

CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION
APPROVED MINUTES

June 28, 2017

5:30 p.m.

PRESENT: Mr. Robert Butler, Chairman
Mr. John Russi
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 and Mr. John Russi were present. Ms. Judith Strong was absent. 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. Mr. Russi seconded. The motion passed unanimously.

III. APPROVAL OF APRIL 19, 2017 MEETING MINUTES:

Mr. Russi made a motion to postpone approving the minutes because he was not serving as a commissioner at that time. Also Ms. Strong was not present to approve the April 19th meeting minutes. Mr. Butler seconded. The motion passed unanimously.

IV. CORRESPONDENCE:

- A. Mr. Butler made a motion to approve the revised Network Analyst job description. Mr. Russi seconded. The motion passed unanimously.
- B. Mr. Butler made a motion to approve the revised Network Analyst job posting. Mr. Russi seconded. The motion passed unanimously.
- C. Mr. Butler made a motion to approve the revised Network Analyst examination. Mr. Russi seconded. The motion passed unanimously.
- D. Mr. Russi made a motion to approve the revised Assistant Foreman, Facilities & Operations job posting. Mr. Butler seconded. The motion passed unanimously.
- E. Mr. Russi made a motion to approve the revised Assistant Foreman, Facilities & Operations examination. Mr. Butler seconded. The motion passed unanimously.
- F. Mr. Russi made a motion to approve the revised Senior Account Clerk job posting. Mr. Butler seconded. The motion passed unanimously.

G. Mr. Russi made a motion to approve the request from the Human Resources Director regarding a job study for the Human Resources Technician position. The motion passed unanimously.

V. REPORTS:

- A. The Personnel Director informed the Commission regarding the status of Seasonal Laborer positions in the Department of Public Services.
- B. The Personnel Director informed the Commission regarding the status of the Personnel Vacancy Review Committee recommendation.
- C. Mr. Bernard, Legal Counsel recommended making a revision regarding the definition of "Appointing Authority" to mean the Clinton Township Board or its designee. Mr. Russi made a motion to approve this revision. Mr. Butler seconded. The motion passed unanimously.

VI. PUBLIC PARTICIPATION:

Public participation was conducted.

VII. COMMISSIONER COMMENTS:

Mr. Butler stated that he looked forward to working with Mr. Russi. Also Mr. Russi stated that he was glad to be back on the Commission and look forward to working with Mr. Butler and Ms. Strong. The next Civil Service Meeting was scheduled for Thursday, July 27, 2017 at 5:30 p.m.

VIII. OLD BUSINESS:

None.

IX. ADJOURNMENT:

Mr. Butler made a motion to adjourn at 5:53 p.m. Mr. Russi seconded. The motion passed unanimously.

Respectfully submitted,

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