

City of Circleville



Civil Service Commission
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Matthew Tootle
Chairperson

Stacy Young
Vice-Chairperson

Amy Elsea
Member

Circleville Civil Service Commission Meeting Minutes Tuesday, November 9, 2021– 8:30 AM

I. Roll Call

The Circleville Civil Service Commission was called to order at 8:30 AM on Tuesday, November 9, 2021 by Chairperson Matthew Tootle. Members present: Matthew Tootle, Chairperson, Stacy Young, Vice-Chairperson, Amy Elsea, Member and Valerie Dilley, Commission Secretary.

II. Approval of Agenda

Ms. Elsea offered a motion to approve the agenda as written. Ms. Young seconded the motion. Vote: All yeas.

III. Reading/Approval of Minutes

Ms. Young offered a motion to approve the October 12, 2021 meeting minutes. Mr. Tootle seconded the motion. Vote: All yeas.

IV. Reports/Correspondence

- Appointment of Tyler Hopkins to Police Officer effective 10-25-2021
- Appointment of Cameron Engen to Fire Fighter effective 11-8-2021

V. Unfinished Business

None

VI. New Business

A. Certification of Police Officer Eligibility List

Ms. Young offered a motion to certify the Police Officer Eligibility List. Mr. Tootle seconded the motion. Vote: All yeas.

B. Certification of Communications Officer Eligibility List

Ms. Elsea offered a motion to certify the Communications Officer Eligibility List. Ms. Young seconded the motion. Vote: All yeas.

C. Request to open testing period for the positions of Police Officer and Communications Officer

Ms. Young offered a motion to open a testing period for the positions of Police Officer and Communications Officer. Ms. Elsea seconded the motion. Vote: All yeas.

VII. Public/Informal Time

VIII. Adjournment – Meeting adjourned at 8:37 AM