CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION
APPROVED MINUTES
May 23, 2023
5:30 p.m.

PRESENT: Mr. Robert Butler, Chair
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 5:39 p.m. Roll call: Mr. Robert Butler, Chair, Mr. John Russi, Vice Chair and Mr. Eric Jackson, Member were present. Mr. Dan Bernard, Legal Counsel was absent. Also in attendance: Ms. Lisa Murray, Personnel Director and Ms. Kim Meltzer, Township Clerk.

II. APPROVAL OF AGENDA:

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

III. APPROVAL OF APRIL 18, 2023, MEETING MINUTES:

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

IV. CORRESPONDENCE:

A. Mr. Russi made a motion to approve the revised Department of Public Services, Water & Sewer Division Chief Inspector job description. Mr. Jackson seconded. The motion passed unanimously.

B. Mr. Russi made a motion to approve the revised Department of Public Services, Water & Sewer Division Chief Inspector posting. Mr. Jackson seconded. The motion passed unanimously.

C. Mr. Russi made a motion to approve the revised Department of Public Services, Water & Sewer Division Foreman job description. Mr. Jackson seconded. The motion passed unanimously.

D. Mr. Russi made a motion to approve the revised Department of Public Services, Water & Sewer Division Foreman job posting. Mr. Jackson 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 Department of Public Services, Water & Sewer Division.

B. The Personnel Director informed the Commission regarding the status of the Office Clerk II position in the Clerk's Office.

C. The Personnel Director informed the Commission regarding the status of the Office Clerk II position in the Building Department.

D. The Personnel Director informed the Commission regarding the status of the Election Coordinator position in the Clerk's Office.

E. The Personnel Director informed the Commission regarding the stats of the Office Clerk II typing examination requirement. Discussion ensued and no action was taken.

F. The Personnel Director informed the Commission regarding the recommendations of the Personnel Vacancy Review Committee.

VI. PUBLIC PARTICIPATION:

None.

Vll. COMMISSIONER COMMENTS:

The Commission scheduled the next meeting for Wednesday, June 28, 2023 at 5:30 p.m.

Vlll. OLD BUSINESS:

The Commission would like Mr. Bernard, Legal Counsel to give his legal opinion regarding not allowing Department Heads to review applications prior to the testing process.

IX. ADJOURNMENT:

Mr. Butler made a motion to adjourn at 6:30 p.m. Mr. Russi seconded. The motion passed unanimously.

Respectfully submitted,

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