

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, August 13, 2024 – 8:30 AM

I. Roll Call:

The Circleville Civil Service Commission was called to order at 8:30 AM on Tuesday, July 9, 2024, by Vice-Chairperson Stacy Young. Members present: Stacy Young, Vice-Chairperson, Amy Elsea, Commission member and Valerie Dilley, Commission Secretary. Mr. Tootle was absent and excused from the meeting. Guests: None

II. Approval of Agenda

Ms. Elsea offered a motion to approve the agenda as amended. Ms. Young seconded the motion. Vote: All yeas.

III. Reading/Approval of Minutes

A. Regular Meeting Minutes – July 9, 2024

Ms. Young offered a motion to accept the July 9, 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. Appointment of lateral transfer Police Officer effective 7-15-2024
- B. Notice of administrative leave with pay eff. 7-23-2024
- C. Notice of administrative leave with pay effective 8-1-2024
- D. Appointment of entry level Maintenance Worker I effective 8-5-2024
- E. Notice of Pre-Disciplinary Conference dated 8-5-2024
- F. Termination Notice effective 8-9-2024
- G. Request from Law Director to continue and reschedule appeal of recommendation of removal of police officer candidate
- H. Transfer of Police Cadet to Police Officer effective 8-9-2024
- I. Notice of Administrative leave with pay effective 8-12-2024
- J. Notice of pre-disciplinary conference dated 8-12-2024

V. Unfinished Business

None

VI. New Business

A. Ratification of vote to approve Law Director's request to continue and reschedule candidate appeal of recommendation for removal of Traevon Williams from the police officer eligibility list

Ms. Elsea offered a motion to ratify the email vote to continue and reschedule the appeal hearing request by Mr. Williams. Ms. Young seconded. The hearing is scheduled for September 10, 2024 at 8:30 AM. Vote: All Yeas

V. Public/Informal Time

None

W. Adjournment

Meeting adjourned at 8:33 AM