

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, September 16, 2025 – 8:30 AM

I. Roll Call:

The regular meeting of the Circleville Civil Service Commission was called to order at 8:31 AM on Tuesday, September 16, 2025, by Chairperson Matthew Tootle. Members present: Matthew Tootle, Chairperson, Stacy Young, Vice-Chairperson, Amy Elsea, Commission member and Catherine Frost, Commission Secretary. Guests: None

II. Approval of Agenda

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

III. Reading/Approval of Minutes

A. Regular Meeting Minutes – August 12, 2025

Ms. Elsea offered a motion to accept the August 12, 2025 meeting minutes as written. Ms. Young seconded the motion. Vote: All yeas.

IV. Reports/Correspondence

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

Mr. Tootle read the appointment of Tina Barret to the position of Captain effective 09/22/2025 and the appointment of Robert Chapman, Jr. to the position of Captain effective 09/22/2025.

V. Unfinished Business

None

VI. New Business

None

VII. Public/Informal Time

None

VIII. Adjournment

Meeting adjourned at 8:33 AM