

AGENDA REPORT

TO: Mayor Pat Humphrey & the Clare City Commission
FROM: Jeremy Howard, City Manager
DATE: September 11, 2025
RE: Introduction of New Employee – City Hall Front Office Clerical – Janiece Raymond

For the Agenda of September 15, 2025.

Background. With upcoming retirement of Clerical Office Professional Mary Warner and the vacancy that will be created, the City began the search for an employee to fill the likely part time position that will become vacant.

After reviewing and conducting interviews, Janiece Raymond was selected to serve as the new part time clerical office professional in the front office of City Hall. Janiece, a Gladwin resident, brings valuable experience from her role as Compliance Coordinator at GLD Management Company, where she worked for the past. She officially started with the City a couple weeks ago and has already proven to be a great asset to the City.

Recommendation. Please help me welcome Janiece Raymond to the City of Clare. Janiece will be in attendance at the meeting on Monday, so you will be able to meet her.