

Circleville Civil Service Commission

Regular Meeting Minutes – Tuesday, May 13, 2025

Matthew Tootle:

All right. It's 8:31 on Tuesday, May 13th, 2025. We'll call the regular meeting of the City of Circleville Civil Service Commission to order. Start with a roll call. Matthew Tootle. Here. Stacey Young.

Stacy Young:

Here.

Matthew Tootle:

Amy Elsie.

Amy Elsea:

I'm here.

Matthew Tootle:

Very good. We need to approve the agenda.

Amy Elsea:

I'll make a motion to approve the agenda.

Matthew Tootle:

Amy moves.

Stacy Young:

Second.

Matthew Tootle:

Stacy seconds. All those in favor say aye.

Stacy Young:

Aye.

Matthew Tootle:

Aye.

Amy Elsea:

Aye.

Matthew Tootle:

Motion passes. Reading and approval of minutes. I believe we have the transcript. Any? I'll entertain a motion then to approve the transcripts.

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Amy Elsea:

I'll second.

Matthew Tootle:

All right. Matt moves. Amy seconds. All those in favor say aye.

Amy Elsea:

Aye.

Stacy Young:

Aye.

Matthew Tootle:

Aye. Motion passes.

Amy Elsea:

And that's for-

Matthew Tootle:

Both of them.

Amy Elsea:

... both of them?

Matthew Tootle:

Yeah. Reports and correspondence. We have full-time entry level wastewater operator April Eblin. We have a pre-disciplinary conference for Troy Rieder and police captain oral examination for lateral transfer is scheduled for Wednesday, May 21st, 2025. Okay. Through that. Unfinished business, there's none. New business, we have the eligibility list for police officer full-time and police cadet.

Stacy Young:

Make a motion.

Matthew Tootle:

Stacy moves.

Amy Elsea:

I'll second.

Matthew Tootle:

Amy seconds. All those in favor say aye.

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Stacy Young:

Aye.

Amy Elsea:

Aye.

Matthew Tootle:

Aye. Motion passes. We move the eligibility list for communications officer full time.

Stacy Young:

Make a motion.

Matthew Tootle:

Stacy moves.

Amy Elsea:

I'll second.

Matthew Tootle:

Any seconds. All those in favor say aye.

Stacy Young:

Aye.

Amy Elsea:

Aye.

Matthew Tootle:

Aye. Motion passes. Eligibility list service department maintenance worker one, full-time.

Stacy Young:

Motion.

Matthew Tootle:

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

Stacy Young:

Aye.

Amy Elsea:

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Aye.

Matthew Tootle:

Aye. Motion passes. We have the eligibility list for communications supervisor.

Stacy Young:

Need a motion?

Amy Elsea:

Do we need to revise that for anything? What did you leave off?

Valerie Dilley:

The seniority points.

Amy Elsea:

Oh, okay.

Matthew Tootle:

Oh, okay.

Valerie Dilley:

But they've been added now.

Amy Elsea:

Okay.

Valerie Dilley:

So the one-

Matthew Tootle:

They've been added.

Valerie Dilley:

... you have in front of you is the revised correct version with seniority points.

Matthew Tootle:

Okay.

Amy Elsea:

Okay. I'll make a motion.

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Matthew Tootle:

Amy moves.

Stacy Young:

Second.

Matthew Tootle:

Stacy seconds. All those in favor say aye.

Stacy Young:

Aye.

Amy Elsea:

Aye.

Matthew Tootle:

Aye. Motion passes. Open application period for water plant operator, utilities department. Note, no suitable candidates on the previous list were found. Request to reopen the application period.

Stacy Young:

Make a motion.

Amy Elsea:

I second.

Matthew Tootle:

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

Amy Elsea:

Aye.

Stacy Young:

Aye.

Matthew Tootle:

Aye. Motion passes. Recommendation to explore Rule 2 regarding the commission's clerical needs.

Michelle Blanton:

I'm sorry.

Matthew Tootle:

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Go ahead.

Michelle Blanton:

I was just going to say you should have received a letter from the HR director about this position, more specifically within the power and duties of the commission. Number two of the requirement so says, "Of the duties and responsibilities, the commission may make arrangements with the office of the mayor." We are proposing that a full-time staff member take the responsibilities of the clerk for the commission rather than a part-time hourly staff, because they'll be here during the day. They can come in, take your minutes, and then provide any other support that you need. And we don't have to call them in for your needs and for your work.

Amy Elsea:

I think it's a great idea. I'm for it.

Michelle Blanton:

We'll just modify their position description to include those duties.

Matthew Tootle:

Okay. And you need us to modify their position.

Michelle Blanton:

We will bring you-

Matthew Tootle:

Once it's done.

Michelle Blanton:

... that job description-

Matthew Tootle:

Yeah.

Michelle Blanton:

... once it's modified for your review.

Matthew Tootle:

Okay. All right.

Amy Elsea:

Sounds wonderful.

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Matthew Tootle:

So I don't know if we need to vote on anything here.

Stacy Young:

No, I probably should put that up under reports and correspondence, but you know.

Matthew Tootle:

That's fine.

Amy Elsea:

Amateur.

Matthew Tootle:

That's okay.

Amy Elsea:

Okay.

Matthew Tootle:

At least we've talked it through here.

Amy Elsea:

They're going find you all amateur.

Stacy Young:

Yeah.C

Matthew Tootle:

So, just my opinion. I'm fine with it. I'm glad that the wheels are moving there, so that's good.

Michelle Blanton:

Yeah, we should have somebody identified before your next meeting.

Matthew Tootle:

Great. And the next thing on the list is the Civil Service commission secretary job description, which we'll just go into-

Amy Elsea:

That position.

Matthew Tootle:

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... a revised job description-

Stacy Young:

Right.

Matthew Tootle:

... for someone else.

Amy Elsea:

So we don't really need a vote on that one?

Matthew Tootle:

So I don't think we need to vote on that one either. Probably just move that to the next meeting.

Amy Elsea:

Under unfinished business?

Matthew Tootle:

Yeah.

Stacy Young:

Is that an identified position within the structure and ordinances?

Valerie Dilley:

Within your rules.

Stacy Young:

Okay. Just the rules not-

Valerie Dilley:

Yes. Within the rules.

Stacy Young:

Okay. All right.

Matthew Tootle:

Because we'll have to approve the modification next meeting. So that's what it'll be. Okay. Now we're on public and formal time. Anything else? All right. The motion to adjourn.

Amy Elsea:

So moved.



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Matthew Tootle:

Amy moves. I'll second. All those in favor say aye.

Amy Elsea:

Aye.

Matthew Tootle:

Aye.

Stacy Young:

Aye.

Matthew Tootle:

Motion passes. We're adjourned.