

CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION
APPROVED MINUTES
November 29, 2017
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. Ms. Judith Strong and Mr. Daniel Bernard, Legal Counsel were absent. Also in attendance: Ms. Lisa Murray, Personnel Director.

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 OCTOBER 18, 2017 MEETING MINUTES:

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

IV. CORRESPONDENCE:

A. Mr. Butler made a motion to approve the request from the Assistant Director of the Senior Citizen Center to utilize the Office Clerk II eligibility list. Mr. Russi seconded. The motion passed unanimously.

V. REPORTS:

- A. The Personnel Director informed the Commission regarding the status of the Equipment Operator position in the Department of Public Services, Facilities & Operations Division.
- B. The Personnel Director informed the Commission regarding the status of the Maintenance Worker position in the Department of Public Services, Facilities & Operations Division.
- C. The Personnel Director informed the Commission regarding the status of the Park Maintenance Personnel position in the Department of Public Services, Facilities & Operations Division.
- D. The Personnel Director informed the Commission regarding the status of the Custodian position in the Department of Public Services, Facilities & Operations Division.

- E. The Personnel Director informed the Commission regarding the status of the Office Clerk II position in the Department of Public Services, Water & Sewer Division.
- F. The Personnel Director informed the Commission regarding the status of the Senior Staff Secretary position in the Clerk's Office.
- G. The Personnel Director informed the Commission regarding the status of the shared Office Clerk II position in the Building Department and Clerk's Office.
- H. The Personnel Director informed the Commission regarding the status of the Office Aide position at the Senior Citizen Center.

VI. PUBLIC PARTICIPATION:

Public participation was conducted.

VII. COMMISSIONER COMMENTS:

The next Civil Service Meeting was scheduled for Thursday, December 14, 2017 at 12:00 p.m.

VIII. OLD BUSINESS:

None.

IX. ADJOURNMENT:

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

Respectfully submitted,

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