

CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION
APPROVED MINUTES
February 23, 2018
12:00 p.m.

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

I. CALL TO ORDER:

Mr. Butler called the meeting to order at 12:00 p.m. Roll call: Mr. Robert Butler, Chairman and Mr. John Russi were present. Mr. Daniel Bernard, Legal Counsel was absent. Also in attendance: Ms. Lisa Murray, Personnel Director, Mr. Barry Miller, Superintendent of Building and Mr. James Perpich, Director of Cable.

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 JANUARY 25, 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 request from the Superintendent of Building regarding waiving advertising to fill the Seasonal Ordinance Enforcement Officer position. Mr. Russi seconded. The motion passed unanimously.
- B. Mr. Russi made a motion to approve the Media Services Manager job description which would replace the old Assistant Director of Cable job description. Mr. Butler seconded. The motion passed unanimously.
- C. Mr. Russi made a motion to approve the Media Specialist job description which would replace the old Producer and Assistant Producer job descriptions. Mr. Butler seconded. The motion passed unanimously.

V. REPORTS:

- A. The Personnel Director informed the Commission regarding the status of the Office Aide position at the Senior Citizen Center.

- B. The Personnel Director informed the Commission regarding the status of the Office Clerk II position in the Police Department.
- C. The Personnel Director informed the Commission regarding the status of the Office Clerk II position in the Planning Department.

VI. PUBLIC PARTICIPATION:

Public participation was conducted.

VII. COMMISSIONER COMMENTS:

The Commission scheduled the next meeting for Thursday, March 22, 2018.

VIII. OLD BUSINESS:

None.

IX. ADJOURNMENT:

Mr. Butler made a motion to adjourn at 12:30 p.m. Mr. Russi seconded. The motion passed unanimously.

Respectfully submitted,

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