

CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION
APPROVED MINUTES
January 25, 2022
5:30 p.m.

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

1. CALL TO ORDER:

Mr. Butler called the meeting to order at 5:37 p.m. Roll call: Mr. Robert Butler, Chair and Mr. John Russi, Vice Chair were present. Mr. Eric Jackson, Member was absent. Also in attendance: Mr. Dan Bernard Legal Counsel and Ms. Lisa Murray, Personnel Director.

11. APPROVAL OF AGENDA:

Mr. Russi made a motion to approve the agenda as presented. Mr. Butler seconded. The motion passed unanimously.

111. APPROVAL OF DECEMBER 28, 2021, MEETING MINUTES:

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

IV. CORRESPONDENCE:

- A. Mr. Russi made a motion to approve the Economic Development Coordinator examination. Mr. Butler seconded. The motion passed unanimously.
- B. Mr. Butler would like more information regarding if the duties for the Administrative Assistant position have changed. Mr. Russi made a motion that Mr. Bernard, Legal Counsel write a legal opinion determining if the position of Administrative Assistant is part of the classified system.

V. REPORTS:

- A. The Personnel Director informed the Commission regarding the status of the Assistant Superintendent position in the Department of Public Works, Facilities and Operations Division.
- B. The Personnel Director informed the Commission regarding the status of the Economic Development Coordinator position in the Planning and Community Development Department.
- C. The Personnel Director informed the Commission regarding the status of the Appraiser Clerk II position in the Assessing Department.

- D. The Personnel Director informed the Commission regarding the status of the Recreation Coordinator position at the Senior Center.
- E. The Personnel Director informed the Commission regarding the Personnel Vacancy Review Committee recommendations.

VI. PUBLIC PARTICIPATION:

None.

VII. COMMISSIONER COMMENTS:

The Commission scheduled the next meeting for Tuesday, March 8, 2022 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