

CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION
APPROVED MINUTES
September 6, 2017
5:30 p.m.

PRESENT: Mr. Robert Butler, Chairman
Ms. Judith Strong
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. Robert Butler, Chairman, Mr. John Russi and Ms. Judith Strong were present. Also in attendance: Ms. Kimberly Irvine, Deputy Clerk, 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 & JULY 27, 2017 MEETING MINUTES:

Mr. Butler made a motion to approve the April 19th minutes and Mr. Russi stated that he would abstain from voting because he was not serving as a commissioner at that time. Ms. Strong seconded. The motion passed.

Mr. Butler made a motion to approve the July 27th minutes. Mr. Russi seconded. The motion passed.

IV. CORRESPONDENCE:

A. Mr. Butler made a motion to move correspondence items G, H, and I to A, B, and C. Mr. Russi seconded. The motion passed unanimously.

Mr. Butler made a motion to approve the Records Analyst job posting. Ms. Strong seconded. The motion passed unanimously.

B. Mr. Butler made a motion to approve the Records Analyst job description. Ms. Strong seconded. The motion passed unanimously.

C. Mr. Butler made a motion to approve the Records Analyst examination. Ms. Strong seconded. The motion passed unanimously.

D. Mr. Butler made a motion to approve the Plumbing Inspector job posting. Ms. Strong seconded. The motion passed unanimously.

- E. Mr. Butler made a motion to approve the Plumbing Inspector job description. Ms. Strong seconded. The motion passed unanimously.
- F. Mr. Butler made a motion to approve the Plumbing Inspector examination, but would like the Personnel Director to ask Mr. Barry Miller, Building Superintendent about incorporating reading comprehension questions for future testing. Mr. Russi seconded. The motion passed unanimously.
- G. Mr. Butler made a motion to approve the Mechanic job posting, but would like the Personnel Director to inquire about the three Mechanic State Certifications. Mr. Russi seconded. The motion passed unanimously.
- H. Mr. Butler made a motion to approve the Mechanic examination. Mr. Russi seconded. The motion passed unanimously.
- I. Mr. Butler made a motion to approve the revised Maintenance Worker examination. Ms. Strong seconded. The motion passed unanimously.

V. REPORTS:

- A. The Personnel Director informed the Commission regarding the status of the Cashier Clerk II position in the Treasury Department.
- B. The Personnel Director informed the Commission regarding the status of the Transportation Aide position at the Senior Citizen Center.

VI. PUBLIC PARTICIPATION:

Public participation was conducted.

VII. COMMISSIONER COMMENTS:

The next Civil Service Meeting was scheduled for Wednesday, October 18, 2017 at 5:30 p.m.

VIII. OLD BUSINESS:

None.

IX. ADJOURNMENT:

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

Respectfully submitted,

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