

Circleville Civil Service Commission

Regular Meeting Minutes – Friday, March 14, 2025

Matthew Tootle:

Okay. Now, we'll call the regular meeting of the City of Circleville Civil Service Commission to order. We'll start with the roll call. Matthew Tootle. Here. Stacey Young.

Stacy Young:

Here.

Matthew Tootle:

Amy Elsea

Amy Elsea:

Here.

Matthew Tootle:

All right. We need to approve the agenda. Thank you Stacy for putting that together.

Stacy Young:

You're so welcome.

Amy Elsea:

I'll make a motion.

Matthew Tootle:

Amy moves.

Stacy Young:

Second.

Matthew Tootle:

Stacy seconds. All those in favor say aye.

Stacy Young:

Aye.

Matthew Tootle:

Aye. Motion passes. Reading and approval of the previous minutes.

Stacy Young:

Make a motion to-

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Amy Elsea:

I'll second.

Matthew Tootle:

Stacy moves. Amy seconds. All those in favor say aye.

Amy Elsea:

Aye.

Matthew Tootle:

Aye. Motion passes. We have reports and correspondence. We have promotion of fire captain, Ryan Gaines, effective Sunday, March 2nd, 2025. We have promotion of fire lieutenant, Dustin Smith, effective Sunday, March 2nd, 2025. And we have resuming role of Lieutenant Christopher Kent. Effective Sunday, March 2nd, 2025. We have a resignation notice of T. Robison. We have a resignation of Valerie Dilley. And we have City of Circleville updated employee list.

Stacy Young:

I put that in the right place, under correspondence.

Matthew Tootle:

I guess the only question is, do we want to accept Valerie's resignation?

Stacy Young:

Absolutely not.

Matthew Tootle:

I'm just kidding. I'm kidding.

Stacy Young:

Boo.

Matthew Tootle:

Yeah. No unfinished business. Under new business we have police cadet NTN testing period. Approval of the opening of a continuous police cadet NTN testing period as requested by Chief Fisher. What does that mean? They have to have a deadline, we can't just-

Valerie Dilley:

We would pull the scores.

Matthew Tootle:

... say, take it whenever you want.

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Valerie Dilley:

We would pull the scores on the first of each month to bring you the list at your regular meeting to have approved.

Matthew Tootle:

Every month there will be a test and you have to apply by this time to have it in for this month.

Valerie Dilley:

Applicants have to submit their score by a deadline for us to create a list.

Matthew Tootle:

Okay. There is some structure there.

Valerie Dilley:

Yes.

Matthew Tootle:

Okay. Very good.

Stacy Young:

That way you don't have to bring it to us to approve to open it every time. Correct?

Matthew Tootle:

Yeah.

Stacy Young:

I'll make a motion.

Matthew Tootle:

I'll second. Stacy moves. Matt seconds. All those in favor say aye.

Amy Elsea:

Aye.

Matthew Tootle:

Aye. Motion passes. We have an application period for water plant operator. Basically, we're approving of opening an application period for position of water plant operator. Is that a deadline there?

Valerie Dilley:

Yes, there will be a deadline for applications. And again, we will bring that to your next meeting to approve that list. And then we will begin the interview and hiring process.

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Matthew Tootle:

Okay. So, the application period is?

Valerie Dilley:

It's typically two weeks-

Matthew Tootle:

Until the end of this month?

Valerie Dilley:

... two and a half weeks is an application period.

Matthew Tootle:

Okay. To the end of this month, or something. Okay. All right. I'll make a motion to approve the application period for the water plant operator to the end of this month.

Amy Elsea:

I'll second.

Matthew Tootle:

All right, Amy seconds. All those in favor say aye.

Stacy Young:

Aye.

Matthew Tootle:

Aye. Motion passes. Police captain and lateral transfer requirements.

Valerie Dilley:

As you are aware, we opened up the external application period for police captains. And as you're also aware from the last meeting, lateral transfers require certain components. We did not have a testing component or a testing requirement for our captains, and we believe we need one. We want to know how we should go about doing that. Is there a test that the commission can create? Do we need to reopen another application period with that requirement in it? Do we notify our four applicants that now they need to take a test? We just need some guidance on how to proceed.

Matthew Tootle:

Okay.

Stacy Young:

I feel like the testing period should be open. Would that have given other people the ability to-

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Valerie Dilley:

Those four individuals do not know that there is a testing requirement under the Ohio Revised Code for lateral transfers. We would either have to get their acknowledgement to go through the testing procedure or just reopen another application period for those candidates.

Stacy Young:

... another application period, will that give other people an opportunity?

Valerie Dilley:

Yes.

Stacy Young:

Then I think we should open the testing period again, just to make it...

Valerie Dilley:

And we need to know how to go about testing.

Matthew Tootle:

Is that something that NTN does?

Valerie Dilley:

They do entry-level police officer testing. If it were an internal process, it would be a promotional test, promotional assessment. Because it's external, and we don't have anybody internal who is qualified, now we need to come up with some sort of test to give these applicants when they apply.

Stacy Young:

How would we notify the individuals that are already in the process?

Valerie Dilley:

They have only submitted their applications, and they are aware that there's a meeting this morning to discuss this a bit further. We would tell them so that they would have the opportunity to either reapply or leave it with how they submitted it.

Matthew Tootle:

Well, who would administer this test?

Valerie Dilley:

You could permit the city to administer it, similar to what we did for the fire captain test. But the question is, who creates the test? The commission? The city? Do we search for a company that you can purchase those tests from?

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Matthew Tootle:

Because we don't have one that we currently use.

Valerie Dilley:

We don't have one for this.

Matthew Tootle:

Inside promotion test.

Stacy Young:

Is there someone we can ask? Lean on?

Valerie Dilley:

Yeah.

Stacy Young:

There is?

Matthew Tootle:

Who would that be?

Valerie Dilley:

He is are current consultant for the police department, Paul Pride.

Matthew Tootle:

All right.

Amy Elsea:

He could assist us.

Stacy Young:

Yeah, that would be ideal.

Matthew Tootle:

And he is...

Stacy Young:

I don't think we should be coming up with a test.

Matthew Tootle:

Right.

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Valerie Dilley:

It may require the commission to pay him.

Stacy Young:

Pay him.

Amy Elsea:

Would you agree with that?

Stacy Young:

Probably.

Matthew Tootle:

And then we have to request from council to get those funds, is that right?

Valerie Dilley:

Probably. Or you can maybe request from the money that's already been requested for him. You could possibly get permission from council.

Michelle Blanton:

There's already an amount of money set aside here for his services. But if you requested of council, then they could consider it.

Stacy Young:

From that money. Okay. That would be my recommendation.

Matthew Tootle:

What are the other options?

Stacy Young:

Is there another city that has-

Valerie Dilley:

I have looked for a promotional test for a police captain that we could purchase. We've looked at putting one together ourselves. If we could reach out to other municipalities, I don't know if they're going to be willing to-

Stacy Young:

Bless you.

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Valerie Dilley:

... give us their test.

Matthew Tootle:

I'm not wild about that. I didn't know if there was, like, when we did the chief stuff. That was the Chiefs Association. I didn't know if there was something similar to that.

Valerie Dilley:

That is an option at a cost-

Matthew Tootle:

Well, sure.

Valerie Dilley:

... to the city. We can go through a modified assessment. The thought process behind this is that individuals have the experience we are requiring for Capatin and have already been through an assessment process. That's why we didn't consider the full assessment process. We can reach out to OACP and see if there's some sort of a modified assessment that they can give.

Stacy Young:

Yeah.

Matthew Tootle:

I'm okay with either one, I just wanted to hear what the options were. I don't know what would be best there.

Stacy Young:

I would say between those, the cost. We should find out what the costs are to do the different ways.

Valerie Dilley:

For OACP?

Stacy Young:

Yeah, for OACP and then Paul Pride, consultant.

Matthew Tootle:

We definitely need somebody with the knowledge to do this correctly.

Stacy Young:

And I do think that we need to reopen the application period for them to reapply.



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Matthew Tootle:

Okay. If we get the costs, I'm assuming we could do an email vote to decide which one so it doesn't lag until the following month. Everybody okay with that?

Stacy Young:

I am.

Matthew Tootle:

All right. Is that something you can gather for us?

Valerie Dilley:

Yes.

Matthew Tootle:

Okay. All right.

Stacy Young:

In the meantime, we need to get our emails working. We need to set up something with IT. I'm going to try before I leave. I don't have much going on today.

Matthew Tootle:

Okay. I think we'll table that until to make a decision on an email vote in the very near future, I hope. We don't want that to stay out there forever. We want to take advantage of timing of these four applicants, and hopefully we can get it resolved quickly. Okay.

Then we have communication supervisor, internal written examination. Is that just approval to-

Valerie Dilley:

Same situation.

Matthew Tootle:

Okay.

Valerie Dilley:

Same situation. We have a draft of an examination, but again we don't know if the city should be the one that is actually creating that examination. It's the same process. We have already opened up the application period. We have two internal candidates, but we've postponed the process in order to come to you to ask you about who should be creating that test.

Matthew Tootle:

We don't have one.

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Valerie Dilley:

We have one, but it's a test that was created by the former department administration, and it's not, in the current administration's opinion, the best test for that position.

Matthew Tootle:

Gotcha. Okay.

Valerie Dilley:

Again, if we can figure out who is to create the test, do we have to open up the procedure again for the internal applicants to apply to make it fair.

Matthew Tootle:

Okay. I think we do the same thing for that, don't we? What do you guys think?

Stacy Young:

Yeah, because I don't-

Valerie Dilley:

Search for costs.

Matthew Tootle:

I can't very well go to council and say, "Hey, we need this money allocated." And they're going to ask how much. That'd be my first question. I don't know.

Stacy Young:

I always like to go with options too, or saying we did our due diligence with trying to...

Matthew Tootle:

Yeah. I think that's what we have to do.

Stacy Young:

Yeah. Because I feel like they asked, "Did you shop around? Was this your only option?" They're going to ask questions.

Matthew Tootle:

Okay. I guess we'll table that to get costs.

Last thing under new business, I think.

Stacy Young:

Yeah.

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Matthew Tootle:

Yeah. Is filing annual report with SPBR pursuant to a higher advice code 12440

Valerie Dilley:

I believe I'm going to have to supply you with that information. When is it due? April 12? No, April 20th. I can supply you with the information at your next meeting for you to complete the report.

Stacy Young:

It's Easter.

Valerie Dilley:

Since I'm the one that actually compiled the information last year, it's probably the best course of action.

Matthew Tootle:

Okay. The question I have, and I've been thinking about this, is with the law director. She represents the city. We also work for the city. Does she represent the city or does she represent us, or both?

Valerie Dilley:

My opinion is she's statutory counsel for both. Past commissions have went to the law director for legal opinions. I believe you are part of the city, so she would also represent you.

Matthew Tootle:

Okay. All right. I didn't know where that line gets drawn. It's a weird area. Because she would then have two clients that sometimes are in conflict. These things have always been done by our secretary. And I'm moving now on the agenda, just for clarification, to public informal time.

Valerie Dilley:

And I also have an item too.

Matthew Tootle:

Yeah. How are we going to get that role filled? Because it's going to be a struggle for us to keep this up.

Valerie Dilley:

I think that the first thing to do is to go to city council and ask for funds for that position. And I can give you a pay range. That position is a part-time position for the city and in our comp plan. I can give you a pay range, I can give you an estimate of how many hours per month that person may be working.

Matthew Tootle:

Is there a job description? Okay. If you could do that. And then we need to ask counsel for money for that, right?

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Stacy Young:

They're going to be like, "What are you guys doing here?"

Valerie Dilley:

They're aware.

Stacy Young:

I know, but we never had to go and ask them for anything.

Amy Elsea:

It's not going to be a surprise.

Matthew Tootle:

I don't want that to fall on the three of us. If you could send that out, and I'll get it on the agenda for council.

What's that?

Amy Elsea:

We're just chatting.

Matthew Tootle:

Okay.

Valerie Dilley:

Another possibility.

Matthew Tootle:

Okay.

Valerie Dilley:

That we can explore and let you know.

Matthew Tootle:

I don't even know what the city's rules are as far as hiring somebody.

Valerie Dilley:

Your rules say you can appoint.

Matthew Tootle:

I kind of thought that.

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Valerie Dilley:

You can appoint, but there are certain things as a city employee that we would require such as a drug screen prior to hire.

Matthew Tootle:

What if it's a current city employee, can they bypass all that?

Valerie Dilley:

Yes.

Matthew Tootle:

Okay.

Any thoughts on that?

Valerie Dilley:

Possibly.

Matthew Tootle:

Okay.

Valerie Dilley:

Nothing concrete, but we're exploring some options that could possibly benefit you.

Matthew Tootle:

When does council meet?

Valerie Dilley:

Tuesday.

Matthew Tootle:

Second Tuesday?

Michelle Blanton:

First and third.

Matthew Tootle:

First and third of the month. Okay.

Michelle Blanton:

And there is a finance meeting on the 25th.

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Valerie Dilley:

Is that a housekeeping?

Michelle Blanton:

There is housekeeping.

Amy Elsea:

What was that?

Valerie Dilley:

There is a housekeeping ordinance.

Michelle Blanton:

It would have to be put on the housekeeping ordinance to appropriate the funds. There is one going to finance on the 25th.

But even if you have a conversation during that meeting, they can modify the ordinance.

Valerie Dilley:

The ordinance is already completed, isn't it?

Michelle Blanton:

It will be by the meeting.

Matthew Tootle:

Okay. I just would like to get that role filled as soon as possible.

Valerie Dilley:

All of your documents are on my desk over there. I can help. Absolutely.

Matthew Tootle:

Okay. [inaudible 00:18:52]-

Valerie Dilley:

I'm trying to get all your records in order and be ready for the next person.

Matthew Tootle:

And one of the other questions I had is there was talk of us moving back to that meeting room across the street, or is it okay to use this?

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Valerie Dilley:

Well, I was thinking about that too. That is the council clerk's office. I think your clerk will need a dedicated office space. There's a possibility that an office in City Admin would be available. But because your meetings are public meetings, I would suggest that you start holding them in council chambers so that the public can attend. The public can be buzzed in here, but it might just be better if you actually held it in council chambers.

Matthew Tootle:

Okay.

Michelle Blanton:

And then, to that end, they have the recording, they have a device that you can record your meetings over there.

Matthew Tootle:

Okay, great. Okay. Anything else for... You have one for public inform.

Valerie Dilley:

Yes. I had a late request yesterday. We are getting a retirement notification from a wastewater employee, likely early next week. We would like to go ahead and open up an application period for that position as well.

Matthew Tootle:

I'll make a motion to open application period. How long?

Amy Elsea:

For the end of the month.

Matthew Tootle:

To the end of the month for, you said wastewater?

Valerie Dilley:

Wastewater operator.

Matthew Tootle:

Wastewater operator.

Stacy Young:

I'll second.

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Matthew Tootle:

It's been moved and seconded. Any discussion? Hearing none. All is in favor, say aye.

Stacy Young:

Aye.

Matthew Tootle:

Aye. Motion passes.

Stacy Young:

This report, this file of the annual report. How big or how long is it?

Valerie Dilley:

It's a lot of data that has to be collected. It's two pages, but it's fill in the blanks. Numbers. Fill in numbers.

Stacy Young:

And you'll have that for us to fill out at the next meeting.

Matthew Tootle:

Okay. I see executive sessions on there. Is there a need for executive session?

Valerie Dilley:

No.

Matthew Tootle:

Okay.

Valerie Dilley:

We thought we were going to need it, but I think we discussed everything.

Matthew Tootle:

Perfect.

Stacy Young:

Next meeting is the 8th.

Matthew Tootle:

You said the next meeting's May 8th?



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Stacy Young:

April.

Matthew Tootle:

April, that's right. We're still in March. And at this point, are we going to have it in council? How do we get that set up?

Amy Elsea:

I can put it on their calendar as a reoccurring event.

Matthew Tootle:

Okay.

Amy Elsea:

No problem.

Matthew Tootle:

We'll meet over in council chambers April 8th.

Stacy Young:

And you're transcribing the minutes?

Matthew Tootle:

I'm going to see how I can get that done.

Stacy Young:

Okay.

Matthew Tootle:

All right, then have a motion for adjournment.

Stacy Young:

I'll make a motion.

Matthew Tootle:

Amy moves. We're adjourned.