

CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION
APPROVED MINUTES
September 7, 2016
5:30 p.m.

PRESENT: Mr. Robert Butler, Chairman
Ms. Renee Arrington-Johnson, Vice Chairman
Ms. Judith Strong, Member
Ms. Lisa Murray, Personnel Director
Mr. Dan Bernard, Legal Counsel

I. CALL TO ORDER:

Mr. Butler called the meeting to order at 5:30 p.m. Roll call: Mr. Butler, Chairman, Ms. Renee Arrington-Johnson, Vice Chairman and Ms. Judith Strong, Member were present. Also in attendance: Ms. Lisa Murray, Personnel Director and Mr. Dan Bernard, Legal Counsel.

II. APPROVAL OF AGENDA:

Mr. Butler made a motion to approve the agenda as presented. Ms. Arrington-Johnson seconded. The motion passed unanimously.

III. APPROVAL OF JULY 26, 2016 MEETING MINUTES:

Mr. Butler made a motion to approve the minutes as presented. Ms. Arrington-Johnson seconded. The motion passed unanimously.

IV. CORRESPONDENCE:

- A. The Personnel Director had a question regarding the retention of employee evaluations. Mr. Bernard advised the Commission regarding this issue.
- B. The Personnel Director informed the Commission regarding purchasing applicant tracking software. Discussion ensued.
- C. The Commission discussed the request regarding a practical skills examination for the Utility Worker position. The Commission requested that the Director of the Department of Public Services attend the October meeting for further details regarding this issue.

V. REPORTS:

- A. The Personnel Director informed the Commission regarding the status of the Property Appraiser I position.

B. The Personnel Director informed the Commission regarding the status of the Utility Worker position.

VI. PUBLIC PARTICIPATION:

Public participation was conducted.

VII. COMMISSIONER COMMENTS:

The next Civil Service Meeting was scheduled for Tuesday, October 4th, 2016 at 5:30 p.m.

VIII. OLD BUSINESS:

None.

IX. ADJOURNMENT:

Mr. Butler made a motion to adjourn at 5:50 p.m. Ms. Strong seconded. The motion passed unanimously.

Respectfully submitted,

Lisa M. Murray
Personnel Director
Employees Civil Service
Charter Township of Clinton