

CHARTER TOWNSHIP OF CLINTON  
EMPLOYEES CIVIL SERVICE COMMISSION  
APPROVED MINUTES  
March 29, 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 5:49 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 MARCH 1, 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. Mr. Butler made a motion to approve the revised Producer job description. Ms. Strong seconded. The motion passed unanimously.
- B. Mr. Butler made a motion to approve the revised Producer job posting. Ms. Strong seconded. The motion passed unanimously.
- C. Mr. Butler made a motion to approve the revised Producer examination. Ms. Arrington-Johnson seconded. The motion passed unanimously.
- D. Mr. Butler made a motion to approve the Personnel Director's request to extend the Seasonal Laborer and Assessing Canvasser eligibility lists. Ms. Arrington-Johnson seconded. The motion passed unanimously.

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 Ordinance Enforcement Officer positions in the Building Department.

VI. PUBLIC PARTICIPATION:

Public participation was conducted.

VII. COMMISSIONER COMMENTS:

The next Civil Service Meeting was scheduled for Monday, April 25, 2016 at 5:30 p.m.

VIII. OLD BUSINESS:

- A. Mr. Butler made a motion to approve the revised Civil Service Rules and Regulations. Ms. Strong seconded. The motion passed unanimously.

IX. ADJOURNMENT:

Mr. Butler made a motion to adjourn at 6:45 p.m. Ms. Arrington-Johnson seconded. The motion passed unanimously.

Respectfully submitted,

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