

CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION
APPROVED MINUTES

July 27, 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: Mr. Carlo Santia, Mr. Michael Scott, Ms. Jessica Holden, Ms. Valerie Kesler, 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 & JUNE 28, 2017 MEETING MINUTES:

Mr. Russi made a motion to postpone approving the April 19th 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.

Mr. Russi made a motion to approve the June 28th minutes. Mr. Butler seconded. The motion passed unanimously.

IV. CORRESPONDENCE:

A. Mr. Russi made a motion to approve the revised Assistant Superintendent of Public Works job Description. Mr. Butler seconded. The motion passed unanimously.

B. Mr. Russi made a motion to approve the request from Ms. Kesler regarding a job study for her current position of Communication Support Specialist. Mr. Butler seconded. The motion passed unanimously.

V. REPORTS:

A. The Personnel Director informed the Commission regarding the status of Senior Account Clerk position in the Treasury Department.

B. The Personnel Director informed the Commission regarding the status of the Cashier Clerk position in the Treasury Department.

C. The Personnel Director informed the Commission regarding the status of the Assistant Foreman position in the Department of Public Works, Facilities & Operations Division.

D. The Personnel Director informed the Commission regarding the status of the Network Analyst position in the Information Technology Department.

VI. PUBLIC PARTICIPATION:

Public participation was conducted.

VII. COMMISSIONER COMMENTS:

The next Civil Service Meeting was scheduled for Thursday, August 24, 2017 at 5:30 p.m.

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