

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 recordings are available from the Commission secretary)

Tuesday, August 12, 2025 – 8:30 AM

I. Roll Call:

The Circleville Civil Service Commission was called to order at 8:35 AM on Tuesday, August 12, 2025, by Stacy Young. Members present: Stacy Young, Vice-Chairperson, Amy Elsea, Commission member via phone call and Catherine Frost, Commission Secretary. Guests: Paul Pride. Members excused: Matthew Tootle, Chairperson

II. Approval of Agenda

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

III. Reading/Approval of Minutes

A. Regular Meeting Minutes – July 8, 2025

Ms. Young offered a motion to accept the July 8, 2025 meeting minutes as written. Ms. Elsea seconded the motion. Vote: All yeas.

IV. Reports/Correspondence

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

- A. Appointment of Miranda Smith to the position of Communications Officer, eff. 08-19-2025.

V. Unfinished Business

None

VI. New Business

A. Ratification of email vote – 07/25/2025 – to certify Police Captain eligibility list.

Ms. Elsea offered a motion. Vote: All Yeas

VII. Public/Informal Time

None

VIII. Adjournment

Meeting adjourned at 8:37 AM