

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 July 14, 2026

I. Roll Call:

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

*Also present were Paul Pride, Safety Director, Valerie Dilley, HR Director, and Catherine Frost, Commission Secretary.

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

Regular Meeting Minutes – June 9, 2026

Ms. Young offered a motion to accept the June 9th, 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 by Mr. Tootle. Voluntary Disability Separation Agreement – Eric Nicholson, effective 07-02-2026. Mr. Tootle asks if there are any questions. All: No.

V. Unfinished Business

None

VI. New Business

Mr. Tootle reads the first item, "request to revise current scoring procedure and make it retroactive". Mr. Tootle asks about the history of the city's current procedure. Ms. Dilley explains this was changed in 2019 just for Police and Communications [not Fire]. Mr. Tootle clarifies, from NTN? Ms. Dilley responds no, from Civil Service. And adds that the city would like to go back to having all three positions the same and balancing out so that there aren't different requirements for different positions. Ms. Dilley elaborates on the details of scoring 70% on the test.

A short discussion ensues regarding the need to make the new rule retroactive. Mr. Tootle asks if anyone has any questions. All say no. Mr. Tootle motions to adopt the new rule. Ms. Young moves. Ms. Elsea seconds. Motion passes.

Mr. Tootle reads the next request, authorizing HR to open the application and testing periods when certain conditions are met. Ms. Dilley elaborates. Mr. Tootle asks for clarification on whether the vote would need to be ratified. Ms. Dilley responds that that would not be needed and offers to attach the criteria checklist to the appointment letter. Ms. Young asks if it would be listed under Reports and Correspondence. Ms. Dilley says yes. Mr. Tootle asks if anyone has any questions. All say no. Mr. Tootle motions. Ms. Elsea moves. Ms. Young seconds. Motion passes.

Mr. Tootle reads the 3rd request which is a request for a promotional examination for the rank of Sergeant within the Circleville PD as well as a request to waive the 60-day requirement for holding the promotional examination. Ms. Dilley states the OACP is the entity that conducts those exams. Mr. Tootle asks for clarification. Ms. Dilley explains that the 60-day rule is antiquated. Mr. Tootle asks if there are any questions. Ms. Young asks if the 60-day rule can be removed. Ms. Dilley gives the suggestion that the Commission requests funding to do that in 2027 by sending a request to the city's labor attorney. Ms. Dilley also offers to get a quote on how much this will cost. Mr. Tootle motions to approve. Ms. Young seconds. Motion passes.

VII. Public/Informal Time

Mr. Tootle asks if anyone has anything to add. Director Pride states “these things help us”. Ms. Elsea concurs. General discussion ensues regarding hiring PD and FD and the difficulty in finding applicants for the PD. Director Pride talks about the assessment process and the need to update certain rules. Everyone agrees.

VIII. Adjournment

Meeting adjourned at 8:42 AM