

CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION
APPROVED MINUTES
January 23, 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 and Mr. Dan Bernard, Legal Counsel was absent. Also in attendance: 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 DECEMBER 5, 2018 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 approve the Exit Interview Questionnaire letter. Mr. Jackson seconded. The motion passed unanimously.
- B. Mr. Butler made a motion to approve the Assistant Planning Director oral examination questions. Mr. Jackson seconded. The motion passed unanimously.
- C. Mr. Butler made a motion to approve the request to waive the examination for the Property Appraiser I position. Mr. Russi seconded. The motion passed unanimously.
- D. Mr. Butler made a motion to approve the request to waive advertising to fill the Seasonal Ordinance Enforcement Officer position. Mr. Russi seconded. The motion passed unanimously.

V. REPORTS:

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

- B. The Personnel Director informed the Commission regarding the status of the Assistant Planning Director position in the Planning Department.
- C. The Personnel Director informed the Commission regarding the status of the Network Analyst position in the Information Technology Department.
- D. The Personnel Director informed the Commission regarding the status of the Property Appraiser I position in the Assessing Department.
- E. The Personnel Director informed the Commission regarding the status of the Senior Staff Secretary position in the Clerk's Office.
- F. The Personnel Director informed the Commission regarding the recommendation of the Personnel Vacancy Review Committee.

VI. PUBLIC PARTICIPATION:

None.

VII. COMMISSIONER COMMENTS:

Mr. Butler informed the Commission that former Commissioner Ms. Judith Strong passed away on December 28, 2018. Also, Mr. Butler stated that Ms. Strong's helped with the revisions of the Civil Service Rules & Regulations.

The Commission scheduled the next meeting for Wednesday, February 20, 2019.

VIII. OLD BUSINESS:

None.

IX. ADJOURNMENT:

Mr. Butler 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