

CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION
APPROVED MINUTES

June 24, 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. Butler called the meeting to order at 5:30 p.m. Roll call: Mr. John Russi, Vice Chair and Mr. Eric Jackson, Member were present. Also in attendance: Ms. Lisa Murray, Personnel Director and Mr. Daniel 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 22, 2020 MEETING MINUTES:

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

IV. CORRESPONDENCE:

- A. Mr. Butler made a motion to ratify the electronic opinion regarding the revised Clerk II job description. Mr. Russi seconded. The motion passed unanimously.
- B. Mr. Butler made a motion to ratify the electronic opinion regarding the revised Clerk Cashier II job posting. Mr. Russi seconded. The motion passed unanimously.
- C. Mr. Butler made a motion to ratify the electronic opinion regarding the revised Clerk Cashier II examination. Mr. Russi seconded. The motion passed unanimously.
- D. 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.

V. REPORTS:

- A. The Personnel Director informed the Commission regarding the Personnel Vacancy Review Committee 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 Clerk Cashier II position in the Treasurer's Office.
- D. The Personnel Director informed the Commission regarding the status of the Custodian positions in the Police Department.
- E. The Personnel Director informed the Commission regarding the status of the Office Manager II position in the Department of Public Services, Facilities & Operations Division.

VI. PUBLIC PARTICIPATION:

None.

VII. COMMISSIONER COMMENTS:

The Commission scheduled the next meeting for Thursday, July 30, 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