

**Mayor's Court Registration and Reporting Workgroup  
May 12, 2003**

**Present:**

Kathy Kaluger, St. Clairsville  
Marcia Soos, Shadyside  
Cindy Bitter, Upper Arlington  
Karen Sheffer, Baker and Hostetler  
Katherine Unger, Cuyahoga Heights  
June Allison, Yellow Springs  
Janet Yeager, Crestline  
Michelle Naish, Reading

Linda Lutts, Sharonsville  
Karen Woodward, Gahanna  
Jean Wurzbacher, Peninsula  
Joyce Remec, Richfield  
Lee Wagoner, Richfield  
Diane Hatcher, Supreme Court of Ohio  
Steve Hanson, Supreme Court of Ohio  
Dave Saffle, Supreme Court of Ohio

1. Welcome from Steve Hollon, Supreme Court of Ohio, Administrative Director.
2. Introduction of members and logistics.
3. The group defined a mission statement and objectives for the workgroup. See below:

**Mission:**

The workgroup is established to develop procedures for Mayor's Court registration and reporting.

**Objectives:**

- A. Communicate with mayors, clerks, and magistrates through appropriate avenues to seek feedback and provide information as to progress of workgroup.
  - B. Finalize registration and reporting form.
  - C. Develop instructions for completing the reporting form.
  - D. Prepare for and provide training to clerks on the proper preparation and submission process of report and registration form.
  - E. Inform and educate mayors and magistrates on registration and reporting requirements.
  - F. Evaluate implementation process.
  - G. Define purposes of registering and reporting.
4. The group reviewed the materials in their workgroup notebook.
  5. **Travel Expense Reports** were reviewed. These need to be turned in as soon as possible following the meeting. Please turn in no later than 30 days following a meeting in

order to allow them to be processed by our internal timeline. Remember to attach original receipts to the form. Mail expense forms to Gretchen Beam at the Supreme Court of Ohio (see workgroup roster for her address).

**6. Workgroup Guidelines**

- A. Membership was discussed. The group desired to add more mayors and magistrates. The mayors and magistrates should be representative both geographically and by court size. Diane will invite a small court mayor to join the group.
- B. The group will decide issues by consensus. If the group is divided, majority rule will decide the issue.
- C. No quorum will be required.
- D. Meetings are open to the public. The public will need to be recognized by the chair to make comment.
- E. Meeting frequency and timing. Deadline is for this project to be presented at the Clerk's Association meeting September 19, 2003. The goal date for completing materials will be September 5<sup>th</sup>.
- F. Meetings will be Fridays from 10 AM to 2 PM. Last meeting will be September 5<sup>th</sup>. (See end of minutes for scheduled meetings)

7. The group defined the following list of tasks to be accomplished:

**Workgroup Tasks:**

- 1. Two letters to each city, one to Mayor and one to clerk.
  - a. Encourage them to attend training on registration and reporting form.
  - b. Requirements: Submit Registration and Reporting by deadlines
  - c. Penalty for non-compliance
  - d. Possible source of mailing lists: BMV; State Auditor; Municipal League; send to all cities and villages (can indicate that they do or don't have a mayor's court); Municipal Courts
- 2. Newspaper articles
- 3. Contact List developed – Diane will do
- 4. Mayor's/Magistrate Training Update (June 3)
- 5. Mayor's Court Conference (June 3+) Municipal League has training calendar
- 6. Form Development
- 7. Instructions
- 8. Identify Training Dates and locations
- 9. Personal notification about trainings of surrounding areas by workgroup members
- 10. Develop Training Materials
- 11. Online submission of Registration and Reporting
  - a. Electronic Signature
    - i. On line password?
    - ii. Signature Agreement on file?
- 12. Ongoing training needs to be identified (such as New Clerk's Training)

13. Purposes of registration and reporting to be defined

8. **Corrections to Roster**

Diane will include corrections to contact information in next mailing.

9. Vendor Visitors from the Baldwin Group, Richard Becker and Kim Zeta, arrived.

10. The group defined the following timeline for workgroup tasks:

**Task Table**

<b>Deadline</b>	<b>Task</b>	<b>Driver</b>	<b>Helper</b>
06-2003	Draft Alert Letter	Cindy Bitter	Diane
06-2003	Finalize Form	Diane	All
06-2003	Identify dates for training	Diane	All
06-2003	Identify Locations for Training	Diane	All
07-2003	Finalize Instructions	Diane	All
07-2003	Define Purposes of Registration and reporting	Diane	All
08-2003	Prepare Training Materials	Diane	All
08-2003	Identify Trainers	Diane	All

11. The group scheduled out the meetings through the target completion date.

**Future Meetings – All Meetings from 10 AM to 2 PM**

June 6th

June 20<sup>th</sup>

July 11<sup>th</sup>

August 15<sup>th</sup>

August 22<sup>nd</sup>

September 5<sup>th</sup>

12. The group began to review the Registration and Reporting Form. The following adjustments were made:

Add City and Zip Code

Add Magistrate Name

Add Acting Mayor

Add Council President

Change “Date of Most Recent Continuing Education” to “Date of Most Recent Education”

13. Meeting Adjourned.