

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

Leanne Scott, Deputy Clerk

Calvin Leach, Cemetery Sexton

Laura Douglas, Records Clerk

Christine Wissbrun, Administrative Aide

Mary, Marge, & Ellen, Election Aides



Passports

We've cut our hours for acceptance in half, yet we are still surpassing the prior years applications received and photos taken.

2015 Actual
1,394 Apps
896 Photos

2016 Actual
1,470 Apps
930 Photos

2017 YTD
748 Apps
514 Photos

Vital Statistics Electronic Death Registry

The screenshot shows the Michigan Electronic Death Registry (EDRS) web application. The header includes the Michigan Department of Health and Human Services (MDCH) logo and the EDRS logo. The page title is "Add Certificate of Death". The form is for the State of Michigan, Department of Community Health, and is titled "CERTIFICATE OF DEATH". It includes fields for the decedent's name, date of birth, sex, date of death, age, and location of death. The form is partially filled out with the following information:

1a. Decedent's Name		2. Date of Birth	3. Sex	4. Date of Death
First: Jerry	Middle: Decedent	12/12/1981	Male	12/22/2015

5. Name at Birth or Other Name used for Personal Business		6a. Last Birthday	6b. Under 1 Year	6c. Under 1 Day
First: [blank]	Middle: [blank]	[blank]	Years: [blank]	Months: [blank] Days: [blank] Hours: [blank] Minutes: [blank] Seconds: [blank]

7. Location of Death (Place Pronounced Dead)			
7a. Country: United States	7b. State/Province: Michigan	7c. County: Oakland	7d. City, Village, or Township: [blank]
7e. Hospital or Facility Name: [blank]			

8. Current Residence			
8a. Country: [blank]	8b. State/Province: [blank]	8c. County: [blank]	8d. City, Village, or Township: [blank]

The system allows funeral directors, physicians, medical examiners, nursing homes, and hospitals to submit death records electronically, 24-hours per day.



Van Hoosen Jones Cemetery



Cremation Garden



Columbarium

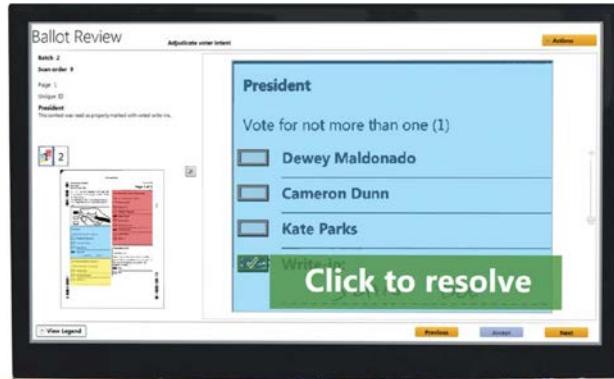
New Burial Options



Elections

Verity Central

High-Speed Central Scanning



Absentee High Speed Scanner processes approximately 100 ballots per minute / Old equipment processed 10 per minute



*New Equipment:
Latest Election Software*





Youth Council



2017 Professional Accomplishments

Christine Wissbrun

- Presenter at National Notary Association Annual Conference
- Completed year #1 of the 3-year MAMC Clerk's Institute
- Collaborated with State Representative Michael Webber to create HB 4374

Mary Jo Pachla

- Completed 1 year of Master's Institute
- Attended Free Education Day

Sharon Horgan

- Completed year #1 of the 3-year MAMC Clerk's Institute

Laura Douglas

- Completed Two Days of Records Management Training

Lisa Sage

- Implemented EDRS System

Leanne Scott

- Vice President of the Oakland County Clerks' Association
- Received Master Municipal Clerk Certification

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 Free Ed Day
- Presenter at Hazel Park High School and Auburn Hills Christian School
- Completed over 50 hours of continued education credits
- Received Leader of Leaders - Public Service, Leadership Oakland



Thank You

