

CHARTER TOWNSHIP OF CLINTON  
EMPLOYEES CIVIL SERVICE COMMISSION  
APPROVED MINUTES

April 25, 2018  
5:30 p.m.

PRESENT: Mr. Robert Butler, Chairman  
Mr. John Russi  
Ms. Lisa Murray, Personnel Director

I. CALL TO ORDER:

Mr. Butler called the meeting to order at 5:30 p.m. Roll call: Mr. Robert Butler, Chairman and Mr. John Russi were present. Also in attendance: Ms. Lisa Murray, Personnel Director, Mr. Daniel Bernard, Legal Counsel and Ms. Kim Irvine, Deputy Clerk.

II. APPROVAL OF AGENDA:

Mr. Russi made a motion to approve the agenda as presented. Mr. Butler seconded. The motion passed unanimously.

III. APPROVAL OF MARCH 22, 2018 MEETING MINUTES:

Mr. Russi made a motion to approve the minutes. Mr. Butler seconded. The motion passed unanimously.

IV. CORRESPONDENCE:

- A. Mr. Russi made a motion to approve the Election Coordinator job description. Mr. Butler seconded. The motion passed unanimously.
- B. Mr. Russi made a motion to approve the Election Coordinator job posting. Mr. Butler seconded. The motion passed unanimously.
- C. Mr. Butler made a motion to approve the Election Coordinator examination. Mr. Russi seconded. The motion passed unanimously.
- D. Mr. Butler made a motion to approve the Election Coordinator job study. Mr. Russi seconded. The motion passed unanimously.
- E. Mr. Butler made a motion to table the Recreation Assistant written examination. Mr. Russi seconded. The motion passed unanimously.
- F. Discussion ensued regarding the practical skills examination for the Recreation Assistant position. No action taken.

V. REPORTS:

- A. The Personnel Director informed the Commission regarding the status of the Park Maintenance Personnel position in the Department of Public Services, Facilities & Operations Division.
- B. The Personnel Director informed the Commission regarding the status of the shared Office Clerk II position in the Building Department and Clerk's Office.
- C. The Personnel Director informed the Commission regarding the status of the Seasonal Laborer positions in the Department of Public Services.
- D. The Personnel Director informed the Commission regarding the status of the Seasonal Assessing Canvasser positions in the Assessing Department.

VI. PUBLIC PARTICIPATION:

Public participation was conducted.

VII. COMMISSIONER COMMENTS:

The Commission scheduled the next meeting for Wednesday, May 23rd, 2018.

VIII. OLD BUSINESS:

None.

IX. ADJOURNMENT:

Mr. Butler made a motion to adjourn at 6:00 p.m. Mr. Russi seconded. The motion passed unanimously.

Respectfully submitted,

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