

## **Municipal Clerk Department Report October 12, 2021**

### **For the month of September**

- Attended the annual conference for the NMML in person August 31-September 3
- Setup the new hires emails, phones, helped them get started on ESS (employee self-serve)
- Globe Life Insurance Presentation
- Amy, along with the finance department attended a meeting with Sharp for the Library
- Worked with Marty on completing the ICIP and submitting to DFA
- Virtual training along with Marty for the ICIP – Capital Outlay
- Had a presentation on the Sharp Phone System
- Setup with the County the early voting site