

# City of Willoughby Hills

## Agenda

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### **WHISPER Program Subcommittee Meeting June 9, 2020**

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**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; 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
  4. Volunteer Overview/ Background Checks
  5. Volunteer Application (release/waiver)
  6. Emergency Need Process
  7. Transportation
  - 6/16 Agenda**
  8. Facilitator's Checklist
  9. Liability
  10. Start-up Process (pending Council approval)

#### **Public Portion**

#### **Adjournment**