

# City of Circleville



## 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, November 14, 2023 – 8:30 AM

#### **I. Roll Call**

The Circleville Civil Service Commission was called to order at 8:30 AM on Tuesday, November 14, 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. Young offered a motion to approve the November 14, 2023 agenda. Ms. Elsea seconded the motion. Vote: All Yeas.

#### **III. Reading/Approval of Minutes**

##### **A. Regular Meeting Minutes – October 10, 2023**

Ms. Young offered a motion to accept the October 10, 2023 meeting minutes as written. Mr. Tootle seconded the motion. Vote: All yeas.

#### **IV. Reports/Correspondence**

**The following items of correspondence were read and entered into the record.**

- A.** Notice of Administrative Leave with Pay dated October 16, 2023
- B.** Notice of Pre-Disciplinary Conference dated October 16, 2023
- C.** Notice of Disciplinary Action dated October 23, 2023
- D.** Appointment of Jonathan Ewen, Fire Fighter/EMT, effective October 30, 2023
- E.** Appointment of Kadon Fellows, Fire Fighter/EMT, effective October 30, 2023
- F.** Appointment of Darin Plummer, Lateral Police Officer, effective October 30, 2023
- G.** Appointment of Solomon Williams, Police Cadet, effective October 30, 2023
- H.** Transfer of Kymberly Dunkle, Account Clerk, from Auditor Office to Utilities Office effective October 30, 2023
- I.** Resignation of Kimberly Hunter, Safety Administrative Assistant, effective November 3, 2023
- J.** Appointment of Rhonda Everts, Auditor's Office Account Clerk I, effective November 6, 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. 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. Ms. Young seconded the motion. Vote: All Yeas.

##### **C. 2024 Commission Meeting Dates**

Ms. Young offered a motion to accept the 2024 commission meeting dates. Ms. Elsea seconded the motion. Vote: All Yeas.

#### **VII. Public/Informal Time**

None

**VIII. Adjournment**

Meeting adjourned at 8:33 AM