



Civil Service Commission

104 E. Franklin Street
Circleville, OH 43113
740-477-1731
Fax: 740-477-5829

Matthew Tootle
Chairperson

Stacy Young
Vice-Chairperson

Amy Elsea
Member

Circleville Civil Service Commission

Meeting Minutes

Tuesday, September 12, 2023 – 8:30 AM

I. Roll Call

The Circleville Civil Service Commission was called to order at 8:30 AM on Tuesday, September 12, 2023 by Chairperson Matthew Tootle. Members present: Matthew Tootle, Chairperson, Stacy Young, Vice-Chairperson, Amy Elsea, Member (by telephone) and Valerie Dilley, Commission Secretary. Guests: None

II. Approval of Agenda

Ms. Young offered a motion to approve the September 12, 2023 agenda. Ms. Elsea seconded the motion. Vote: All Yeas.

III. Reading/Approval of Minutes

A. Regular Meeting Minutes – August 8, 2023

Ms. Elsea offered a motion to accept the August 8, 2023 meeting minutes as written. Ms. Young seconded the motion. Vote: All yeas.

IV. Reports/Correspondence

None

V. Unfinished Business

None

VI. New Business

A. Certification of entry level Communications Officer Eligibility List

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

C. Certification of lateral transfer Police Officer Eligibility List

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

D. Request to open a continuous testing period for entry level Police Officer, entry level Communications Officer and an application period for lateral transfer Police Officer and lateral transfer Communications Officer

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

VII. Public/Informal Time

None

VIII. Adjournment

Meeting adjourned at 8:33 AM