

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, January 9, 2024 – 8:30 AM

I. Roll Call

The Circleville Civil Service Commission was called to order at 8:30 AM on Tuesday, January 9, 2024 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 January 9, 2024 agenda. Ms. Elsea seconded the motion. Vote: All yeas.

III. Election of Officers

Ms. Elsea nominated Matthew Tootle as Chairperson and Stacy Young as Vice-Chairperson. Vote: All yeas.

IV. Reading/Approval of Minutes

A. Regular Meeting Minutes – December 12, 2023

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

V. Reports/Correspondence

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

- A. Appointment of Tiffany Gallagher to the position of Utilities Account Clerk eff. 12-18-2023
- B. Notice of Pre-Disciplinary Hearing to Jason McKinney dated 12-13-2023
- C. Notice of Termination of Jason McKinney effective 12-14-2023
- D. Resignation of Darin Plummer, Police Officer, effective 12-13-2023
- E. Resignation of Amanda Stringfield, Communications Commander, effective 12-21-2023

VI. Unfinished Business

None

VII. New Business

A. Re-appointment of Amy Elsea to the Commission for a term expiring 2-1-2026

Ms. Young offered a motion to re-appoint Amy Elsea to the Civil Service Commission for a term ending 2-1-2026. Mr. Tootle seconded the motion. Vote: All Yeas.

B. Certification of entry level Communications Officer eligibility list

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

VIII. Public/Informal Time

On behalf of Fire Chief Brian Thompson, HR Director Valerie Dilley requested a promotional examination for the position of Fire Lieutenant. Ms. Elsea offered a motion to approve the request for a Fire Lieutenant promotional examination. Ms. Young seconded the motion. Vote: All Yeas.

IX. Adjournment

Meeting adjourned at 8:35 AM