



Civil Service Commission
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Matthew Tootle
Chairperson
Stacy Young
Vice-Chairperson
Amy Elsea
Member

Circleville Civil Service Commission Meeting Minutes

Tuesday, October 11, 2022 – 8:30 AM

I. Roll Call

The Circleville Civil Service Commission was called to order at 8:30 AM on Tuesday, October 11, 2022 by Chairperson Matthew Tootle. Members present: Matthew Tootle, Chairperson, Stacy Young, Vice-Chairperson, Amy Elsea, Commission Member and Valerie Dilley, Commission Secretary. Guests: None

II. Approval of Agenda

Mr. Tootle offered a motion to approve the October 11, 2022 agenda as written. Ms. Elsea seconded the motion. Vote: All Yeas.

III. Reading/Approval of Minutes

A. Regular Meeting Minutes – September 13, 2022

Ms. Young offered a motion to accept the September 13, 2022 meeting minutes as written. Ms. Elsea seconded the motion. Vote: All yeas.

IV. Reports/Correspondence

- Appointment of Cody Elward to the position of Communications Officer effective 9-19-2022
- Appointment of James Mitchell to the position of Maintenance Worker I effective 9-19-2022
- Appointment of Shane McPherson to the position of Maintenance Worker I effective 9-26-2022

V. Unfinished Business

None

VI. New Business

A. Certification of the entry level Police Officer Eligibility List

Ms. Young offered a motion to certify the entry level Police Officer eligibility. Mr. Tootle seconded the motion. Vote: All Yeas.

B. Request to open a testing period for entry level Communications Officer and entry level Police Officer

Ms. Elsea offered a motion to open a testing period for entry level Communications Officer and entry level Police Officer. Ms. Young seconded the motion. Vote: All Yeas.

VII. Public/Informal Time

VIII. Adjournment

Meeting adjourned at 8:33 AM