

CHARTER TOWNSHIP OF CLINTON  
EMPLOYEES CIVIL SERVICE COMMISSION  
APPROVED MINUTES  
March 13, 2019  
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. 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 JANUARY 23, 2019 MEETING MINUTES:

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

IV. CORRESPONDENCE:

- A. Mr. Russi made a motion to approve the Election Coordinator job posting. Mr. Jackson seconded. The motion passed unanimously.
- B. Mr. Russi made a motion to approve the Election Coordinator job description. Mr. Butler seconded. The motion passed unanimously.
- C. Mr. Russi made a motion to approve the Election Coordinator written examination. Mr. Jackson seconded. The motion passed unanimously.
- D. Mr. Butler made a motion to deny the request for the Sports & Fitness Coordinator job study and to refer the matter to Mr. Bill Smith, Human Resources Director. Mr. Russi seconded. The motion passed unanimously.

V. REPORTS:

- A. The Personnel Director informed the Commission regarding the status of the Property Appraiser I position in the Assessing Department.

- B. The Personnel Director informed the Commission regarding the status of the Office Clerk II position in the Clerk's Office.
- C. The Personnel Director informed the Commission regarding the status of the Equipment Operator position in the Department of Public Services, Facilities & Operations Division.
- D. The Personnel Director informed the Commission regarding the status of the Equipment Operator position in the Department of Public Services, Water & Sewer Division.
- E. The Personnel Director informed the Commission regarding the status of the Appraiser Technician position in the Assessing Department.
- F. The Personnel Director informed the Commission regarding the status of the seasonal positions in the Assessing, Department of Public Services and Parks & Recreation Departments.

#### VI. PUBLIC PARTICIPATION:

Public participation was conducted.

#### VII. COMMISSIONER COMMENTS:

The Commission scheduled the next meeting for Wednesday, April 17, 2019.

#### VIII. OLD BUSINESS:

None.

#### IX. ADJOURNMENT:

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

Respectfully submitted,

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