

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, February 11, 2025 – 8:30 AM

I. Roll Call:

The Circleville Civil Service Commission was called to order at 8:41 AM on Tuesday, February 11, 2025, by Vice - Chairperson Stacy Young. Members present: Matthew Tootle, Chairperson (arrived at 8:43 AM), Stacy Young, Vice-Chairperson, Amy Elsea, Commission member, and Valerie Dilley, Commission Secretary. Guests: Kendra Kinney, Law Director and Michelle Blanton, Mayor.

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 – January 14, 2025

Ms. Elsea offered a motion to accept the January 14, 2025 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. Reappointment of Matt Tootle
- B. Reappointment of Stacy Young
- C. Retirement Notice from Randy Arledge
- D. Retirement Notice from Joni Bussert
- E. Promotion of Police Sgt. Dustin Fox

V. Unfinished Business

None

VI. New Business

A. Background Removal Standards Revision

Ms. Elsea stated she reviewed the requested changes and has no questions. Mr. Tootle offered a motion to accept the revision of the background removal standards. Ms. Elsea seconded the motion. Vote: All Yeas.

B. Request to postpone 2-25-2025 promotional testing for Police Communications Supervisor

Ms. Young offered a motion to postpone the promotional testing for the position Police Communications Supervisor. Mr. Tootle seconded the motion.

C. Fire Captain eligibility list

The list contains two eligible candidates. Ms. Elsea offered a motion. Mr. Tootle seconded the motion.

D. Entry level Fire Fighter eligibility list

Ms. Elsea offered a motion. Ms. Young seconded the motion.

E. Entry level Communications Officer eligibility list

Mr. Tootle offered a motion to accept. Ms. Elsea seconded the motion.

F. Entry level Police Officer eligibility list

Ms. Elsea offered a motion. Ms. Young seconded the motion.

G. Entry level Water Plant Operator eligibility list

Mr. Tootle noted that a list for this position had not been previously presented to the Commission. In response, Ms. Dilley explained that going forward, the City will request an application period for all classified positions. Upon closing the application period, an eligibility list will be submitted to the Commission for review and certification prior to hire. Ms. Young was unaware that the position fell under civil service. Ms. Dilley provided clarification, explaining the distinction between classified and non-classified positions within the City, and identifying which roles fall under each category. Mr. Tootle moved to accept the eligibility list. Ms. Elsea seconded.

VII. Public/Informal Time

Law Director Kendra Kinney informed the Commission that the city's collective bargaining and civil service law-related books are outdated, having been purchased over 10 years ago. To address this, Kinney's office, HR, and civil service propose splitting the cost of new materials three ways. This will ensure that all three departments can accurately administer civil service rules and collective bargaining agreements.

Ms. Kinney's office has already ordered the updated materials, securing a 20% discount. She presented the bill to the Commission.

Mr. Tootle moved to pay the Commission's portion of the bill. Ms. Young seconded.

Ms. Kinney requested the opportunity to address the Commission in an executive session at the appropriate time.

VIII. Executive Session

Mr. Tootle moved to move into executive session at 8:48 AM. Ms. Elsea seconded. Vote: All Yeas. Ms. Kinney stated the Commission's basis is ORC 121.22 G 1 and 6 dealing with employment personnel issues as well as hiring issues.

IX. Adjournment

Mr. Tootle moved for adjournment at 9:23 AM. Ms. Young seconded the motion. Vote: All Yeas.