

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

Tuesday, December 9, 2025 – 8:30 AM

I. Roll Call:

The Circleville Civil Service Commission was called to order at 8:30 AM on Tuesday, December 9th, 2025, by Chairperson Matthew Tootle. Members present: Matthew Tootle, Chairperson, Stacy Young, Vice-Chairperson, Amy Elsea, Commission member, and Catherine Frost, Commission Secretary. Guests: 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 – October 14, 2025

Ms. Young offered a motion to accept the October 14, 2025, meeting minutes as written. Ms. Elsea seconded. All yeas.

IV. Reports/Correspondence

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

- A. Appointment of Hunter Bolt to the position of lateral transfer police officer, effective 11-10-2025
- B. Appointment of Michelle Cockerham to the position of Code Enforcement/Zoning Inspector, effective 12-1-2025
- C. Resignation of Calvin Eden, Lab Analyst, effective 11-30-2025

V. Unfinished Business

None

VI. New Business

- A. Review & Approval of Eligibility list: Code Enforcement/Zoning Inspector. Mr. Tootle asks if there are any questions. There are no questions. Ms. Elsea motions to approve. Ms. Young seconded. All yeas. Motion passes.
- B. Review House Bill 44. Mr. Tootle explains that this bill requires training for newly appointed Chiefs of Police. Asks if there is any guidance regarding CSC's role. Director Pride explains the training is through OPOTA. They manage the training, however, OACP is the entity that does the actual training. The group discusses the details of the training.
Group further discusses whether CSC needs to have a role in any of the amendments. Is there anything they need to do? Group determines they simply need to be aware of the changes.

VII. Public/Informal Time

None

VIII. Adjournment

Meeting adjourned at 8:43 AM