

City of Willoughby Hills

Agenda

WHISPER Program Subcommittee Meeting May 5, 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. Volunteers
- VII. Expenditure Process, Forms
- VIII. Forms Review
 1. Volunteer Application
 - a. Release /Waiver
 2. Service Request Application
 3. Donation log
 4. Expenditure log