

Circleville Civil Service Commission

Special Meeting Minutes – Wednesday, June 25, 2025

Matthew Tootle:

All right. It's Wednesday, June 25th, 2025, 8:30 AM. Call the, or excuse me, emergency meeting of the special meeting, I guess, of the City of Circleville Civil Service Commission to order. It's my understanding that Valerie Dilley took care of the meeting being published. Also, that the applicants that we'll be discussing on the police captain eligibility list were also emailed, so I just wanted to make record of that. So we'll start with the agenda, which is first is a roll call. Matthew Tootle. Here.

Stacy Young:

Here.

Matthew Tootle:

Stacy Young.

Stacy Young:

Oh, here.

Matthew Tootle:

Already said here. Amy Elsea is on vacation.

Stacy Young:

I can change that from regular to special-

Matthew Tootle:

Okay.

Stacy Young:

If it's needed.

Matthew Tootle:

That's all right. Well, we'll just do it right now.

Stacy Young:

Okay.

Matthew Tootle:

We need to approve the agenda. I heard a motion from Stacy to change the title to special meeting agenda, which I will also second that motion. All those in favor to approve the agenda with the motion to correct the title say aye.

Stacy Young:

Aye.

Circleville Civil Service Commission

Special Meeting Minutes – Wednesday, June 25, 2025

Matthew Tootle:

Aye. Motion passes. Okay. Under new business, we have to de-certify the police captain eligibility list. The oral examination for this was May 21st, 2025. It's my understanding this eligibility list was presented to the Civil Service Commission an error. Just prior to the eligibility list being approved by the Civil Service Commission, the first candidate withdrew, the second candidate had withdrawn and then withdrew his withdrawal. And that was still waffling. And then he did not comply with getting his background packet back to the city within the six business days as provided with the selection process.

And the other two people that were on the list did not score above a 70% in the interview. It's my understanding that everybody got this notice. In the bottom of the notice that was sent to all four applicants, it said that they're welcome to re-interview. They don't have to reapply. So I would anticipate that happening. But since this was done in error, Civil Service Commission is permitted to de-certify the eligibility list so that the police department can move forward with a new interview process and that's needed at this point. So with all that background being said, I'll entertain a motion to de-certify the police captain eligibility list based on those errors.

Stacy Young:

Motion.

Matthew Tootle:

Stacy moves. Matt seconds. Any discussion?

Stacy Young:

Do we need to reopen it? Do we need to add a line for that or do we need to wait for it to be requested from the mayor?

Matthew Tootle:

That's a good question.

Michelle Blanton:

Good morning.

Matthew Tootle:

Good morning.

Stacy Young:

Because usually we get-

Matthew Tootle:

A request-

Stacy Young:

A request.

Circleville Civil Service Commission

Special Meeting Minutes – Wednesday, June 25, 2025

Matthew Tootle:

For a new test.

Stacy Young:

So are we just waiting for that?

Paul Pride:

Okay. Is that something that we need to do in document form or?

Matthew Tootle:

Yeah, we can do that over email.

Stacy Young:

Yeah.

Paul Pride:

Okay.

Matthew Tootle:

We've done that a lot for when there's a request for testing period.

Paul Pride:

Okay. We have the, we currently have the posting sitting and waiting to just be sent out. So it's just waiting on-

Matthew Tootle:

Okay.

Paul Pride:

Well, I was waiting on this meeting.

Matthew Tootle:

Yeah.

Stacy Young:

Maybe after this meeting, just someone can send an email out.

Paul Pride:

Draft a form and send it to you, or draft a email and send it to you.

Matthew Tootle:

Circleville Civil Service Commission

Special Meeting Minutes – Wednesday, June 25, 2025

Most of the time it's just a one sentence email of a request to open the testing period.

Paul Pride:

Okay.

Matthew Tootle:

Any further discussion?

Stacy Young:

No.

Matthew Tootle:

Okay. And having been moved and seconded, all those in favor say aye.

Stacy Young:

Aye.

Matthew Tootle:

Aye. Motion passes. We have public and informal time. I just want to take this opportunity to welcome Catherine Frost.

Catherine Frost:

Thank you.

Matthew Tootle:

She's going to be assisting us and clerking for us.

Stacy Young:

Yep. Wonderful.

Matthew Tootle:

We appreciate you.

Catherine Frost:

Thank you.

Matthew Tootle:

Thank you for being here.

Catherine Frost:

Yep. Happy to do it.

Circleville Civil Service Commission

Special Meeting Minutes – Wednesday, June 25, 2025

Matthew Tootle:

Anything else for this special meeting?

Stacy Young:

I don't have anything.

Paul Pride:

No.

Matthew Tootle:

Okay.

Paul Pride:

Not for the record.

Matthew Tootle:

All right. Then we are adjourned. Thank you everyone for coming.