

Circleville Civil Service Commission

Regular Meeting – Tuesday, April 8, 2025

Matthew Tootle:

Okay, we will call the regular meeting of the City of Circleville, Civil Service Commission to order. It's Tuesday, April 8th. It's 8:34. Start with a roll call. Matthew Tootle, here. Stacy Young.

Stacy Young:

Here.

Matthew Tootle:

Amy Elsea.

Amy Elsea:

Here.

Matthew Tootle:

We also have Amy DeLong here. We've got Paul Pride here, from the city. We've got Valerie Dilley and we've got the mayor. Thank you guys for coming. Okay. First order of business. We need to approve the agenda.

Stacy Young:

I'll make a motion.

Amy Elsea:

I'm going to second.

Matthew Tootle:

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

Amy Elsea:

Aye.

Matthew Tootle:

Aye. Motion passes. Reading and approval of minutes. I was emailed the audio. I couldn't get that transcribed because it kept cutting out on me. So we'll have to approve that at the next meeting. Oh, and going forward, I should mention we're going to have, what's it called?

Valerie Dilley:

Rev.com.

Matthew Tootle:

Rev.com. Transcribe the minutes. So we don't have those technical issues anymore and I'm sure it's the operator and not the equipment.

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Amy Elsea:

Why would you say that.

Stacy Young:

All the time?

Matthew Tootle:

Yeah. We've got reports and correspondence. We've got notice of administrative leave with pay effective March 18th for Shawn Smith. We've got City of Circleville, entry level police officer follow up. Everybody see those? Okay. Moving on. Unfinished business. We've got civil service commission, annual report of activities. That's in our packets here. So do we need to submit this somewhere?

Valerie Dilley:

If you want to sign it, I can send it on your behalf. Sign on page two.

Stacy Young:

So this is the full report that they're wanting every year, annually?

Matthew Tootle:

Okay.

Stacy Young:

And this is all information that you have on file?

Valerie Dilley:

Correct.

Stacy Young:

So they'll request it and then you just submit it to us for our agenda and then...

Valerie Dilley:

For this year, yes.

Stacy Young:

For this year. Okay.

Matthew Tootle:

So any objections to me signing this so we can get this filed?

Stacy Young:

No.

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Matthew Tootle:

Okay, then I will do so. Okay. We've got eligibility list review for water plant operator. I guess we can do all three. They're all on the same. In the eligibility list review for wastewater plan operator and the eligibility list for entry level police officer. Got a memo here from Valerie Dilley, HR director to do that.

Stacy Young:

Make a motion.

Matthew Tootle:

Okay. Make a motion to certify the eligibility list. Okay.

Amy Elsea:

All three.

Stacy Young:

Yeah.

Amy Elsea:

I'll second.

Matthew Tootle:

Stacy Moves, Amy seconds. Any discussion? Hearing none. All those in favor say aye.

Stacy Young:

Aye.

Amy Elsea:

Aye.

Matthew Tootle:

Aye. Motion passes. Thank you. We've got the application period for maintenance worker/service department. Approval of opening an application period for the position of entry level maintenance worker/service department, as requested by Jim Stanley, the service director. I will make a motion to open the application period for the maintenance worker/service department.

Stacy Young:

Second.

Matthew Tootle:

So Matt moves, Stacy seconds. Any discussion?

Amy Elsea:

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None.

Matthew Tootle:

Okay. All those in favor say aye.

Stacy Young:

Aye.

Matthew Tootle:

Aye. Motion passes. Application for human resources assistant.

Stacy Young:

I'll make a motion.

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. Lateral transfer police captain testing. I will entertain any information about.

Valerie Dilley:

I submitted a memo asking if, in accordance with your rules, would an oral examination be appropriate for these two positions? We have a structured panel interview that we score and rank the candidates citywide. And we're asking if that would be an appropriate method to test for the captain and for dispatch supervisor.

Matthew Tootle:

So at the last meeting we talked about what the appropriate way to do that is. My question is, you're asking me is it appropriate? That's the question. Is it? Tell us why it is.

Paul Pride:

I have spoken with, I got a friend who's the safety director in Grove City and has a young lady HR person who works for him, who's very up to speed on all the civil service processes for them. And probably an hour and 15 minute conversation with him and he said that that's exactly what they do.

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Matthew Tootle:

Okay.

Paul Pride:

It's just an oral interview and it says in the rules, or at least my interpretation of mine would be, it says in there that if you go through an examination, that's an examination. If you ask each one the same questions, you score them, you rate them, they fall in a particular order and then you go by that list. That's the examination for...

Matthew Tootle:

So with oral examinations, there's a lot of room for interpretation. Right? Is there a standard score sheet or something that goes on there or?

Valerie Dilley:

Yes.

Matthew Tootle:

Okay.

Valerie Dilley:

Citywide for us, yes.

Matthew Tootle:

All right. I want to make sure we're covering all our bases so we're not back here saying, somebody is saying they didn't like me so they scored me low.

Valerie Dilley:

Yes.

Matthew Tootle:

Okay. I'm okay with the oral examination.

Stacy Young:

And they all get the same questions?

Valerie Dilley:

Correct.

Stacy Young:

Are they recorded? The...

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Valerie Dilley:

Recorded like...

Stacy Young:

Audio recording.

Valerie Dilley:

No, they're not.

Matthew Tootle:

Who does the examination?

Valerie Dilley:

It's a panel and it's selected...

Matthew Tootle:

It's appointed by the city?

Valerie Dilley:

Yes. It's selected by the individuals within that department. So for example, this would include the safety director, likely the chief. Anywhere from three to five people are on the panel.

Matthew Tootle:

Okay.

Michelle Blanton:

Similar to the process we went through for the lieutenants and captains in the fire department.

Matthew Tootle:

Sure.

Stacy Young:

Okay. I'll make a motion.

Matthew Tootle:

Okay. So we're going to do an oral. The motion is for approving an oral examination for the lateral transfer police captain testing, right?

Stacy Young:

Yes.

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Matthew Tootle:

Okay. I'll second the motion. Any further discussion? Hearing none. All those in favor say aye.

Amy Elsea:

Aye.

Stacy Young:

Aye.

Matthew Tootle:

Aye. Motion passes. And communications supervisor internal testing. Want to do the same thing?

Stacy Young:

Make a motion.

Amy Elsea:

I'll second.

Matthew Tootle:

Okay. Stacy moves, Amy seconds. Any discussion on that one? Hearing none. All those in favor say aye.

Stacy Young:

Aye.

Matthew Tootle:

Aye. Motion passes. Okay. We have, that's the end of our list here. So we have public informal time. We need to hire the part-time secretary position.

Stacy Young:

Yes, we do. Do we know of anyone that's interested or anyone that might have any questions? Anybody in the room have any question?

Amy DeLong:

I was guessing, I wonder what it's going to entail.

Matthew Tootle:

Sure. That's our previous one right there.

Stacy Young:

You know her well.

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Matthew Tootle:

She's the best one to probably answer those questions. Right?

Valerie Dilley:

And we talked about it on the phone, what it includes, it's attending the meetings, it's taking the minutes, transcribing the minutes, putting packets together.

Amy DeLong:

It sounds like minutes are not going to be an issue because it's going to be done outside.

Valerie Dilley:

I think right now the funding the position is the issue.

Matthew Tootle:

Okay.

Valerie Dilley:

So it could be a process to actually get the position funded.

Matthew Tootle:

Okay. How do we accomplish that? Go to city council? Are we on there, any agendas with them?

Michelle Blanton:

You'd have to go to the finance committee to ask for the funding.

Stacy Young:

What do they need?

Michelle Blanton:

Katie Logan Hedges is the chair. She typically has one meeting at the end of the month. I know there's plans to have it at the end of April because that's when we will, the administration will be presenting their budget cuts for this year.

Amy Elsea:

Great.

Valerie Dilley:

Yeah.

Amy Elsea:

Here's your budget cuts. Can we have some money?

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Matthew Tootle:

Yeah.

Michelle Blanton:

But I mean, they may have some creative ideas or something like that for how they would want to fund it. I mean it's necessary but the means by which it's funded is up for discussion.

Amy Elsea:

Do we know how much we're asking?

Matthew Tootle:

That's the question is I don't even know how to present this.

Michelle Blanton:

So the Auditor would be able...

Matthew Tootle:

Because it's never been an issue.

Michelle Blanton:

Well, it hasn't been separate.

Stacy Young:

It hasn't, it hasn't been funded for 10 years.

Matthew Tootle:

Right.

Valerie Dilley:

So we would have to take a look at the compensation plan to see what the pay range is, determine possibly how many hours per month and that would give you a ballpark of what to ask for. There has been some discussion of possibly combining it with something else for the time being until we can get through the budget cut discussion. But that's something that you could also talk to the finance committee about.

Matthew Tootle:

Okay.

Amy Elsea:

What would the combining be, such as?

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Michelle Blanton:

With another part-time position until we can figure out what our budget looks like and what positions can be funded...

Valerie Dilley:

With the assistant council clerk.

Matthew Tootle:

My only concern with that is, so we've had two meetings since your resignation and the only person that I've heard from is Mrs. DeLong. So they're not showing any interest in doing it.

Amy Elsea:

I think it's more of an approach.

Valerie Dilley:

There hasn't been a posting for the position or anything, so you may...

Stacy Young:

And we haven't approached them to ask.

Valerie Dilley:

Right.

Matthew Tootle:

Okay.

Amy DeLong:

That's fair.

Michelle Blanton:

We can work from the administration's perspective to find out what that pay had been in the past and how it fits in the compensation plan and provide that information to you.

Matthew Tootle:

I don't even know how many hours have you put in on this stuff?

Stacy Young:

This takes me 15 minutes.

Matthew Tootle:

Okay.

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Amy Elsea:

But you had said you were thinking 20 to 30 hours a month, weren't you? Originally?

Valerie Dilley:

I would say probably 10 to 15. It all depends on what the city as far as hiring requests.

Stacy Young:

I just didn't want it to take as long as at first, because I had the...

Valerie Dilley:

Not a lot of hours moving forward because I don't foresee us doing a lot of hiring, moving forward.

Matthew Tootle:

Okay.

Michelle Blanton:

Yeah. So you won't be certifying lists and putting the scoresheets together and all of that from the city.

Matthew Tootle:

Appeals.

Valerie Dilley:

Yeah.

Matthew Tootle:

We had a lot of appeals last year.

Michelle Blanton:

We spent a lot of time the last 16 months on specific things that we won't, hopefully we won't have.

Stacy Young:

Yeah, because I mean for as long as we've been, I know whenever I first started it was like five-minute meetings and then we were out the door and then. Yeah. It was not like that last year. Interesting experience.

Amy DeLong:

Half hour meetings are great.

Matthew Tootle:

Yeah. So what's the next step in getting that? Do we send an email to Katie saying we need to get on your agenda? When's the meeting? Where is it?

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Michelle Blanton:

There isn't a time set yet. I think she's waiting on information from us, the administration, before she schedules her meeting.

Valerie Dilley:

And we, the City Administration, are meeting today.

Michelle Blanton:

And we're meeting this afternoon to talk about budget cuts.

Matthew Tootle:

Okay.

Michelle Blanton:

Unfortunately.

Stacy Young:

Is there something funny about that Amy? It's your defense mechanism.

Amy Elsea:

I was just laughing because it's like we're reading about budget cuts but we're going to ask for more money.

Matthew Tootle:

It's ironic.

Amy Elsea:

Yeah, it is.

Matthew Tootle:

Got to do that. Okay.

Stacy Young:

Ours is a small, small ask.

Matthew Tootle:

Yeah. All right. Well I'll email Katie to get on the agenda and hopefully that just...

Michelle Blanton:

And we'll have information for you. You can tell her that we'll have information for you.

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Matthew Tootle:

Okay.

Valerie Dilley:

We'll provide some numbers for you.

Matthew Tootle:

Okay. All right. Just to be clear, you're going to send that to the city email that I just got into?

Valerie Dilley:

Yes, correct.

Matthew Tootle:

Okay.

Stacy Young:

Finally.

Matthew Tootle:

Great.

Amy Elsea:

Yeah. I finally have mine set up on my phone.

Matthew Tootle:

Okay. Anything else for public informal time?

Stacy Young:

No. I just want to welcome Paul. Welcome.

Amy Elsea:

Yeah, excited to have you.

Paul Pride:

It's good to be here.

Stacy Young:

Yeah. Do some good things.

Paul Pride:

[inaudible 00:16:40].

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Amy DeLong:

Where are you from? You look very familiar to me.

Paul Pride:

I live in Baltimore.

Stacy Young:

He might've pulled you over.

Paul Pride:

Retired from highway patrol.

Amy DeLong:

Okay.

Stacy Young:

Maybe. Right.

Paul Pride:

It's been a while.

Stacy Young:

That time you were late for that meeting, that was Paul.

Amy DeLong:

It's been a while since I had a ticket luckily.

Valerie Dilley:

Don't put that out there.

Paul Pride:

Right?

Amy Elsea:

Oh goodness. Yeah.

Matthew Tootle:

Okay. If there's nothing else, take a motion to adjourn.

Stacy Young:

Moved.

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Matthew Tootle:

All right, Stacy moved. We're adjourned. Thank you everybody.