

CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION
APPROVED MINUTES
September 19, 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 5:36 p.m. Roll call: Mr. Robert Butler, Chairman, Mr. John Russi, Vice Chair and Mr. Eric Jackson, Member were present. Also in attendance: Timothy Duncan, Fire Chief; Kelly Reed, Senior Staff Secretary; Erin Thomas, Account Clerk II; Jessica Holden, UAW Local 412, Unit 52 Chairperson; 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 AUGUST 15, 2018 MEETING MINUTES:

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

IV. CORRESPONDENCE:

- A. Mr. Butler made a motion to approve the job posting request form. Mr. Russi seconded. The motion passed unanimously.
- B. Mr. Russi made a motion to approve the personnel records request form. Mr. Jackson seconded. The motion passed unanimously.
- C. Mr. Butler made a motion to approve the request for temporary employee form. Mr. Jackson seconded. The motion passed unanimously.
- D. Mr. Butler made a motion to approve the request from the Fire Chief regarding job studies for the Senior Staff Secretary position and the Account Clerk II position. Mr. Jackson seconded. The motion passed unanimously.

V. REPORTS:

- A. The Personnel Director informed the Commission regarding the status of the Billing & Posting Clerk position in the Department of Public Services, Facilities & Operations Division.
- B. The Personnel Director informed the Commission regarding the status of the Office Clerk II position in the Department of Public Services, Water & Sewer Division.
- C. The Personnel Director informed the Commission regarding the status of the Property Appraiser IV position in the Assessing Department.
- D. The Personnel Director informed the Commission regarding the status of the Office Clerk II position in the Building Department.
- E. The Personnel Director informed the Commission regarding the status of the Office Clerk II position in the Clerk's Office.

F. The Personnel Director informed the Commission regarding the status of the Recreation Assistant position in the Parks & Recreation Department.

VI. PUBLIC PARTICIPATION:

Public participation was conducted.

VII. COMMISSIONER COMMENTS:

The Commission scheduled the next meeting for Wednesday, October 17th, 2018.

VIII. OLD BUSINESS:

None.

IX. ADJOURNMENT:

Mr. Butler made a motion to adjourn at 6:20 p.m. Mr. Jackson seconded. The motion passed unanimously.

Respectfully submitted,

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