

CHARTER TOWNSHIP OF CLINTON  
EMPLOYEES CIVIL SERVICE COMMISSION  
APPROVED MINUTES

May 23, 2018

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 5:31 p.m. Roll call: Mr. Robert Butler, Chairman, Mr. John Russi, Vice Chair and Mr. Eric Jackson, Member were present. Also in attendance: Ms. Stephanie Cheung, UAW Local 412, Unit 52 Steward, Ms. Valerie Kesler, Communication Support Specialist, 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 APRIL 25, 2018 MEETING MINUTES:

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

IV. CORRESPONDENCE:

- A. Mr. Butler made a motion to approve the Recreation Assistant written examination. Mr. Jackson seconded. The motion passed unanimously.
- B. Mr. Butler made a motion to approve the Communication Support Specialist job study. Mr. Russi seconded. The motion passed unanimously.
- C. Mr. Butler made a motion to approve the Human Resources Technician job study. Mr. Russi seconded. The motion passed unanimously.
- D. Mr. Butler made a motion to approve the Telecommunications Specialist job description. Mr. Jackson seconded. The motion passed unanimously.
- E. Mr. Butler made a motion to approve the Benefits Specialist job description. Mr. Russi seconded. The motion passed unanimously.
- F. Discussion ensued regarding the Township Volunteer Application. Mr. Butler directed Mr. Bernard, Legal Counsel to review the form further. No action taken.

- G. Discussion ensued regarding the memo regarding employee personnel files. No action taken.
- H. Mr. Butler made a motion to approve the revised applicant notification letter. Mr. Russi seconded. The motion passed unanimously.
- I. Mr. Butler made a motion to approve the revised examination reminder form. Mr. Russi seconded. The motion passed unanimously.
- J. Mr. Butler made a motion to approve the revised Civil Service Employment application. Mr. Russi seconded. The motion passed unanimously.

#### V. REPORTS:

- A. The Personnel Director informed the Commission regarding the status of the Office Clerk II position in the Supervisor's Office.
- B. The Personnel Director informed the Commission regarding the status of the Seasonal Assessing Canvasser positions in the Assessing Department.

#### VI. PUBLIC PARTICIPATION:

Public participation was conducted.

#### VII. COMMISSIONER COMMENTS:

The Commission scheduled the next meeting for Wednesday, June 27th, 2018.

#### VIII. OLD BUSINESS:

None.

#### IX. ADJOURNMENT:

Mr. Butler made a motion to adjourn at 6:21 p.m. Mr. Jackson seconded. The motion passed unanimously.

Respectfully submitted,

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