

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, March 12, 2024 – 9 AM

I. Roll Call

The Circleville Civil Service Commission was called to order at 9:01 AM on Tuesday, March 12, 2024 by Chairperson Matthew Tootle. Members present: Matthew Tootle, Chairperson, Stacy Young, Vice-Chairperson, Amy Elsea, Commission member and Valerie Dilley, Commission Secretary. Guests: None.

II. Approval of Agenda

Ms. Dilley requested to add an item "E" under reports/correspondence. Ms. Elsea motioned to amend the agenda and add item "E" under reports/correspondence. Ms. Young seconded the motion. Vote: All yeas.

III. Reading/Approval of Minutes

A. Regular Meeting Minutes – February 13, 2024

Ms. Young offered a motion to accept the February 13, 2024 meeting minutes as written. Ms.. Elsea seconded the motion. Vote: All yeas.

IV. Reports/Correspondence

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

- A. Notice of Pre-Disciplinary Hearing dated 2-14-2024
- B. Notice of Suspension dated 2-15-2024
- C. Notice of Pre-Disciplinary Hearing dated 2-15-2024
- D. Notice of Fire Lieutenant Promotional Test
- E. Notice of Administrative Leave with Pay dated 3-11-2024

V. Unfinished Business

None

VI. New Business

A. Certification of entry-level police officer eligibility list

Ms. Young offered a motion to certify the entry-level police officer eligibility list. Ms. Elsea seconded the motion. Vote: All Yeas.

B. Certification of entry-level fire fighter eligibility list

Ms. Elsea offered a motion to certify the entry-level fire fighter eligibility list. Ms. Young seconded the motion. Vote: All Yeas.

VII. Public/Informal Time

None

VIII. Adjournment

Meeting adjourned at 9:05 AM