

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, May 14, 2024 – 8:30 AM

I. Roll Call:

The Circleville Civil Service Commission was called to order at 8:30 AM on Tuesday, May 14, 2024, by Chairperson Matthew Tootle. Members present: Matthew Tootle, Chairperson, Stacy Young, Vice-Chairperson, Amy Elsea, Commission member and Valerie Dilley, Commission Secretary. Guests: Michelle Blanton, Mayor, Jon Farrelly, Police Sergeant, and Keisha Farrelly.

II. Approval of Agenda

Ms. Elsea motioned to approve the agenda. Ms. Young seconded the motion. Vote: All yeas.

III. Reading/Approval of Minutes

A. Regular Meeting Minutes – April 9, 2024

Mr. Tootle offered a motion to accept the April 9, 2024, meeting minutes as written. Ms. Young seconded the motion. Vote: All yeas.

IV. Reports/Correspondence

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

- A. Appointment of a Communications Officer effective 4-28-2024
- B. Appointment of a Maintenance Worker I effective 5-29-2024
- C. Chief of Police Notice of Retirement and Separation & Release Agreement effective 4-11-2024
- D. Deputy Chief of Police Notice of Resignation and Separation & Release Agreement effective 4-11-2024

V. Unfinished Business

None

VI. New Business

A. Certification of Fire Lieutenant Eligibility List

Ms. Elsea offered a motion to certify the fire lieutenant eligibility list. Ms. Young seconded the motion. Vote: All Yeas.

B. Ratification of voice vote to open a lateral transfer period for Police Officer

Ms. Elsea offered a motion to ratify the vote to open a lateral transfer period for Police Officer. Ms. Young seconded the motion. Vote: All Yeas.

C. Request to suspend the competitive examination requirements of R.C. Chapter 124 for the selection of the Chief of Police

Following a brief discussion, Ms. Elsea offered a motion to table this item and hold a special meeting on May 20, 2024, at 7:30 AM in City Hall Council Chambers. Ms. Young seconded the motion. Vote: All Yeas.

VII. Public/Informal Time

None

VIII. Adjournment

Meeting adjourned at 8:50 AM