

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 April 14, 2026

I. Roll Call:

The Circleville Civil Service Commission was called to order at 8:30 AM on Tuesday, April 14th, 2026, by Chairperson Matthew Tootle. Members present: Matthew Tootle, Chairperson, Stacy Young, Vice-Chairperson, Amy Elsea, member.

*Also present were Paul Pride, Safety Director, Hailie Fritz, Police Officer and Catherine Frost Commission Secretary.

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 – March 10, 2026

Ms. Young offered a motion to accept the March 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.

Promotion of Peyton Jones to the position of Lab Analyst with the Department of Public Utilities, Wastewater Treatment Plant

V. Unfinished Business

None

VI. New Business

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

Review & Approval of Eligibility List: Police Officer - Cadet. Ms. Elsea motions. Ms. Young seconds. All yeas. Motion passes.

Recommendation for Removal from Civil Service eligibility list, Mark L. Giffin, Jr. position of Police Cadet. Ms. Young motions. Ms. Elsea seconds. All yeas. Motion passes

Request from Valerie Dilley, HR Director, to remove item C3 (and other items) from the Background Removal Standards. Ms. Frost notes that per the HR Director, there are actually more items to be removed than just item C3. Mr. Tootle acknowledges. Discussion on items ensues. Item E2: OVI/DUI Mr. Tootle questions. Mr. Pride explains that the city will align with insurance guidelines. Item E3: Moving Violations. Item H: Conduct. Item J4 Written request. Item L1: Selection process. Ms. Young motions. Mr. Elsea seconds. All yeas. Motion passes.

VII. Public/Informal Time

VIII. Adjournment

Meeting adjourned at 8:38 AM