

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, January 10, 2023 – 8:30 AM

I. Roll Call

The Circleville Civil Service Commission was called to order at 8:30 AM on Tuesday, January 10, 2023 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 January 10, 2023 agenda as written. Ms. Young seconded the motion. Vote: All Yeas.

III. Reading/Approval of Minutes

A. Regular Meeting Minutes – December 13, 2022

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

IV. Reports/Correspondence

- Re-Appointment of Matt Tootle to the Circleville Civil Service Commission
 - Appointment of Suzanne Johnson to the position of Administrative Assistant effective 1-9-2023
 - Appointment of Piercen Shull to the position of Fire Fighter effective 1-9-2023
 - Appointment of Jennifer Mathes to the position of Fire Fighter effective 1-9-2023
- None

V. Unfinished Business

None

VI. New Business

A. Election of Officers

Officers will remain the same.

B. Recommendation for Removal of Fire Fighter candidate – Trujillo Pablo

Ms. Young offered a motion to accept the City's recommendation for removal of Fire Fighter candidate David Trujillo Pablo. Mr. Tootle seconded the motion. Vote: All Yeas.

C. Recommendation for Removal of Communications Officer candidate – Nicholson

Ms. Elsea offered a motion to accept the City's recommendation for removal of Communications Officer candidate Robyn Nicholson. Ms. Young seconded the motion. Vote: All Yeas.

D. Certification of entry level Police Officer eligibility list

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

E. Certification of entry level Communications Officer Eligibility List

Ms. Young offered a motion to certify the entry level Communications Officer eligibility list. Ms. Elsea seconded the motion. Vote: All Yeas.

F. Certification of entry level Fire Fighter Eligibility List

Mr. Tootle offered a motion to certify the entry level Fire Fighter eligibility list. Ms. Elsea seconded the motion. Vote: All Yeas.

G. Request to open a testing period for entry level Police Officer and an application period for lateral transfer Police Officer

Mr. Tootle offered a motion open a testing period for entry level Police Officer and to open an application period for later transfer Police Officer. Ms. Elsea seconded the motion. Vote: All Yeas.

H. Request to open a testing period for entry level Communications Officer and an application period for lateral transfer Communications Officer

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

VII. Public/Informal Time

VIII. Adjournment

Meeting adjourned at 8:36 AM