

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

(audio recording is available from the Commission Secretary)

Tuesday, July 8th, 2025 – 8:30 AM

I. Roll Call:

The Circleville Civil Service Commission was called to order at approx 8:30 AM on Tuesday, July 8th, 2025, by Chairperson Matthew Tootle. Members present: Matthew Tootle, Chairperson, Stacy Young, Vice-Chairperson, Amy Elsea, Commission member and Catherine Frost, Commission Secretary. Guests: Safety Director Paul Pride

II. Approval of Agenda

Ms. Elsea offered a motion to approve the agenda. Ms. Young seconded the motion. Vote: All yeas.

III. Reading/Approval of Minutes

A. Regular Meeting Minutes – June 10, 2025

Ms. Young offered a motion to accept the June 10th, 2025 meeting minutes as written. Ms. Elsea seconded the motion. Vote: All yeas.

IV. Reading/Approval of Special Meeting Minutes

A. Special Meeting Minutes – June 25th, 2025

Mr. Tootle motions to approve. Ms. Young seconds. Vote: All yeas.

V. Reports/Correspondence

The following items of correspondence were read and entered into the record.

A. Promotions:

- a. Mabel Melson
- b. Drew Meenach
- c. Tucker Stulley

B. Resignations:

- a. Alex Estrada

VI. Unfinished Business

None

VII. New Business

Meeting minutes and the Commission's preferred process for transcription.

VIII. Public/Informal Time

None

IV. Adjournment

Meeting adjourned