

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 May 12, 2026

I. Roll Call:

The Circleville Civil Service Commission was called to order at 8:30 AM on Tuesday, May 12th, 2026, by Chairperson Matthew Tootle. Members present: Matthew Tootle, Chairperson, Amy Elsea, member. Vice Chairperson, Stacy Young was excused.

*Also present was Catherine Frost Commission Secretary.

II. Approval of Agenda

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

III. Reading/Approval of Minutes

Regular Meeting Minutes – April 14, 2026

Mr. Tootle offered a motion to accept the April 14, 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.

Re-appointment of Amy Elsea to the Circleville Civil Service Commission, 4-year term expiring February 1, 2030.

Appointment of Joseph Harrington to the full-time position of lateral transfer level II Police Officer, with the City of Circleville Police Department, effective Tuesday April 14, 2026.

Appeal hearing verdict upholding the recommendation to remove Mark L Giffin, Jr. from the Police Cadet eligibility list.

V. Unfinished Business

None

VI. New Business

Review and approval of eligibility list: Police Officer – Entry Level/Lateral Transfer. Ms. Elsea motions to approve. Mr. Tootle seconded. Motion passes.

VII. Public/Informal Time

VIII. Adjournment

Meeting adjourned at 8:32 AM