



GERRISH TOWNSHIP

Kathleen Patchin, Clerk

2997 E. Higgins Lake Drive
Roscommon, MI 48653
(989) 821-9313 (telephone)
(989) 821-8627 (fax)

Clerk Patchin Report September 10, 2019

Attended and prepared for the following meetings:

- August 13, 2019 Regular Meeting
- August 19, 2019 Police, Fire/EMS Budget Public Hearing
- September 5, 2019 Work Session

Completion of minutes and actions on meetings.

Met with the Marina Manager Steve Myer for Budgeting purposes

Attended the ICS class hosted by Roscommon County Emergency Management where I completed my ICS-100 training.

Completed my Par Plan Work Compensation payroll audit

Attended the Windows 365 Training

All Human Resources, Payroll, Accounts Payable, General Ledger processing along with monthly financial reporting.

FOIA Coordination

Thank you.....Kathleen ☺