

CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION
APPROVED MINUTES

July 24, 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. Michele Cantalupo, Property Appraiser II, Mr. James Elrod, Assessor, 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 JUNE 21, 2019 MEETING MINUTES:

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

IV. CORRESPONDENCE:

- A. Mr. Butler made a motion to approve the revised employment application. Mr. Russi seconded. The motion passed unanimously.
- B. Mr. Butler made a motion to approve the Department of Public Services request that the top nine scorers from the Park Maintenance Personnel written examination be submitted for the oral examination. Mr. Russi seconded. The motion passed unanimously.
- C. Discussion ensued regarding minority recruitment. No action taken.

V. REPORTS:

- A. The Personnel Director informed the Commission regarding the status of the Custodian position in the Department of Public Services, Facilities & Operations Division.
- B. The Personnel Director informed the Commission regarding the status of the Park Maintenance Personnel position in the Department of Public Services, Facilities & Operations Division.

- C. The Personnel Director informed the Commission regarding the status of the Office Clerk II position in the Building Department.
- D. The Personnel Director informed the Commission regarding the status of the Communication Support Specialist position in the Information Technology Department.
- E. The Personnel Director informed the Commission regarding the recommendation of the Personnel Vacancy Review Committee.
- F. Discussion ensued regarding the duties and responsibilities of the Civil Service Department. No action taken.

VI. PUBLIC PARTICIPATION:

Public participation was conducted.

VII. COMMISSIONER COMMENTS:

The Commission scheduled the next meeting for Wednesday, September 11, 2019.

VIII. OLD BUSINESS:

- A. Mr. Butler made a motion to deny the Property Appraiser III's request for a job study. Mr. Russi seconded. The motion passed unanimously.

IX. ADJOURNMENT:

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

Respectfully submitted,

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