

CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION
APPROVED MINUTES

July 30, 2020

5:30 p.m.

PRESENT: Mr. Robert Butler, Chair
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, Chair Mr. John Russi, Vice Chair and Mr. Eric Jackson, Member were present. Mr. Dan Bernard was absent. Also in attendance: Ms. Kelly Reed, UAW 412, Unit 52 Chairperson, Ms. Therese Ciaramella, UAW 412, Unit 52 Steward, Ms. Erin Thomas, UAW 412, Unit 52 Secretary and Ms. Lisa Murray, Personnel Director.

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 24, 2020 MEETING MINUTES:

Mr. Butler made a motion to approve the minutes with the following changes under Correspondence, Sections A - D: Mr. Butler made a motion to ratify the electronic opinion regarding the revised Clerk II job description.; Mr. Butler made a motion to ratify the electronic opinion regarding the revised Clerk Cashier II job posting.; Mr. Butler made a motion to ratify the electronic opinion regarding the revised Clerk Cashier II examination.; Mr. Butler made a motion to ratify the electronic opinion regarding waiving the Clerk Cashier II 10 key examination. Mr. Russi seconded. The motion passed unanimously.

IV. CORRESPONDENCE:

- A. Mr. Russi made a motion to approve the Police Cadet job study. Mr. Butler seconded. The motion passed unanimously.
- B. Mr. Russi made a motion to approve the Police Cadet job description. Mr. Butler seconded. The motion passed unanimously.
- C. Mr. Russi made a motion to approve the Police Cadet job posting. Mr. Butler seconded. The motion passed unanimously.
- D. Mr. Butler made a motion to table the Police Cadet examination. Mr. Russi seconded. The motion passed unanimously.

V. REPORTS:

- A. The Personnel Director informed the Commission regarding the Personnel Vacancy Review Committee's recommendations.
- 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 Assistant Office Manager position in the Department of Public Services, Water & Sewer Division.
- D. The Personnel Director informed the Commission regarding the status of the Custodian position in the Department of Public Services, Facilities & Operations Division.

VI. PUBLIC PARTICIPATION:

The UAW 412, Unit 52, stated they were at the meeting to observe.

VII. COMMISSIONER COMMENTS:

The Commission scheduled the next meeting for Thursday, August 27, 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