

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 March 10, 2026

I. Roll Call:

The Circleville Civil Service Commission was called to order at 8:32 AM on Tuesday, March 10, 2026, by Chairperson Matthew Tootle. Members present: Matthew Tootle, Chairperson, Stacy Young, Vice-Chairperson, Amy Elsea, member, Paul Pride, Safety Director, Jason Phillips, and Catherine Frost, Commission Secretary.

*Director Pride mistakenly introduced Jason Phillips as "Josh" Phillips.

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

Regular Meeting Minutes – February 10, 2026

Ms. Young offered a motion to accept the February 10, 2026, meeting minutes as written. Ms. Elsea seconded. All yeas.

IV. Reports/Correspondence

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

Appointment of Christian Lawson to the position of full-time entry level Communications Officer with the City of Circleville Police Dept, effective March 2, 2026.

Appointment of Angelica Verduga to the position of full-time lateral transfer Level II Police Officer, effective March 2, 2026.

Reinstatement of Grant Hollaway to full-time position of Police Officer, Level IV, effective March 2, 2026.

V. Unfinished Business

None

VI. New Business

Review & Approval of Eligibility List: Police Officer – Entry Level/Lateral Transfer. Ms. Young motions to approve. Ms. Elsea seconds. All yeas. Motion passes.

Recommendation for removal from Civil Service Eligibility list, Brandon Stanley, position of Police Officer.

Mr. Tootle reads reasons for removal (C1 & C2). Ms. Elsea motions to approve. Ms. Young seconds. All yeas. motion passes.

Electronic vote to authorize the opening of a testing period to establish an eligibility list for both entry-level And lateral transfer firefighter. Ms. Young motions to approve. Ms. Elsea seconds. All yeas. Motion passes.

VII. Public/Informal Time

Director Pride expresses his gratitude to the Commission for their willingness to do an electronic vote. He goes on to explain the need for this electronic vote today regarding the Firefighters.

VIII. Adjournment

Meeting adjourned at 8:40 AM