

CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION
APPROVED MINUTES

April 17, 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. Also in attendance: Timothy Duncan, Fire Chief, Ms. Kelly Reed, Senior Staff Secretary, Ms. Erin Thomas, Account Clerk II, Michele Cantalupo, Property Appraiser II, Ms. Lisa Murray, Personnel Director and Mr. Dan Bernard, Legal Counsel.

II. APPROVAL OF AGENDA:

Mr. Russi made a motion to approve the agenda as presented. Mr. Jackson seconded. The motion passed unanimously.

III. APPROVAL OF MARCH 13, 2019 MEETING MINUTES:

Mr. Russi 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 deny the reclassification of the Account Clerk II position. Mr. Jackson seconded. The motion passed unanimously.
- B. Mr. Butler made a motion to deny the reclassification of the Senior Staff Secretary position. Mr. Russi seconded. The motion passed unanimously.
- C. Mr. Butler made a motion to approve the revised Election Coordinator job posting. Mr. Russi seconded. The motion passed unanimously.
- D. Mr. Butler made a motion to approve the revised Election Coordinator job description. Mr. Jackson seconded. The motion passed unanimously.
- E. Mr. Russi made a motion to approve the revised optional form for statistical reporting. Mr. Jackson seconded. The motion passed unanimously.

V. REPORTS:

- A. The Personnel Director informed the Commission regarding the status of the Appraiser Technician position in the Assessing Department.
- B. The Personnel Director informed the Commission regarding the status of the Appraisal Clerk II position in the Assessing Department.
- C. The Personnel Director informed the Commission regarding the status of the Seasonal positions in the Assessing, Department of Public Services and Parks and Recreation Departments.

VI. PUBLIC PARTICIPATION:

Public participation was conducted.

VII. COMMISSIONER COMMENTS:

The Commission scheduled the next meeting for Wednesday, May 22, 2019.

VIII. OLD BUSINESS:

None.

IX. ADJOURNMENT:

Mr. Butler made a motion to adjourn at 6:17 p.m. Mr. Jackson seconded. The motion passed unanimously.

Respectfully submitted,

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