



## **GERRISH TOWNSHIP**

***Kathleen Patchin, Clerk***

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### Clerk Patchin Report July 14, 2020

Attended and prepared for the following meetings:

- June 17, 2020 Police, Fire/EMS 2021 Budget work session
- July 2, 2020 Work Session
- July 13, 2020 Special Meeting for Treasury applications
- July 14, 2020 Election Commission

Completion of minutes and actions on meetings. Coordination of all compliance for remote meeting for the Township Board.

Our office is very busy with the August 4<sup>th</sup> Primary Election. As of this writing, our office has issued 668 absentee ballots. Currently we have 2720 registered voters.

Currently working on setting up the training for all election inspectors for their 2-year certification. Most trainings are being done in small groups or zoom meetings to comply with all orders in place.

Completed the preliminary accuracy test for the ballots and DS200 tabulator along with the Voter Assist terminal.

Will hold the Public Accuracy test for equipment on Thursday July 16<sup>th</sup> at 10:30am

Clerks office will be open Saturday August 1<sup>st</sup> from 7am to 11am and Sunday August 2<sup>nd</sup> 7am-11am for anyone not able to come in during regular business hours to receive an absentee ballot or register to vote.

Website maintenance and social media account.

All Human Resources, Payroll, Accounts Payable, General Ledger processing.

FOIA Coordination.

Thank you.....Kathleen ☺