

CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION
APPROVED MINUTES
August 15, 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: 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 JUNE 27, 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 Property Appraiser IV job description. Mr. Russi seconded. The motion passed unanimously.
- B. Mr. Russi made a motion to approve the Property Appraiser IV job posting. Mr. Butler seconded. The motion passed unanimously.
- C. Discussion regarding the Property Appraiser IV position ensued. No action taken.
- D. Mr. Butler made a motion to approve the request from the Personnel Director to add a Frequently Asked Questions section to the Civil Service webpage. Mr. Jackson seconded. The motion passed unanimously.
- E. Mr. Butler made a motion to approve the Election Coordinator eligibility list. Mr. Russi seconded. The motion passed unanimously.

V. REPORTS:

- A. The Personnel Director informed the Commission regarding the status of the shared Office Clerk II position in the Clerk's Office/Building Department.
- B. The Personnel Director informed the Commission regarding the status of the Utility Worker position in the Department of Public Services, Water & Sewer Division.
- C. The Personnel Director informed the Commission regarding the status of the Election Coordinator position in the Planning Department.

VI. PUBLIC PARTICIPATION:

Public participation was conducted.

VII. COMMISSIONER COMMENTS:

The Commission scheduled the next meeting for Wednesday, September 19th, 2018.

VIII. OLD BUSINESS:

None.

IX. ADJOURNMENT:

Mr. Butler made a motion to adjourn at 6:30 p.m. Mr. Jackson seconded. The motion passed unanimously.

Respectfully submitted,

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