

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, April 11, 2023 – 8:30 AM

I. Roll Call

The Circleville Civil Service Commission was called to order at 8:30 AM on Tuesday, April 11, 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

Ms. Young offered a motion to approve the April 11, 2023 agenda as written. Ms. Elsea seconded the motion. Vote: All Yeas.

III. Reading/Approval of Minutes

A. Regular Meeting Minutes – March 14, 2023

Ms. Young offered a motion to accept the March 14, 2023 meeting minutes as written. Mr. Tootle seconded the motion. Vote: All yeas.

IV. Reports/Correspondence

The following reports/correspondence were read and accepted.

- Appointment of Clayton Lind to the position of lateral transfer Fire Fighter/Paramedic eff. 3-27-2023
- Appointment of Rebecca Mathes to the position of lateral transfer Fire Fighter/Paramedic eff. 3-27-2023
- Job Abandonment Notice to Dane Patrick dated 3-21-2023

V. Unfinished Business

None

VI. New Business

A. Recommendation of Removal of lateral transfer applicant Tonda Sollars based on background standard G 5

Mr. Tootle offered a motion to accept the recommendation for removal of lateral transfer applicant Tonda Sollars. Ms. Young seconded the motion. Vote: All Yeas.

B. Certification of entry level Communications Officer eligibility list

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

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

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

D. 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 to open a testing period for entry level Communications Officer and an application period for lateral transfer Communications Officer. Mr. Tootle seconded the motion. Vote: All Yeas.

E. Request to revise the requirements for a lateral transfer Police Officer and a lateral transfer Communications Officer for the purpose of attracting quality applicants

Ms. Young offered a motion to revise the requirement for a lateral transfer Police Officer and a lateral Communications Officer. Ms. Elsea seconded the motion. Vote: All Yeas.

VII. Public/Informal Time

Ms. Dilley requested to open a lateral transfer period for the position of Fire Fighter/Paramedic on May 1, 2023.

Ms. Young offered a motion to open a lateral transfer period for the position of Fire Fighter/Paramedic on May 1, 2023.

Ms. Elsea seconded the motion. Vote: All Yeas.

VIII. Adjournment

Meeting adjourned at 8:40 AM