

City of Willoughby Hills

Agenda

WHISPER Program Subcommittee Meeting May 27, 2020

6:00 pm Call To Order: Subcommittee Meeting

Roll Call of Subcommittee Members:

Councilwoman Nancy Fellows; Council Vice-President Michael Kline;
Mayor Executive Secretary Gloria Majeski; Councilwoman Janet Majka;
WH Resident Ed McKenna; WH Resident Vicki Vincent Miller

Public Portion

Discussion Topics

- I. Composition of Whisper Committee
- II. Whisper Committee duties & Standing Mtg/Rvw Requests
- III. Duties of Facilitator, Checklist
- IV. Service list review
- V. Program Eligibility
- VI. Forms Review
 1. Resident Service App (release/waiver) & Service Request Review Form / Denials
 2. Donation Process / Donation Log
 3. Expenditure Process / Expenditure Disbursement Form /Log
 4. Volunteer Application (release/waiver)
 5. Facilitator Duties & Checklist
- VII. Emergency Need Process
- VIII. Transportation (To include Mr. Lucas)
- IX. Liability
- X. Start-up Process (pending Council approval)

Public Portion

Adjournment