

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, June 11, 2024 – 8:30 AM

I. Roll Call:

The Circleville Civil Service Commission was called to order at 8:31 AM on Tuesday, June 11, 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. Elsea motioned to add item C under IV to the agenda. Ms. Young seconded the motion. Vote: All yeas.

III. Reading/Approval of Minutes

A. Regular Meeting Minutes – May 14, 2024

Ms. Young offered a motion to accept the May 14, 2024, meeting minutes as written. Ms. Elsea seconded the motion. Vote: All yeas.

B. Special Meeting Minutes – May 20, 2024

Ms. Young offered a motion to accept the May 20, 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. Three (3) letters of appointment for three (3) Fire Fighter/EMT effective 6-11-2024
- B. Public Records Request from George Gerken dated 6-3-2024

V. Unfinished Business

None

VI. New Business

A. Ratification of email vote regarding Mayor's request to hold a competitive test for the position of Chief of Police within the Circleville Police Department

Mr. Tootle offered a motion to ratify the email vote regarding Mayor's request to hold a competitive test for the position of Chief of Police within the Circleville Police Department. Ms. Elsea seconded the motion. Vote: All Yeas.

B. Ratification of email vote regarding Mayor's request to waive rule VI.6.b "Whenever a vacancy occurs in the position above the rank of Patrol Officer and there is no eligible list for such rank, the Commission shall within sixty (60) days of such vacancy, hold a competitive promotional examination

Ms. Elsea offered a motion to ratify the email vote regarding Mayor's request to waive rule VI.6.b "Whenever a vacancy occurs in the position above the rank of Patrol Officer and there is no eligible list for such rank, the Commission shall within sixty (60) days of such vacancy, hold a competitive promotional examination. Ms. Young seconded the motion. Vote: All Yeas.

C. Certification of Lateral Transfer Police Officer Eligibility List

Ms. Young offered a motion to certify the lateral transfer police officer eligibility list. Mr. Tootle seconded the motion. Vote: All yeas.

D. Request to extend the Police Sergeant eligibility list

Ms. Young offered a motion to extend the police sergeant eligibility list. Ms. Elsea seconded the motion.

Vote: All yeas.

VII. Public/Informal Time

VIII. Adjournment

Meeting adjourned at 8:39 AM