

CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION
APPROVED MINUTES
October 17, 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 5:30 p.m. Roll call: Mr. Robert Butler, Chairman, Mr. John Russi, Vice Chair and Mr. Eric Jackson, Member were present and Mr. Dan Bernard, Legal Counsel was 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 SEPTEMBER 19, 2018 MEETING MINUTES:

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

IV. CORRESPONDENCE:

- A. Mr. Russi made a motion to approve the Appraiser III job description. Mr. Butler seconded. The motion passed unanimously.
- B. Mr. Russi made a motion to approve the Appraiser III job posting. Mr. Butler seconded. The motion passed unanimously.
- C. Mr. Butler made a motion to approve the Senior Center Office Clerk II job posting. Mr. Russi seconded. The motion passed unanimously.
- D. Mr. Butler made a motion to approve the new hire welcome letter. Mr. Russi seconded. The motion passed unanimously.
- E. Mr. Butler made a motion to approve the temporary employee letter. Mr. Jackson seconded. The motion passed unanimously.
- F. Mr. Butler made a motion to approve the job study request form. Mr. Russi seconded. The motion passed unanimously.

V. REPORTS:

- A. The Personnel Director informed the Commission regarding the status of the Transportation Aide position at the Senior Center.
- B. The Personnel Director informed the Commission regarding the status of the seasonal employees in Public Works; Water; Building; Assessing.
- C. The Personnel Director informed the Commission regarding the recommendation of the Personnel Vacancy Review Committee.

VI. PUBLIC PARTICIPATION:

None.

VII. COMMISSIONER COMMENTS:

The Commission scheduled the next meeting for Wednesday, December 5th, 2018.

VIII. OLD BUSINESS:

None.

IX. ADJOURNMENT:

Mr. Butler made a motion to adjourn at 6:20 p.m. Mr. Jackson seconded. The motion passed unanimously.

Respectfully submitted,

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