

Clerk's Department

Tina Barton, City Clerk

Mary Jo Pachla, Administrative Assistant

Lisa Sage, Vital Statistics Clerk

Sharon Horgan, Elections Clerk

Paul Myers, Cemetery Laborer

Danielle Szajna, Youth Council Liasion

Leanne Scott, Deputy Clerk

Calvin Leach, Cemetery Sexton

Laura Douglas, Records Clerk

Christine Wissbrun, Administrative Aide

Mary, Marge, & Ellen, Election Aides

Ralph Sabatini, Part-Time Cemetery Laborer



Passports



*2013 – 1,375 passports
processed and 837
pictures taken*



*2018 – 849 passports
processed through July
and 471 pictures taken*

“Congratulations on a Perfect Score!”

“We would like to congratulate you on your facility’s stellar review on the AFO Report for the audit conducted at your facility on March 1, 2018.”

“On behalf of the United States Department of State, we thank you for your hard work and dedication to serving American citizens.”

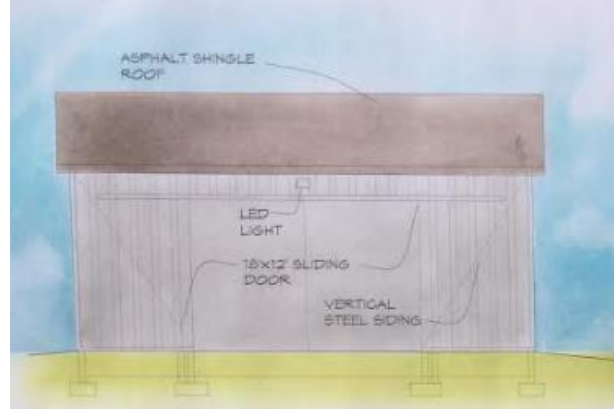


Elections

- In 2017, we were one of the first to use the new election equipment.*
- In 2018, we implemented a new election database - QVF Refresh.*
- An Active Shooter Training video was shown at all election training sessions.*
- In July of 2018, over 40 staff hours were spent training Election Inspectors.*
- One of three Michigan communities selected to pilot Risk Limiting Audits.*



PROTECTING OUR INVESTMENTS



- *Pole Barn*
- *Security Cameras*



AT THE TABLE

In 2018, our staff brought their expertise to international, national, statewide, and county stages.



2018 Professional Accomplishments

Christine Wissbrun

- Presenter at National Notary Association Annual Conference
- Year #2 of the 3-year MAMC Clerk's Institute
- QVF Refresh Training

Mary Jo Pachla

- Free Education Day
- 2nd Year of Master's Institute
- 2018 MAMC Conference
- QVF Refresh

Sharon Horgan

- QVF Refresh Training
- Year #2 of the 3-year MAMC Clerk's Institute
- Train the Trainer – BOE
- Election Cycle Preparation - BOE

Laura Douglas

- Ten Hours of Records Management Training
- QVF Refresh Training

Lisa Sage

- QVF Refresh Training

Leanne Scott

- President of the Oakland County Clerks' Association
- Completed over 90 hours of education
- Assisted Bloomfield Township Clerk's Office in May 2018 Election

Tina Barton

- Presenter at International Institute of Municipal Clerks Conference
- Presenter at Michigan Association of Municipal Clerks Conference
- Presenter at Michigan Association of Municipal Clerks Institute
- Presenter at Illinois Public Service Institute
- Completed over 90 hours of continued education





Youth Council



Thank You



Records Management



Vital Statistics



Elections



Cemetery Sexton



Cemetery Laborer



Cemetery Part-Time Laborer



City Council



Boards, & Commissions



Youth Council Liaison



Clerk



Deputy Clerk

