

THIS CERTIFIES THAT

Kevin M. Butler

*[Attended on behalf of: Ryan Noulín, Dana W. Anderson, John Litten, Dan O'Malley, Mary Balbier, Kevin Tanski,
Tony DeMarco, Debbie Tomosko, Barb Paulitzky, Ron Van Kirk, Katie Gallagher]*

Has successfully completed the Sunshine Law Training
regarding Ohio Public Records and Open Meetings laws
as required by Section 149.43 and 109.43
of the Ohio Revised Code.

Presented by the Ohio Attorney General's Office on:
February 25, 2016
Cleveland, Ohio



MIKE DEWINE
OHIO ATTORNEY GENERAL

Butler, Kevin

From: Anderson, David
Sent: Wednesday, February 24, 2016 12:45 PM
To: Butler, Kevin
Subject: Re: Elected official public records training

Yes, please do so, Kevin. Thank you.

Yours in service,

David W. Anderson
Council Member, Ward 1

216-789-6463

From: Butler, Kevin
Sent: Tuesday, February 23, 2016 4:29 PM
To: Anderson, David; O'Leary, Sam
Subject: RE: Elected official public records training

Reminder, Dave, to let me know if you want me to be your designee Thursday. Sam, I think you're going, but if you aren't let me know and I'll represent you as well.

Thanks.

Kevin

Kevin M. Butler, Director of Law
City of Lakewood | Law Department
(216) 529-6034
kevin.butler@lakewoodoh.net

From: Butler, Kevin
Sent: Thursday, February 11, 2016 3:17 PM
To: Anderson, David; Litten, John; O'Leary, Sam; O'Malley, Daniel; Summers, Mike
Cc: Hagan, Mary; Bach, Maureen; Swallow, Jennifer; Bullock, Tom; Nowlin, Ryan; Marx, Cynthia; Strachan, Shannon
Subject: Elected official public records training

Mayor, Ward Councilmembers,

Under state law, every elected official must receive at least three hours of public records and open meetings training for each term of elective office (colloquially called "H.B. 9 seminars"). The at-large councilmembers are covered through the end of 2017, but each of you, as the mayor and ward councilmembers, must complete this training during your four-year terms beginning last month.

Fortunately, you are permitted to name a designee in your place. Often a member of the law department or the council clerk has traditionally attended as the designee.

This will notify you that I am attending such a seminar on Feb. 25, 2016 and would be pleased to serve as your designee. (Link to the details of this seminar [here](#).) **If you'd like for me to serve as your designee for this upcoming**

term, simply click reply and type something like "Please serve as my designee." I'll make sure you're counted for compliance purposes.

Of course, you may attend a seminar on your own as well if that appeals to you. (Ryan and Sam: These seminars provide 3.0 free CLE credit hours. Sam, I think you're already attending this one.) The seminars are put on throughout the year in various locations across the state and they're free. Click [here](#) for the most recent schedule.

Again, please simply notify me by reply to this message if you'd like for me to serve as your designee on Feb. 25.

Best wishes,

Kevin

Kevin M. Butler
Director of Law
City of Lakewood | Law Department
12650 Detroit Road
Lakewood, OH 44107
(216) 529-6034
(216) 228-2514 fax
kevin.butler@lakewoodoh.net
www.onelakewood.com

Butler, Kevin

From: Summers, Mike
Sent: Tuesday, February 23, 2016 4:59 PM
To: Butler, Kevin
Cc: Strachan, Shannon
Subject: RE: Elected official public records training

Shannon Strachan, Executive Assistant to the mayor is my designee.

Michael P Summers
Mayor, City of Lakewood, Ohio
216-529-6600
Mike.summers@lakewoodoh.net

From: Butler, Kevin
Sent: Thursday, February 11, 2016 3:17 PM
To: Anderson, David; Litten, John; O'Leary, Sam; O'Malley, Daniel; Summers, Mike
Cc: Hagan, Mary; Bach, Maureen; Swallow, Jennifer; Bullock, Tom; Nowlin, Ryan; Marx, Cynthia; Strachan, Shannon
Subject: Elected official public records training

Mayor, Ward Councilmembers,

Under state law, every elected official must receive at least three hours of public records and open meetings training for each term of elective office (colloquially called "H.B. 9 seminars"). The at-large councilmembers are covered through the end of 2017, but each of you, as the mayor and ward councilmembers, must complete this training during your four-year terms beginning last month.

Fortunately, you are permitted to name a designee in your place. Often a member of the law department or the council clerk has traditionally attended as the designee.

This will notify you that I am attending such a seminar on Feb. 25, 2016 and would be pleased to serve as your designee. (Link to the details of this seminar [here](#).) **If you'd like for me to serve as your designee for this upcoming term, simply click reply and type something like "Please serve as my designee."** I'll make sure you're counted for compliance purposes.

Of course, you may attend a seminar on your own as well if that appeals to you. (Ryan and Sam: These seminars provide 3.0 free CLE credit hours. Sam, I think you're already attending this one.) The seminars are put on throughout the year in various locations across the state and they're free. Click [here](#) for the most recent schedule.

Again, please simply notify me by reply to this message if you'd like for me to serve as your designee on Feb. 25.

Best wishes,

Kevin

Kevin M. Butler
Director of Law

City of Lakewood | Law Department
12650 Detroit Road
Lakewood, OH 44107
(216) 529-6034
(216) 228-2514 fax
kevin.butler@lakewoodoh.net
www.onelakewood.com

Butler, Kevin

From: O'Leary, Sam
Sent: Tuesday, February 23, 2016 4:32 PM
To: Butler, Kevin
Cc: Anderson, David
Subject: Re: Elected official public records training

I'll be attending. If it simplifies the paperwork, please serve as my designee; however, I will be there also.

On Feb 23, 2016, at 4:29 PM, Butler, Kevin <Kevin.Butler@lakewoodoh.net> wrote:

Reminder, Dave, to let me know if you want me to be your designee Thursday. Sam, I think you're going, but if you aren't let me know and I'll represent you as well.

Thanks.

Kevin

Kevin M. Butler, Director of Law
City of Lakewood | Law Department
(216) 529-6034
kevin.butler@lakewoodoh.net

From: Butler, Kevin
Sent: Thursday, February 11, 2016 3:17 PM
To: Anderson, David; Litten, John; O'Leary, Sam; O'Malley, Daniel; Summers, Mike
Cc: Hagan, Mary; Bach, Maureen; Swallow, Jennifer; Bullock, Tom; Nowlin, Ryan; Marx, Cynthia; Strachan, Shannon
Subject: Elected official public records training

Mayor, Ward Councilmembers,

Under state law, every elected official must receive at least three hours of public records and open meetings training for each term of elective office (colloquially called "H.B. 9 seminars"). The at-large councilmembers are covered through the end of 2017, but each of you, as the mayor and ward councilmembers, must complete this training during your four-year terms beginning last month.

Fortunately, you are permitted to name a designee in your place. Often a member of the law department or the council clerk has traditionally attended as the designee.

This will notify you that I am attending such a seminar on Feb. 25, 2016 and would be pleased to serve as your designee. (Link to the details of this seminar [here](#).) **If you'd like for me to serve as your designee for this upcoming term, simply click reply and type something like "Please serve as my designee."** I'll make sure you're counted for compliance purposes.

Of course, you may attend a seminar on your own as well if that appeals to you. (Ryan and Sam: These seminars provide 3.0 free CLE credit hours. Sam, I think you're already attending this one.) The seminars are put on throughout the year in various locations across the state and they're free. Click [here](#) for the most recent schedule.

Again, please simply notify me by reply to this message if you'd like for me to serve as your designee on Feb. 25.

Best wishes,

Kevin

Kevin M. Butler
Director of Law
City of Lakewood | Law Department
12650 Detroit Road
Lakewood, OH 44107
(216) 529-6034
(216) 228-2514 fax
kevin.butler@lakewoodoh.net
www.onelakewood.com

Butler, Kevin

From: Marx, Cynthia
Sent: Thursday, February 11, 2016 10:49 PM
To: Butler, Kevin
Cc: Anderson, David; Litten, John; O'Leary, Sam; O'Malley, Daniel; Summers, Mike; Hagan, Mary; Bach, Maureen; Swallow, Jennifer; Bullock, Tom; Nowlin, Ryan; Strachan, Shannon
Subject: Re: Elected official public records training

Hi Kevin, I did attend in 2014 but registered to attend again on March 7th.

Cindy

Sent from my iPhone

On Feb 11, 2016, at 3:17 PM, Butler, Kevin <Kevin.Butler@lakewoodoh.net> wrote:

Mayor, Ward Councilmembers,

Under state law, every elected official must receive at least three hours of public records and open meetings training for each term of elective office (colloquially called "H.B. 9 seminars"). The at-large councilmembers are covered through the end of 2017, but each of you, as the mayor and ward councilmembers, must complete this training during your four-year terms beginning last month.

Fortunately, you are permitted to name a designee in your place. Often a member of the law department or the council clerk has traditionally attended as the designee.

This will notify you that I am attending such a seminar on Feb. 25, 2016 and would be pleased to serve as your designee. (Link to the details of this seminar [here](#).) **If you'd like for me to serve as your designee for this upcoming term, simply click reply and type something like "Please serve as my designee."** I'll make sure you're counted for compliance purposes.

Of course, you may attend a seminar on your own as well if that appeals to you. (Ryan and Sam: These seminars provide 3.0 free CLE credit hours. Sam, I think you're already attending this one.) The seminars are put on throughout the year in various locations across the state and they're free. Click [here](#) for the most recent schedule.

Again, please simply notify me by reply to this message if you'd like for me to serve as your designee on Feb. 25.

Best wishes,

Kevin

Kevin M. Butler
Director of Law
City of Lakewood | Law Department
12650 Detroit Road
Lakewood, OH 44107
(216) 529-6034
(216) 228-2514 fax
kevin.butler@lakewoodoh.net

Butler, Kevin

From: Nowlin, Ryan
Sent: Thursday, February 11, 2016 5:58 PM
To: Butler, Kevin
Subject: Re: Elected official public records training

Please serve as my designee. Thanks.

Ryan Nowlin
Lakewood City Council
ryan.nowlin@lakewoodoh.net
(216) 712-7582

On Feb 11, 2016, at 3:17 PM, Butler, Kevin <Kevin.Butler@lakewoodoh.net> wrote:

Mayor, Ward Councilmembers,

Under state law, every elected official must receive at least three hours of public records and open meetings training for each term of elective office (colloquially called "H.B. 9 seminars"). The at-large councilmembers are covered through the end of 2017, but each of you, as the mayor and ward councilmembers, must complete this training during your four-year terms beginning last month.

Fortunately, you are permitted to name a designee in your place. Often a member of the law department or the council clerk has traditionally attended as the designee.

This will notify you that I am attending such a seminar on Feb. 25, 2016 and would be pleased to serve as your designee. (Link to the details of this seminar [here](#).) **If you'd like for me to serve as your designee for this upcoming term, simply click reply and type something like "Please serve as my designee."** I'll make sure you're counted for compliance purposes.

Of course, you may attend a seminar on your own as well if that appeals to you. (Ryan and Sam: These seminars provide 3.0 free CLE credit hours. Sam, I think you're already attending this one.) The seminars are put on throughout the year in various locations across the state and they're free. Click [here](#) for the most recent schedule.

Again, please simply notify me by reply to this message if you'd like for me to serve as your designee on Feb. 25.

Best wishes,

Kevin

Kevin M. Butler
Director of Law
City of Lakewood | Law Department
12650 Detroit Road
Lakewood, OH 44107
(216) 529-6034
(216) 228-2514 fax
kevin.butler@lakewoodoh.net

Butler, Kevin

From: Litten, John
Sent: Thursday, February 11, 2016 3:21 PM
To: Butler, Kevin
Subject: Re: Elected official public records training

Kevin:

Thanks for the email.

Please serve as my designee, though I will make an effort to attend one this year, and would like to hear highlights from you after 2/25.

Again, thanks.

John Litten
City Council, Ward 3

From: Butler, Kevin
Sent: Thursday, February 11, 2016 3:17 PM
To: Anderson, David; Litten, John; O'Leary, Sam; O'Malley, Daniel; Summers, Mike
Cc: Hagan, Mary; Bach, Maureen; Swallow, Jennifer; Bullock, Tom; Nowlin, Ryan; Marx, Cynthia; Strachan, Shannon
Subject: Elected official public records training

Mayor, Ward Councilmembers,

Under state law, every elected official must receive at least three hours of public records and open meetings training for each term of elective office (colloquially called "H.B. 9 seminars"). The at-large councilmembers are covered through the end of 2017, but each of you, as the mayor and ward councilmembers, must complete this training during your four-year terms beginning last month.

Fortunately, you are permitted to name a designee in your place. Often a member of the law department or the council clerk has traditionally attended as the designee.

This will notify you that I am attending such a seminar on Feb. 25, 2016 and would be pleased to serve as your designee. (Link to the details of this seminar [here](#).) **If you'd like for me to serve as your designee for this upcoming term, simply click reply and type something like "Please serve as my designee."** I'll make sure you're counted for compliance purposes.

Of course, you may attend a seminar on your own as well if that appeals to you. (Ryan and Sam: These seminars provide 3.0 free CLE credit hours. Sam, I think you're already attending this one.) The seminars are put on throughout the year in various locations across the state and they're free. Click [here](#) for the most recent schedule.

Again, please simply notify me by reply to this message if you'd like for me to serve as your designee on Feb. 25.

Best wishes,

Kevin

Kevin M. Butler
Director of Law
City of Lakewood | Law Department
12650 Detroit Road
Lakewood, OH 44107
(216) 529-6034
(216) 228-2514 fax
kevin.butler@lakewoodoh.net
www.onelakewood.com

Butler, Kevin

From: O'Malley, Daniel
Sent: Thursday, February 11, 2016 3:20 PM
To: Butler, Kevin
Subject: Re: Elected official public records training

Thank you, Kevin. Please serve as my designee.

- Dan

Daniel J. O'Malley
Lakewood City Council, Ward 4
12650 Detroit Avenue
Lakewood, Ohio 44107
Council Office: (216) 529-6055
Cell Phone: (440) 552-7234
www.onelakewood.com

From: Butler, Kevin
Sent: Thursday, February 11, 2016 3:17 PM
To: Anderson, David; Litten, John; O'Leary, Sam; O'Malley, Daniel; Summers, Mike
Cc: Hagan, Mary; Bach, Maureen; Swallow, Jennifer; Bullock, Tom; Nowlin, Ryan; Marx, Cynthia; Strachan, Shannon
Subject: Elected official public records training

Mayor, Ward Councilmembers,

Under state law, every elected official must receive at least three hours of public records and open meetings training for each term of elective office (colloquially called "H.B. 9 seminars"). The at-large councilmembers are covered through the end of 2017, but each of you, as the mayor and ward councilmembers, must complete this training during your four-year terms beginning last month.

Fortunately, you are permitted to name a designee in your place. Often a member of the law department or the council clerk has traditionally attended as the designee.

This will notify you that I am attending such a seminar on Feb. 25, 2016 and would be pleased to serve as your designee. (Link to the details of this seminar [here](#).) **If you'd like for me to serve as your designee for this upcoming term, simply click reply and type something like "Please serve as my designee."** I'll make sure you're counted for compliance purposes.

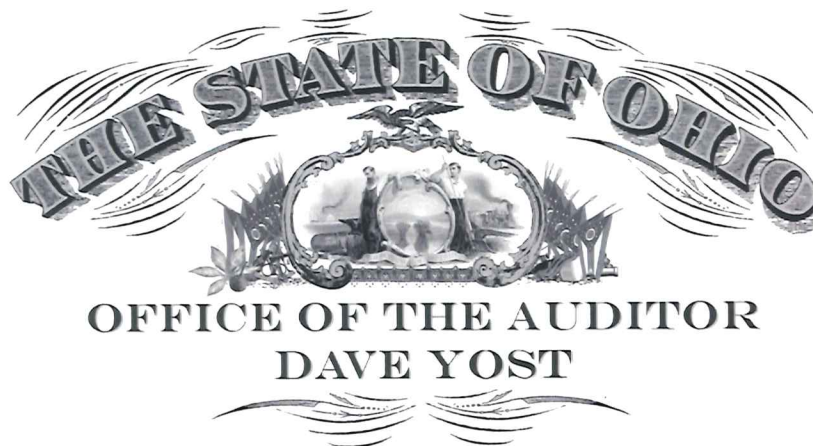
Of course, you may attend a seminar on your own as well if that appeals to you. (Ryan and Sam: These seminars provide 3.0 free CLE credit hours. Sam, I think you're already attending this one.) The seminars are put on throughout the year in various locations across the state and they're free. Click [here](#) for the most recent schedule.

Again, please simply notify me by reply to this message if you'd like for me to serve as your designee on Feb. 25.

Best wishes,

Kevin

Kevin M. Butler
Director of Law
City of Lakewood | Law Department
12650 Detroit Road
Lakewood, OH 44107
(216) 529-6034
(216) 228-2514 fax
kevin.butler@lakewoodoh.net
www.onelakewood.com



The Ohio Auditor of State's Office

certifies that

Kevin Butler

has successfully completed the

February 7, 2014

*Certified Public Records Training fulfilling the requirements under Ohio Revised Code
Section 109.43(B) effective September 29, 2007.*



A handwritten signature in black ink that reads "Dave Yost".

Dave Yost, Auditor of State

Butler, Kevin

From: Butler, Kevin <Kevin.Butler@lakewoodoh.net>
Sent: Monday, December 30, 2013 5:43 PM
To: Bullock, Tom; Nowlin, Ryan; Marx, Cynthia; Cindy Marx (cindy@rajplasticsurgery.com)
Cc: Hagan, Mary
Subject: Elected official public records training

Councilmembers Nowlin and Bullock, Councilmember-elect Marx,

Under state law, every elected official must receive at least three hours of public records and open meetings training for each term of elective office (colloquially called "H.B. 9 seminars"). Fortunately, you are permitted to name a designee in your place. Often a member of the law department or the council clerk has attended as the designee for councilmembers.

This will notify you that I am attending such a seminar on Feb. 7, 2014 and would be pleased to serve as your designee. (You will recall, Ryan and Tom, I attended for you and your colleagues back in 2012 for your current term.) If you'd like for me to serve as your designee for this upcoming term, simply click reply and type something like "Please serve as my designee." I'll make sure you're counted for compliance purposes.

Of course, you may attend a seminar on your own as well if that appeals to you. (Ryan: These seminars provide 3.0 free CLE credit hours.) The seminars are put on throughout the year in various locations across the state and they're free. Click [here](#) for the most recent schedule.

Again, please simply notify me by reply to this message if you'd like for me to serve as your designee on Feb. 7.

Best wishes,

Kevin

Kevin M. Butler
Director of Law
City of Lakewood | Law Department
12650 Detroit Road
Lakewood, OH 44107
(216) 529-6034
(216) 228-2514 fax
kevin.butler@lakewoodoh.net
www.onelakewood.com

This email is intended only for the use of the party to which it is addressed and may contain information that is privileged, confidential, or protected by law. If you are not the intended recipient you are hereby notified that any dissemination, copying or distribution of this email or its contents is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computer.

Internet communications are not assured to be secure or clear of inaccuracies as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. Therefore, we do not accept responsibility for any errors or omissions that are present in this email, or any attachments, that have arisen as a result of e-mail transmission.

Butler, Kevin

From: Butler, Kevin <Kevin.Butler@lakewoodoh.net>
Sent: Tuesday, December 31, 2013 8:41 AM
To: Nowlin, Ryan
Subject: RE: Elected official public records training

Will do.

Kevin M. Butler
Law Director
City of Lakewood
12650 Detroit Ave.
Lakewood, Ohio 44107
(216) 529-6034
www.onelakewood.com
Sent by mobile

----- Original message -----

From: "Nowlin, Ryan"
Date: 12/30/2013 5:46 PM (GMT-05:00)
To: "Butler, Kevin"
Subject: Re: Elected official public records training

Kevin:

Thank you for letting me know about this. Please serve as my designee.

Best,
Ryan

Ryan Nowlin
Lakewood City Council
216-712-7582

On Dec 30, 2013, at 5:43 PM, "Butler, Kevin" <Kevin.Butler@lakewoodoh.net> wrote:

Councilmembers Nowlin and Bullock, Councilmember-elect Marx,

Under state law, every elected official must receive at least three hours of public records and open meetings training for each term of elective office (colloquially called "H.B. 9 seminars"). Fortunately, you are permitted to name a designee in your place. Often a member of the law department or the council clerk has attended as the designee for councilmembers.

This will notify you that I am attending such a seminar on Feb. 7, 2014 and would be pleased to serve as your designee. (You will recall, Ryan and Tom, I attended for you and your colleagues back in 2012 for your current term.) If you'd like for me to serve as your designee for this upcoming term, simply click reply and type something like "Please serve as my designee." I'll make sure you're counted for compliance purposes.

Of course, you may attend a seminar on your own as well if that appeals to you. (Ryan: These seminars provide 3.0 free CLE credit hours.) The seminars are put on throughout the year in various locations across the state and they're free. Click [here](#) for the most recent schedule.

Again, please simply notify me by reply to this message if you'd like for me to serve as your designee on Feb. 7.

Best wishes,

Kevin

Kevin M. Butler
Director of Law
City of Lakewood | Law Department
12650 Detroit Road
Lakewood, OH 44107
(216) 529-6034
(216) 228-2514 fax
kevin.butler@lakewoodoh.net
www.onelakewood.com

This email is intended only for the use of the party to which it is addressed and may contain information that is privileged, confidential, or protected by law. If you are not the intended recipient you are hereby notified that any dissemination, copying or distribution of this email or its contents is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computer.

Internet communications are not assured to be secure or clear of inaccuracies as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. Therefore, we do not accept responsibility for any errors or omissions that are present in this email, or any attachments, that have arisen as a result of e-mail transmission.

This email is intended only for the use of the party to which it is addressed and may contain information that is privileged, confidential, or protected by law. If you are not the intended recipient you are hereby notified that any dissemination, copying or distribution of this email or its contents is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computer.

Internet communications are not assured to be secure or clear of inaccuracies as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. Therefore, we do not accept responsibility for any errors or omissions that are present in this email, or any attachments, that have arisen as a result of e-mail transmission.

This email is intended only for the use of the party to which it is addressed and may contain information that is privileged, confidential, or protected by law. If you are not the intended recipient you are hereby notified that any dissemination, copying or distribution of this email or its contents is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computer.

Internet communications are not assured to be secure or clear of inaccuracies as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. Therefore, we do not accept responsibility for any errors or omissions that are present in this email, or any attachments, that have arisen as a result of e-mail transmission.

Butler, Kevin

From: Bullock, Tom <Tom.Bullock@lakewoodoh.net>
Sent: Tuesday, December 31, 2013 8:37 AM
To: Butler, Kevin
Subject: Re: Elected official public records training

Please serve as my designee. Thanks.

On Dec 30, 2013, at 5:43 PM, "Butler, Kevin" <Kevin.Butler@lakewoodoh.net> wrote:

Councilmembers Nowlin and Bullock, Councilmember-elect Marx,

Under state law, every elected official must receive at least three hours of public records and open meetings training for each term of elective office (colloquially called "H.B. 9 seminars"). Fortunately, you are permitted to name a designee in your place. Often a member of the law department or the council clerk has attended as the designee for councilmembers.

This will notify you that I am attending such a seminar on Feb. 7, 2014 and would be pleased to serve as your designee. (You will recall, Ryan and Tom, I attended for you and your colleagues back in 2012 for your current term.) If you'd like for me to serve as your designee for this upcoming term, simply click reply and type something like "Please serve as my designee." I'll make sure you're counted for compliance purposes.

Of course, you may attend a seminar on your own as well if that appeals to you. (Ryan: These seminars provide 3.0 free CLE credit hours.) The seminars are put on throughout the year in various locations across the state and they're free. Click [here](#) for the most recent schedule.

Again, please simply notify me by reply to this message if you'd like for me to serve as your designee on Feb. 7.

Best wishes,

Kevin

Kevin M. Butler
Director of Law
City of Lakewood | Law Department
12650 Detroit Road
Lakewood, OH 44107
(216) 529-6034
(216) 228-2514 fax
kevin.butler@lakewoodoh.net
www.onelakewood.com

This email is intended only for the use of the party to which it is addressed and may contain information that is privileged, confidential, or protected by law. If you are not the intended recipient you are hereby notified that any dissemination, copying or distribution of this email or its contents is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computer.

Internet communications are not assured to be secure or clear of inaccuracies as information could be intercepted, corrupted, lost,

destroyed, arrive late or incomplete, or contain viruses. Therefore, we do not accept responsibility for any errors or omissions that are present in this email, or any attachments, that have arisen as a result of e-mail transmission.

This email is intended only for the use of the party to which it is addressed and may contain information that is privileged, confidential, or protected by law. If you are not the intended recipient you are hereby notified that any dissemination, copying or distribution of this email or its contents is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computer.

Internet communications are not assured to be secure or clear of inaccuracies as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. Therefore, we do not accept responsibility for any errors or omissions that are present in this email, or any attachments, that have arisen as a result of e-mail transmission.

Butler, Kevin

From: Cindy Marx <Cindy@RajPlasticSurgery.com>
Sent: Monday, December 30, 2013 9:51 PM
To: Butler, Kevin
Subject: Re: Elected official public records training

Hi Kevin, please serve as my designee at the H.B. 9 seminar on February 7th. Thank you.

Cindy Marx
Practice Manager
Raj Plastic Surgery, LLC
850 columbia road | suite 300
westlake, oh 44145 | 440.808.8030
cindy@rajplasticsurgery.com
www.rajplasticsurgery.com

This message and contents are intended for use only by the addressee(s), and may contain confidential information that is exempt from disclosure under applicable law. If the reader of this message is not the intended recipient or agent responsible for sending this message, you are hereby notified that any review, distribution or copying of this message is strictly prohibited, contact the sender immediately and destroy the material in its entirety, whether electronic or hard copy.

On Dec 30, 2013, at 5:43 PM, "Butler, Kevin" <Kevin.Butler@lakewoodoh.net> wrote:

Councilmembers Nowlin and Bullock, Councilmember-elect Marx,

Under state law, every elected official must receive at least three hours of public records and open meetings training for each term of elective office (colloquially called "H.B. 9 seminars"). Fortunately, you are permitted to name a designee in your place. Often a member of the law department or the council clerk has attended as the designee for councilmembers.

This will notify you that I am attending such a seminar on Feb. 7, 2014 and would be pleased to serve as your designee. (You will recall, Ryan and Tom, I attended for you and your colleagues back in 2012 for your current term.) If you'd like for me to serve as your designee for this upcoming term, simply click reply and type something like "Please serve as my designee." I'll make sure you're counted for compliance purposes.

Of course, you may attend a seminar on your own as well if that appeals to you. (Ryan: These seminars provide 3.0 free CLE credit hours.) The seminars are put on throughout the year in various locations across the state and they're free. Click [here](#) for the most recent schedule.

Again, please simply notify me by reply to this message if you'd like for me to serve as your designee on Feb. 7.

Best wishes,

Kevin

Kevin M. Butler
Director of Law
City of Lakewood | Law Department
12650 Detroit Road
Lakewood, OH 44107
(216) 529-6034
(216) 228-2514 fax
kevin.butler@lakewoodoh.net
www.onelakewood.com

This email is intended only for the use of the party to which it is addressed and may contain information that is privileged, confidential, or protected by law. If you are not the intended recipient you are hereby notified that any dissemination, copying or distribution of this email or its contents is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computer.

Internet communications are not assured to be secure or clear of inaccuracies as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. Therefore, we do not accept responsibility for any errors or omissions that are present in this email, or any attachments, that have arisen as a result of e-mail transmission.

Butler, Kevin

From: ogu@auditor.state.oh.us
Sent: Friday, December 27, 2013 4:45 PM
To: Butler, Kevin
Cc: ogu@auditor.state.oh.us
Subject: Public Records Training Confirmation

12/27/2013

Email Confirmation

Kevin Butler
City of Lakewood
12650 Detroit Ave.
Lakewood OH, 44107

Dear Attendee:

Please accept this email as confirmation and receipt of your registration for the Certified Public Records Training scheduled to take place on 2/7/2014 in Westlake located at Westlake Recreation Department; 28955 Hilliard Boulevard. This training is scheduled to take place from 10:00 a.m. to 1:15 p.m..

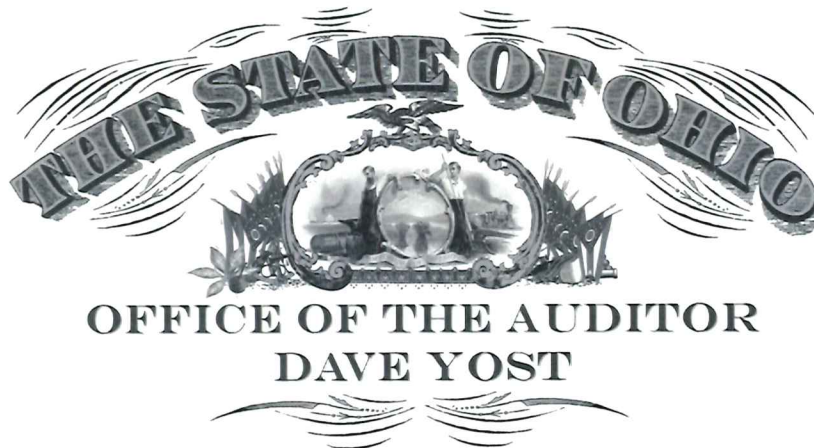
Your certificate will reflect your name as printed at the top of this letter. If a correction is necessary, please email me at dlcarr@ohioauditor.gov.

Please keep in mind that pursuant to Ohio Revised Code Section 109.43(B), attendance to a three-hour mandatory training is required by the elected official or by their designee. Certificates will not be provided to individuals who arrive after the start of the training or leave prior to the conclusion of the training. Additionally, each attendee must pick-up their certificate of completion at the training. Certificates which remain at the registration desk after the conclusion of training will not be forwarded and therefore, the attendee will not receive attendance credit. It will be the view of this office, certificates not collected by the attendee at the end of the training, departed before the conclusion and therefore do not meet the mandatory statutory requirement of completing the three-hour training.

We are looking forward to a successful training and are pleased that you will be attending.

Sincerely,

Denise L. Carr
Legal, Open Government Unit
Auditor of State Dave Yost
88 E. Broad St.
Columbus, Ohio 43215
614-728-7116
877-809-0453 Fax



The Ohio Auditor of State's Office

certifies that

Kevin Butler

has successfully completed the

January 18, 2012

*Certified Public Records Training fulfilling the requirements under Ohio Revised Code
Section 109.43(B) effective September 29, 2007.*



Dave Yost

Dave Yost, Auditor of State

Butler, Kevin

From: Bullock, Tom
Sent: Tuesday, January 10, 2012 10:03 AM
To: Butler, Kevin
Subject: RE: Open government public records training

Kevin, yes please. Thank you.

Note I did attend a training in person in 2008.

Tom Bullock
Lakewood City Council, Ward 2
(216) 337-1318

From: Smith, Monique
Sent: Wednesday, January 04, 2012 11:20 AM
To: Butler, Kevin; Bullock, Tom
Cc: Hagan, Mary; Antel, Amy
Subject: Re: Open government public records training

Hi - yes, please do serve as my designee. Thanks for the reminder!
Monique

From: "Butler, Kevin" <Kevin.Butler@lakewoodoh.net>
Date: Wed, 4 Jan 2012 10:58:12 -0500
To: Bullock, Tom<Tom.Bullock@lakewoodoh.net>; Smith, Monique<Monique.Smith@lakewoodoh.net>
Cc: Hagan, Mary<Mary.Hagan@lakewoodoh.net>; Antel, Amy<Amy.Antel@lakewoodoh.net>
Subject: RE: Open government public records training

Tom and Monique, just a friendly reminder that if you'd like for me to serve as your designee at the January 18 H.B. 9 training, please reply and let me know. (I have to notify the Ohio Auditor in advance if I'm to represent you.) Thanks.

Kevin

From: Butler, Kevin
Sent: Saturday, December 10, 2011 7:30 PM
To: Anderson, David; Bullock, Tom; Juris, Shawn; Madigan, Mary; Nowlin, Ryan; Powers, Brian; Smith, Monique
Cc: Hagan, Mary; Antel, Amy; Mladek, Jennifer; Summers, Mike
Subject: Open government public records training

Councilmembers,

Under state law, every elected official must receive at least three hours of public records and open meetings training for each term of elective office (colloquially called "H.B. 9 seminars"). Fortunately, you are permitted to name a designee in your place. Often a member of the law department or the council clerk has attended as the designee for councilmembers.

This will notify you that I am attending such a seminar on Jan. 18, 2012 and would be pleased to serve as your designee. I am already attending on behalf of Mayor Summers. If you'd like for me to serve as your designee, click reply and type something like "Please serve as my designee." I'll make sure you're counted for compliance purposes.

Butler, Kevin

From: Smith, Monique
Sent: Wednesday, January 04, 2012 11:21 AM
To: Butler, Kevin; Bullock, Tom
Cc: Hagan, Mary; Antel, Amy
Subject: Re: Open government public records training

Hi - yes, please do serve as my designee. Thanks for the reminder!
Monique

From: "Butler, Kevin" <Kevin.Butler@lakewoodoh.net>
Date: Wed, 4 Jan 2012 10:58:12 -0500
To: Bullock, Tom<Tom.Bullock@lakewoodoh.net>; Smith, Monique<Monique.Smith@lakewoodoh.net>
Cc: Hagan, Mary<Mary.Hagan@lakewoodoh.net>; Antel, Amy<Amy.Antel@lakewoodoh.net>
Subject: RE: Open government public records training

Tom and Monique, just a friendly reminder that if you'd like for me to serve as your designee at the January 18 H.B. 9 training, please reply and let me know. (I have to notify the Ohio Auditor in advance if I'm to represent you.) Thanks.

Kevin

From: Butler, Kevin
Sent: Saturday, December 10, 2011 7:30 PM
To: Anderson, David; Bullock, Tom; Juris, Shawn; Madigan, Mary; Nowlin, Ryan; Powers, Brian; Smith, Monique
Cc: Hagan, Mary; Antel, Amy; Mladek, Jennifer; Summers, Mike
Subject: Open government public records training

Councilmembers,

Under state law, every elected official must receive at least three hours of public records and open meetings training for each term of elective office (colloquially called "H.B. 9 seminars"). Fortunately, you are permitted to name a designee in your place. Often a member of the law department or the council clerk has attended as the designee for councilmembers.

This will notify you that I am attending such a seminar on Jan. 18, 2012 and would be pleased to serve as your designee. I am already attending on behalf of Mayor Summers. If you'd like for me to serve as your designee, click reply and type something like "Please serve as my designee." I'll make sure you're counted for compliance purposes.

Of course, you may attend a seminar on your own as well if that appeals to you. (Of note to Councilmen Powers and Nowlin: These seminars provide 3.0 free CLE credit hours.) The seminars are put on throughout the year in various locations across the state and they're free. Click [here](#) for the most recent schedule.

Again, please simply notify me by reply to this message if you'd like for me to serve as your designee on Jan. 18.

Best wishes,

Kevin

Kevin M. Butler
Director of Law
City of Lakewood | Law Department
12650 Detroit Road
Lakewood, OH 44107
(216) 529-6030
(216) 228-2514 fax
kevin.butler@lakewoodoh.net

Butler, Kevin

From: Nowlin, Ryan
Sent: Tuesday, January 03, 2012 11:03 PM
To: Butler, Kevin
Subject: Re: Open government public records training

Did I reply to you on this already? If not, please serve as my designee.

Thanks,
Ryan

On Dec 10, 2011, at 7:30 PM, "Butler, Kevin" <Kevin.Butler@lakewoodoh.net> wrote:

Councilmembers,

Under state law, every elected official must receive at least three hours of public records and open meetings training for each term of elective office (colloquially called "H.B. 9 seminars"). Fortunately, you are permitted to name a designee in your place. Often a member of the law department or the council clerk has attended as the designee for councilmembers.

This will notify you that I am attending such a seminar on Jan. 18, 2012 and would be pleased to serve as your designee. I am already attending on behalf of Mayor Summers. If you'd like for me to serve as your designee, click reply and type something like "Please serve as my designee." I'll make sure you're counted for compliance purposes.

Of course, you may attend a seminar on your own as well if that appeals to you. (Of note to Councilmen Powers and Nowlin: These seminars provide 3.0 free CLE credit hours.) The seminars are put on throughout the year in various locations across the state and they're free. Click [here](#) for the most recent schedule.

Again, please simply notify me by reply to this message if you'd like for me to serve as your designee on Jan. 18.

Best wishes,

Kevin

Kevin M. Butler
Director of Law
City of Lakewood | Law Department
12650 Detroit Road
Lakewood, OH 44107
(216) 529-6030
(216) 228-2514 fax
kevin.butler@lakewoodoh.net
www.onelakewood.com

This email is intended only for the use of the party to which it is addressed and may contain information that is privileged, confidential, or protected by law. If you are not the intended recipient you are hereby notified that any dissemination, copying or distribution of this email or its contents is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computer.

Butler, Kevin

From: Juris, Shawn
Sent: Wednesday, December 14, 2011 10:44 AM
To: Butler, Kevin
Subject: RE: Open government public records training

Kevin,
Thanks for the clarification, please serve as my designee on January 18th.
I've updated Columbus that I will not be attending today.

Shawn Juris
City Council Ward 3
(216) 906-8432

From: Butler, Kevin
Sent: Saturday, December 10, 2011 7:30 PM
To: Anderson, David; Bullock, Tom; Juris, Shawn; Madigan, Mary; Nowlin, Ryan; Powers, Brian; Smith, Monique
Cc: Hagan, Mary; Antel, Amy; Mladek, Jennifer; Summers, Mike
Subject: Open government public records training

Councilmembers,

Under state law, every elected official must receive at least three hours of public records and open meetings training for each term of elective office (colloquially called "H.B. 9 seminars"). Fortunately, you are permitted to name a designee in your place. Often a member of the law department or the council clerk has attended as the designee for councilmembers.

This will notify you that I am attending such a seminar on Jan. 18, 2012 and would be pleased to serve as your designee. I am already attending on behalf of Mayor Summers. If you'd like for me to serve as your designee, click reply and type something like "Please serve as my designee." I'll make sure you're counted for compliance purposes.

Of course, you may attend a seminar on your own as well if that appeals to you. (Of note to Councilmen Powers and Nowlin: These seminars provide 3.0 free CLE credit hours.) The seminars are put on throughout the year in various locations across the state and they're free. Click [here](#) for the most recent schedule.

Again, please simply notify me by reply to this message if you'd like for me to serve as your designee on Jan. 18.

Best wishes,

Kevin

Kevin M. Butler
Director of Law
City of Lakewood | Law Department
12650 Detroit Road
Lakewood, OH 44107
(216) 529-6030
(216) 228-2514 fax
kevin.butler@lakewoodoh.net
www.onelakewood.com

This email is intended only for the use of the party to which it is addressed and may contain information that is privileged, confidential, or protected by law. If you are not the intended recipient you are hereby notified that any dissemination, copying or distribution of this email or its contents is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computer.

Butler, Kevin

From: Anderson, David
Sent: Sunday, December 11, 2011 10:50 PM
To: Butler, Kevin
Subject: RE: Open government public records training

Thank you, Kevin.

Please serve as my designee.

Thanks, again.

Yours in service,

David W. Anderson
Councilman, Ward 1
216-789-6463

From: Butler, Kevin
Sent: Saturday, December 10, 2011 7:30 PM
To: Anderson, David; Bullock, Tom; Juris, Shawn; Madigan, Mary; Nowlin, Ryan; Powers, Brian; Smith, Monique
Cc: Hagan, Mary; Antel, Amy; Mladek, Jennifer; Summers, Mike
Subject: Open government public records training

Councilmembers,

Under state law, every elected official must receive at least three hours of public records and open meetings training for each term of elective office (colloquially called "H.B. 9 seminars"). Fortunately, you are permitted to name a designee in your place. Often a member of the law department or the council clerk has attended as the designee for councilmembers.

This will notify you that I am attending such a seminar on Jan. 18, 2012 and would be pleased to serve as your designee. I am already attending on behalf of Mayor Summers. If you'd like for me to serve as your designee, click reply and type something like "Please serve as my designee." I'll make sure you're counted for compliance purposes.

Of course, you may attend a seminar on your own as well if that appeals to you. (Of note to Councilmen Powers and Nowlin: These seminars provide 3.0 free CLE credit hours.) The seminars are put on throughout the year in various locations across the state and they're free. Click here<<http://www.auditor.state.oh.us/conferences/hb9/default.htm>> for the most recent schedule.

Again, please simply notify me by reply to this message if you'd like for me to serve as your designee on Jan. 18.

Best wishes,

Kevin

Butler, Kevin

From: Mary Louise Madigan [mlmadigan9@hotmail.com]
Sent: Saturday, December 10, 2011 10:11 PM
To: Butler, Kevin
Subject: RE: Open government public records training

Thanks, you can represent me.
ML

From: Kevin.Butler@lakewoodoh.net
To: David.Anderson@lakewoodoh.net; Tom.Bullock@lakewoodoh.net; Shawn.Juris@lakewoodoh.net; Mary.Madigan@lakewoodoh.net; Ryan.Nowlin@lakewoodoh.net; Brian.Powers@lakewoodoh.net; Monique.Smith@lakewoodoh.net
CC: Mary.Hagan@lakewoodoh.net; Amy.Antel@lakewoodoh.net; Jennifer.Mladek@lakewoodoh.net; Mike.Summers@lakewoodoh.net
Date: Sat, 10 Dec 2011 19:30:19 -0500
Subject: Open government public records training

Councilmembers,

Under state law, every elected official must receive at least three hours of public records and open meetings training for each term of elective office (colloquially called "H.B. 9 seminars"). Fortunately, you are permitted to name a designee in your place. Often a member of the law department or the council clerk has attended as the designee for councilmembers.

This will notify you that I am attending such a seminar on Jan. 18, 2012 and would be pleased to serve as your designee. I am already attending on behalf of Mayor Summers. If you'd like for me to serve as your designee, click reply and type something like "Please serve as my designee." I'll make sure you're counted for compliance purposes.

Of course, you may attend a seminar on your own as well if that appeals to you. (Of note to Councilmen Powers and Nowlin: These seminars provide 3.0 free CLE credit hours.) The seminars are put on throughout the year in various locations across the state and they're free. Click [here](#) for the most recent schedule.

Again, please simply notify me by reply to this message if you'd like for me to serve as your designee on Jan. 18.

Best wishes,

Kevin

Kevin M. Butler
Director of Law
City of Lakewood | Law Department
12650 Detroit Road
Lakewood, OH 44107
(216) 529-6030
(216) 228-2514 fax
kevin.butler@lakewoodoh.net
www.onelakewood.com

Butler, Kevin

From: Powers, Brian
Sent: Saturday, December 10, 2011 8:51 PM
To: Butler, Kevin
Subject: Re: Open government public records training

Kevin, please serve as my designee.

Thanks,

Brian
Sent via BlackBerry by AT&T

From: "Butler, Kevin" <Kevin.Butler@lakewoodoh.net>
Date: Sat, 10 Dec 2011 19:30:19 -0500
To: Anderson, David<David.Anderson@lakewoodoh.net>; Bullock, Tom<Tom.Bullock@lakewoodoh.net>; Juris, Shawn<Shawn.Juris@lakewoodoh.net>; Madigan, Mary<Mary.Madigan@lakewoodoh.net>; Nowlin, Ryan<Ryan.Nowlin@lakewoodoh.net>; Powers, Brian<Brian.Powers@lakewoodoh.net>; Smith, Monique<Monique.Smith@lakewoodoh.net>
Cc: Hagan, Mary<Mary.Hagan@lakewoodoh.net>; Antel, Amy<Amy.Antel@lakewoodoh.net>; Mladek, Jennifer<Jennifer.Mladek@lakewoodoh.net>; Summers, Mike<Mike.Summers@lakewoodoh.net>
Subject: Open government public records training

Councilmembers,

Under state law, every elected official must receive at least three hours of public records and open meetings training for each term of elective office (colloquially called "H.B. 9 seminars"). Fortunately, you are permitted to name a designee in your place. Often a member of the law department or the council clerk has attended as the designee for councilmembers.

This will notify you that I am attending such a seminar on Jan. 18, 2012 and would be pleased to serve as your designee. I am already attending on behalf of Mayor Summers. If you'd like for me to serve as your designee, click reply and type something like "Please serve as my designee." I'll make sure you're counted for compliance purposes.

Of course, you may attend a seminar on your own as well if that appeals to you. (Of note to Councilmen Powers and Nowlin: These seminars provide 3.0 free CLE credit hours.) The seminars are put on throughout the year in various locations across the state and they're free. Click [here](#) for the most recent schedule.

Again, please simply notify me by reply to this message if you'd like for me to serve as your designee on Jan. 18.

Best wishes,

Kevin

Kevin M. Butler
Director of Law
City of Lakewood | Law Department
12650 Detroit Road
Lakewood, OH 44107
(216) 529-6030
(216) 228-2514 fax
kevin.butler@lakewoodoh.net
www.onelakewood.com