

SUPERVISOR  
Rick Galardi

CLERK  
Adam Cramton

TREASURER  
Sandy Stump



1401 W. Herbison Road, DeWitt, MI 48820-7900

TRUSTEES  
David Fedewa  
Brian Ross  
David Seeger  
Steven Smith

MANAGER  
Andrew Dymczyk

TO: Andrew Dymczyk, Manager

FROM: Adam Cramton, Clerk *AC*

SUBJECT: Merit Award Nomination for Lori Fox

DATE: November 23, 2022

The Clerk's Office had a busy and dynamic year in 2022. Beginning with the AARP Tax Return Preparation program, quickly followed by the annual Clean Sweep event, and thereafter a Lansing Schools Bond Proposal Election. All of these events require a high level of planning, efficiency, and interaction with residents of the Township. Lori Fox, in her capacity as Deputy Clerk, was invaluable to the office. Her ability to grasp changes in process, and suggest and implement improvements, resulted in very few unanticipated variables, and laid a foundation for smooth operations of these programs moving forward.

This summer, the long-serving Administrative Assistant decided to move on from the Clerk's Office with everyone's best wishes. After discussing internally, and with the Manager's Office, Deputy Fox asserted her desire to on-board the Administrative Assistant duties on a trial basis. Accounts Payable and Qualified Voter File maintenance were now daily tasks that she would have to learn and complete. To date, this transition has been nothing short of seamless, and she continues to demonstrate effectiveness and grace in maintaining the voter file and paying the bills of the Township.

Then there were the mid-term Elections in 2022. Lori had some experience assisting in the Clerk's Office during elections prior to becoming Deputy Clerk. What has transpired since is increased numbers of distrustful voters requiring reassurance, increased voter absenteeism which is a daily burden on the Office, increased registrations in the days before and during Election Day, and new and ever-changing requirements on the process as the powers-that-be endeavor to "fix" elections. The grace and professionalism that she displayed throughout became a comfort and support to me, and a source of wisdom and input as we continuously strive to improve our elections. She was tasked with running the Receiving Board after close of polls for both August and November elections, and what transpired is the first two deliveries of perfect records to the County by this Clerk, both in record time. Elections in DeWitt Township continue to elevate in standard, largely due to her hard work, diligence, and well-reasoned input.

Lori is continuing to redefine the roll of Deputy Clerk in DeWitt Township. She functions, in normal conditions, beyond her job description. And, in extraordinary conditions, she will bend and not break. I am requesting a merit award for Deputy Lori Fox in the amount of \$500 for continually being a positive presence in the Clerk's Office, maintaining a collaborative problem-

solving relationship with the Clerk and other Township staff, and performing at a level far exceeding what was historically considered as the requirement of the position.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Adam Cramton". The signature is fluid and cursive, with the first name "Adam" and last name "Cramton" clearly distinguishable.

Adam Cramton, Clerk

**Suggested action: to award Lori Fox with a Merit Recognition and Award in the amount of \$500.**