

CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION
APPROVED MINUTES
January 22, 2020
5:30 p.m.

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

I. CALL TO ORDER:

Mr. Russi called the meeting to order at 5:30 p.m. Roll call: Mr. John Russi, Vice Chair and Mr. Eric Jackson, Member were present. Mr. Robert Butler was absent. Also in attendance: Ms. Lisa Murray, Personnel Director and Mr. Daniel Bernard, Legal Counsel.

II. APPROVAL OF AGENDA:

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

III. APPROVAL OF DECEMBER 13, 2019 MEETING MINUTES:

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

IV. CORRESPONDENCE:

- A. Approval of the revised Clerk Cashier II job description. The Personnel Director informed the Commission that a revised Clerk Cashier II job description was not received by the Treasurer's Office. No action taken.
- B. Approval of the revised Clerk Cashier II job posting. The Personnel Director informed the Commission that a revised Clerk Cashier II job posting was not received by the Treasurer's Office. No action taken.
- C. Approval of the revised Clerk Cashier II examination. The Personnel Director informed the Commission that a revised Clerk Cashier II examination was not received by the Treasurer's Office. No action taken.

V. REPORTS:

- A. The Personnel Director informed the Commission regarding the status of the part time Media Specialist position in the Community Relations & Media Services Department.

- B. The Personnel Director informed the Commission regarding the status of the Utility Worker position in the Department of Public Services, Water & Sewer Division.
- C. The Personnel Director informed the Commission regarding the status of the Custodian position in the Department of Public Services, Facilities & Operations Division.
- D. The Personnel Director informed the Commission regarding the status of the Seasonal positions in the Assessing, Department of Public Services and Parks and Receptions Departments.

VI. PUBLIC PARTICIPATION:

None.

VII. COMMISSIONER COMMENTS:

The Commission scheduled the next meeting for Wednesday, February 19, 2020.

VIII. OLD BUSINESS:

None.

IX. ADJOURNMENT:

Mr. Russi made a motion to adjourn at 6:00 p.m. Mr. Jackson seconded. The motion passed unanimously.

Respectfully submitted,

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