

CHARTER TOWNSHIP OF CLINTON  
EMPLOYEES CIVIL SERVICE COMMISSION  
APPROVED MINUTES

June 27, 2018

5:30 p.m.

PRESENT: Mr. Robert Butler, Chairman  
Mr. John Russi, Vice Chair  
Mr. Eric Jackson, Member  
Ms. Lisa Murray, Personnel Director

I. CALL TO ORDER:

Mr. Butler called the meeting to order at 5:35 p.m. Roll call: Mr. Robert Butler, Chairman, Mr. John Russi, Vice Chair and Mr. Eric Jackson, Member were present. Also in attendance: Mr. Richard Maierle, Criminal Investigations Captain, Ms. Lisa Murray, Personnel Director and Mr. Dan Bernard, Legal Counsel.

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 MAY 23, 2018 MEETING MINUTES:

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

IV. CORRESPONDENCE:

- A. Mr. Butler made a motion to approve the Office Clerk II job study. Mr. Russi seconded. The motion passed unanimously.
- B. Mr. Butler made a motion to approve the Recreation Assistant job study. Mr. Russi seconded. The motion passed unanimously.
- C. Mr. Butler made a motion to approve the Executive Aide to Police job description. Mr. Russi seconded. The motion passed unanimously.
- D. Mr. Butler made a motion to approve the Memo regarding Seasonal Employee Evaluations. Mr. Jackson seconded. The motion passed unanimously.
- E. Mr. Russi made a motion to approve the Volunteer Application form. Mr. Butler seconded. The motion passed unanimously.

V. REPORTS:

- A. The Personnel Director informed the Commission regarding the status of the Recreation Assistant position in the Parks & Recreation Department.
- B. The Personnel Director informed the Commission regarding the status of the Election Coordinator position in the Clerk's Office.
- C. The Personnel Director informed the Commission regarding the status of the Assistant Planning Director position in the Planning Department.

VI. PUBLIC PARTICIPATION:

Public participation was conducted.

VII. COMMISSIONER COMMENTS:

The Commission scheduled the next meeting for Wednesday, July 25th, 2018.

VIII. OLD BUSINESS:

None.

IX. ADJOURNMENT:

Mr. Butler made a motion to adjourn at 6:25 p.m. Mr. Jackson seconded. The motion passed unanimously.

Respectfully submitted,

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