



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, January 14, 2025 – 8:30 AM

I. Roll Call:

The Circleville Civil Service Commission was called to order at 8:30 AM on Tuesday, January 14, 2025, by Chairperson Matthew Tootle. Members present: Matthew Tootle, Chairperson, Stacy Young, Vice-Chairperson, Amy Elsea, Commission member, and Valerie Dilley, Commission Secretary. Guests: Paul Pride and Michelle Blanton.

II. Approval of Agenda

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

III. Reading/Approval of Minutes

A. Regular Meeting Minutes – December 10, 2024

Ms. Young offered a motion to accept the December 10, 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. Resignation Notice – J. Farrelly
- B. Resignation Notice – M. Reese
- C. Notice of Pre-Disciplinary Conference – T. Picklesimer
- D. Notice of Unpaid Suspension and Demotion – T. Picklesimer

V. Unfinished Business

None

VI. New Business

A. Ratification of the emergency vote to administer promotional testing for Fire Captain

Mr. Tootle offered a motion to ratify the emergency vote to administer promotional testing for Fire Captain. Ms. Young seconded the motion. Vote: All Yeas.

B. Permission for the HR Director to administer promotional testing for Fire Captain on January 22, 2025

Ms. Young offered a motion to permit the HR Director to administer promotional testing for Fire Captain. on January 22, 2025. Ms. Elsea seconded the motion. Vote: All Yeas.

C. Request for continuous posting of entry-level police officer positions on the National Testing Network (NTN)

Ms. Elsea offered a motion to open a National Testing Network continuous posting for entry level police officer, with an eligibility list to be created on or around the 1st of the month and presented to the Commission for approval. Ms. Young seconded the motion. Vote: All Yeas.

D. Request for continuous posting of lateral transfer police officer positions

Ms. Young offered a motion to open continuous lateral transfer application period for the position of police officer, with an eligibility list to be created on or around the 1st of the month and presented to the Commission for approval. Ms. Young seconded the motion. Vote: All Yeas.

E. Request to reschedule March 11, 2025 regular meeting

Mr. Tootle motioned to approve a request to move Tuesday, March 11, 2025 at 8:30 AM regular meeting to Thursday, March 13, 2025 at 8:30 AM. Ms. Elsea seconded the motion. Vote: All Yeas.

F. Request to initiate the internal process for administering promotional testing for the position of Communications Supervisor.

Mayor Blanton requested to initiate the internal process of administering promotional testing for the position of Communications Supervisor. In conjunction with this request and pursuant to ORC 124.30, the Commission was asked if the appointing authority may promote from a non-competitive examination. Mr. Tootle offered a motion to initiate the internal process of administering promotional testing for the position of Communications Supervisor and permit the appointing authority to be promoted from a non-competitive examination pending passage of such examination. Vote: All Yeas.

G. Request to post the vacant Police Captain position both internally and externally to attract qualified candidates.

With Council's approval of the Police Department restructuring, Mayor Blanton requested to post the vacant Police Captain position both internally and externally to attract qualified candidates. Mayor Blanton stated both positions are budgeted for 2025. Ms. Elsea offered a motion to post the vacant Police Captain position both internally and externally to attract qualified candidates. Ms. Young seconded the motion. Vote: All Yeas.

VII. Public/Informal Time

Mayor Blanton discussed the State of the City, scheduled for later this month as well as the failed safety levy.

VIII. Adjournment

Meeting adjourned at 8:58 AM