

CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION
APPROVED MINUTES

June 28, 2023

5:30 p.m.

PRESENT: Mr. Robert Butler, Chair
Mr. John Russi, Vice Chair
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, Chair and Mr. John Russi, Vice Chair were present. Mr. Eric Jackson, Member was absent. Also in attendance: 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. Butler seconded. The motion passed unanimously.

III. APPROVAL OF MAY 23, 2023, MEETING MINUTES:

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

IV. CORRESPONDENCE:

A. The Civil Service Commission discussed procedures regarding conducting emergency business and Mr. Bernard, Legal Counsel stated to the Commission that they should continue their current procedures regarding conducting emergency business.

V. REPORTS:

A. The Personnel Director informed the Commission regarding the status of the Ordinance Enforcement Officer position in the Building Department.

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

C. The Personnel Director informed the Commission regarding the status of the Maintenance Foreman position in the Department of Public Services, Water & Sewer Division.

D. The Personnel Director informed the Commission regarding the status of the Chief Inspector position in the Department of Public Services, Water & Sewer Division.

- E. The Personnel Director informed the Commission regarding the status of the Maintenance Worker position in the Department of Public Services, Facilities & Operations Division.
- F. The Personnel Director informed the Commission regarding the status of the Office Clerk II position in the Department of Public Services, Water & Sewer Division.
- G. The Personnel Director informed the Commission regarding the recommendations of the Personnel Vacancy Review Committee.

VI. PUBLIC PARTICIPATION:

None.

VII. COMMISSIONER COMMENTS:

The Commission scheduled the next meeting for Tuesday, August 8, 2023 at 5:30 p.m.

VIII. OLD BUSINESS:

Mr. Butler made a motion to approve the request from the Personnel Director regarding not allowing Department Heads to review applications prior to the testing process. Mr. Russi seconded. The motion passed unanimously.

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