION HONORS
(from November 2007 through March 2008)

Members Earning Certification

Indiana

Suzy Bass, MMC	Chief Dep. Clerk-Treas.	Jeffersonville
Larry Breese, MMC	Clerk-Treasurer	Greenfield
Janet S. Jaros, MMC	Clerk-Treasurer	Noblesville
Jane Kelly, CMC	Deputy Clerk-Treasurer	Princeton
Vicki L. Kitchen, CMC	Clerk-Treasurer	North Liberty
Debra A. Twitchell, MMC	Clerk-Treasurer	Angola
Elaine Wellman, CMC	City Clerk-Treasurer	Washington

Michigan

Nancy L.M. Banks, MMC	City Clerk	Southfield
Kim Courts, CMC	Township Clerk	Flint
Jeri D. Moak, CMC	Deputy Clerk	Northville
Amanda Sleight, CMC	City Clerk	South Haven
Lindsay A. Howes, CMC	City Clerk	Three Rivers
Gail A. Ratliff, CMC	Deputy Clerk	Auburn Hills
Holly Thompson, CMC	Deputy Clerk	Williamston
Jean Wahlfield, CMC	Township Clerk	Comstock Park
Elizabeth Wietfeldt, CMC	Deputy Clerk	Saginaw

Ohio

Linda Bales, MMC	Clerk-Treasurer	Grafton
Jayne Maxwell, CMC	Dep. Clerk of Council	Gahanna
Cynthia L. Pace, CMC	Clerk of Council	Orwell

Tennessee

Melinda Bagwell, CMC	City Clerk	Dover
Lanaii Y. Benne, CMC	Asst. City Recorder	Franklin
Melissa A. Henderson, MMC	Finance Dir/Recorder	Etowah
Sue York, CMC	Asst. City Recorder	Columbia

**IIMC REGION V
MEMBERSHIP UPDATE**

3/31/08

Indiana	187
Kentucky	159
Michigan	519
Ohio	211
Tennessee	173
Total	1249

