



Civil Service Commission
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Matthew Tootle
Chairperson

Stacy Young
Vice-Chairperson

Amy Elsea
Member

Circleville Civil Service Commission Meeting Minutes

Tuesday, January 12, 2021– 8:30 AM

I. Roll Call

The Circleville Civil Service Commission met via teleconference on Tuesday, January 12, 2021. The meeting was called to order at 8:30 AM. Members present: Matthew Tootle, Chairperson, Stacy Young, Vice-Chairperson, Amy Elsea, Commission Member and Valerie Dilley, Secretary. Guests: Tony Chamberlain, HR/Safety Director.

II. Approval of Agenda

Ms. Young offered a motion to approve the agenda as presented. Ms. Elsea seconded the motion. Vote: All yeas.

III. Reading/Approval of Minutes

Mr. Tootle offered a motion to approve the December 8, 2020 meeting minutes. Ms. Young seconded the motion. Vote: All yeas.

IV. Reports/Correspondence

- A. Appointment of Joshua Merritt to Police Officer effective December 28, 2020
- B. Re-Appointment of Matthew Tootle to the Circleville Civil Service Commission effective February 1, 2021.

V. Unfinished Business

None

VI. New Business

A. Recommendation for Removal from the Police Officer Eligibility List due to non-response to the Background Investigation invitation: Shane Towe

Mr. Tootle offered a motion to accept the recommendation for removal of Shane Towe from the Police Officer Eligibility List. Ms. Young seconded the motion. Vote: All Yeas.

B. Recommendation for Removal from the Fire Fighter Eligibility List due to non-response to the Background Investigation invitation: Jeffrey Ralston, Paul Gergics, Jordan Dunlea, Robert Barnes, Jordan Market, Henry Oberling, John Henry and Micah Collett.

Ms. Elsea offered a motion to accept the City's recommendation to remove the candidates listed above from the Fire Fighter Eligibility List. Mr. Tootle seconded the motion. Vote: All Yeas.

C. Recommendation for Removal from the Communications Officer Eligibility List due to non-response to the Background Investigation invitation: Crystal Brayshaw.

Ms. Young offered a motion to accept the City's recommendation to remove Crystal Brayshaw from the Communications Officer Eligibility List. Ms. Elsea seconded the motion. Vote: All Yeas.

D. Certification of Police Officer Eligibility List

Mr. Tootle offered a motion to certify the Police Officer Eligibility List. Ms. Young seconded the motion. Vote: All Yeas.

I. Public/Informal Time

None

II. Adjournment – Meeting adjourned at 8:38 AM.