

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, June 13, 2023 – 8:30 AM

I. Roll Call

The Circleville Civil Service Commission was called to order at 8:31 AM on Tuesday, June 13, 2023 by Chairperson Matthew Tootle. Members present: Matthew Tootle, Chairperson, Stacy Young, Vice-Chairperson, Amy Elsea, Member and Valerie Dilley, Commission Secretary. Guests: None

II. Approval of Agenda

Ms. Elsea offered a motion to approve the June 13, 2023 agenda as written. Ms. Young seconded the motion. Vote: All Yeas.

III. Reading/Approval of Minutes

A. Regular Meeting Minutes – May 9, 2023

Mr. Tootle offered a motion to accept the May 9, 2023 meeting minutes as written. Ms. Young seconded the motion. Vote: All yeas.

IV. Reports/Correspondence

The following items were read and accepted.

- Appointment of Ryan Miller to the position of Wastewater Operator effective May 14, 2023

V. Unfinished Business

None

VI. New Business

A. 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.

B. Certification of entry level Police Officer eligibility list

Ms. Elsea offered a motion to certify the entry level Police 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

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

VII. Public/Informal Time

None

VIII. Adjournment

Meeting adjourned at 8:34 AM