

CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION
APPROVED MINUTES

March 8, 2022

5:30 p.m.

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

1. CALL TO ORDER:

Mr. Butler called the meeting to order at 5:34 p.m. Roll call: Mr. Robert Butler, Chair, Mr. John Russi, Vice Chair and Mr. Eric Jackson, Member were present. Also in attendance: Mr. Tyler Smith, Maintenance Worker, Mr. Dan O'Leary, Deputy Supervisor, 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. Jackson seconded. The motion passed unanimously.

111. APPROVAL OF JANUARY 25, 2022, MEETING MINUTES:

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

IV. CORRESPONDENCE:

- A. Mr. Butler made a motion that the position of Administrative Aide is part of the classified system. Mr. Russi seconded. The motion passed unanimously. Also, Mr. Butler made a separate motion that the position of Administrative Aide needed a job study performed. Mr. Russi seconded. The motion passed unanimously.
- B. Mr. Butler made a motion to amend the Civil Service rules regarding informing applicants of their score and ranking on an eligibility list after the interview process has been conducted. Mr. Smith, Maintenance Worker felt that not letting individuals know their score on an exam until after the process is completed was not transparent. Mr. Russi seconded. The motion passed unanimously.

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 Maintenance Foreman position in the Department of Public Works, Facilities & Operations Division.
- 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 status of the Senior Staff Secretary position in the Police Department.
- F. The Personnel Director informed the Commission regarding the status of the Utility Worker position in the Department of Public Services, Water & Sewer Division.
- G. The Personnel Director informed the Commission regarding the recommendations of the Personnel Vacancy Review Committee.

VI. PUBLIC PARTICIPATION:

Mr. Smith, Maintenance Worker felt that not letting individuals know their score on an exam until after the process is completed was not transparent. The Commission stated that management should not know the scores or rank of applicants and that employees were sharing this information with management and that could skew the process.

VII. COMMISSIONER COMMENTS:

The Commission scheduled the next meeting for Tuesday, April 19, 2022 at 5:30 p.m.

VIII. OLD BUSINESS:

None.

IX. ADJOURNMENT:

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

Respectfully submitted,

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