



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, October 10, 2023 – 8:30 AM

I. Roll Call

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

III. Reading/Approval of Minutes

A. Regular Meeting Minutes – September 12, 2023

Ms. Young offered a motion to accept the September 12, 2023 meeting minutes as written. Ms. Elsea seconded the motion. Vote: All yeas.

IV. Reports/Correspondence

- A. Appointment of Jacob Ferguson, lateral transfer Police Officer, effective 9-18-2023
- B. Appointment of Grant Hollaway, lateral transfer Police Officer, effective 9-18-2023
- C. Appointment of Eldon “Lee” Smith, Wastewater Operator, effective 9-20-2023
- D. Resignation notice from Piercen Shull, Fire Fighter/EMT, effective 9-30-2023
- E. Appointment of Garret Beauchamp, lateral transfer Fire Fighter/Paramedic effective 10-2-2023
- F. Appointment of Lonnie Lawhorn, entry level Fire Fighter/EMT, effective 10-2-2023
- G. Appointment of Justin Johnson, lateral transfer Police Officer, effective 10-2-2023
- H. Appointment of Hailie Anderson, Police Cadet, effective 10-2-2023
- I. Retirement notice from Donna Downs, Account Clerk, effective 12-31-2023

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. Elsea seconded the motion. Vote: All Yeas.

B. Certification of lateral transfer Communications Officer Eligibility List

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

C. 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.

D. Certification of lateral transfer Police Officer Eligibility List

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

VII. Public/Informal Time

None

VIII. Adjournment

Meeting adjourned at 8:34 AM