

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 February 10, 2026

I. Roll Call:

The Circleville Civil Service Commission was called to order at 8:30 AM on Tuesday, February 10, 2026, by Chairperson Matthew Tootle. Members present: Matthew Tootle, Chairperson, Stacy Young, Vice-Chairperson, and Catherine Frost, Commission Secretary. Amy Elsea, commission member, was excused.

II. Approval of Agenda

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

III. Reading/Approval of Minutes

Regular Meeting Minutes – January 13, 2026

Ms. Young offered a motion to accept the January 13, 2026, meeting minutes as written. Mr. Tootle seconded. All yeas.

IV. Reports/Correspondence

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

Appointment of Eric Massie to the position of lateral transfer police officer effective January 26, 2026.

V. Unfinished Business

None

VI. New Business

Review & Approval of Eligibility list: Communications Officer – Entry Level/Lateral Transfer

Mr. Tootle offers a motion to approve. Ms. Young seconds. Vote: All yeas.

VII. Public/Informal Time

None

VIII. Adjournment

Meeting adjourned at 8:32 AM