



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 14, 2020 – 8:30 AM

I. Roll Call

The Circleville Civil Service Commission meeting was called to order at 8:30 AM on Tuesday, January 14, 2020 in the City Administration Building. Members present: Matthew Tootle, Chairperson, Stacy Young, Vice-Chairperson and Valerie Dilley, Interim Secretary. Amy Elsea was absent and excused. Guests: Tony Chamberlain, HR/Safety Director.

II. Approval of Agenda

Mr. Tootle motioned to amend the agenda and add the following item: Review proposed amendments to the Background Removal Standards. Ms. Young seconded the motion. Vote: All yeas.

III. Reading/Approval of Minutes

Ms. Young offered a motion to approve the December 10, 2019 meeting minutes. Mr. Tootle seconded the motion. Vote: All yeas.

IV. Reports/Correspondence

The following correspondence was read and approved:

- A. Promotion of Douglas A. Davis to Police Sergeant effective 12-18-2019
- B. Appointment of Sarah Riebel, Building and Fleet Maintenance Worker effective 12-23-2019
- C. Resignation of Kristin Uhrig, Police Officer, effective 12-31-2019
- D. Resignations of Police Officers Robert Morningstar and Lance Canterbury effective 1-14-2020
- E. Reinstatement of Kristin Uhrig, Police Officer, effective 1-8-2020

V. Unfinished Business

None

VI. New Business

A. Ratify emergency vote on 1-6-2020 to reinstate Police Officer Kristin Uhrig

Mr. Tootle offered a motion to ratify the 1-6-2020 emergency vote to reinstate Police Officer Kristin Uhrig. Ms. Young seconded the motion. Vote: All Yeas.

B. Recommendations for removal from Police Officer Eligibility List based on Background Removal Standard I,2 (Isaac Oberer, Jacob Johansen, Shane Towe and Shawn Williams)

Ms. Young offered a motion to remove these candidates from the Police Officer Eligibility List based on Background Standard I, 2. Mr. Tootle seconded the motion. Vote: All Yeas.

C. Recommendation for removal from Maintenance Worker I consideration due to failure to report to pre-employment testing (Greggory Hatfield)

Mr. Chamberlain informed the Commission that Mr. Hatfield was given a conditional offer of employment but failed to return to the Occupational Health Center to complete a portion of the physical that required Mr. Hatfield to follow up with a vision provider. Mr. Hatfield was contacted on 3 separate occasions and did not complete the physical; therefore, the City has recommended Mr. Hatfield be removed from the hiring process based on Background Removal Standard I, 1 (Failure to appear on time or complete any scheduled pre-interview/interview, physical fitness testing, truth verification examination, medical/stress test and/or psychological examination). Mr. Tootle offered a motion to accept the City recommendation to remove Greggory Hatfield from the hiring process. Ms. Young seconded the motion. Vote: All Yeas.

D. Recommendations for removal from Fire Fighter Eligibility List based on Background Removal Standard I,2 (Dustin Smith, Aidan Fisher, Justin Borghese, Braydon Cordle, Justin Gardner)

Mr. Tootle offered a motion to remove these candidates from the Fire Fighter Eligibility List based on Background Standard I, 2. Ms. Young seconded the motion. Vote: All Yeas.

E. Review and 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.

F. Review and certification of Communications Officer Eligibility List

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

G. Request to open testing period for Police Officer

Ms. Young offered a motion to open a testing period for Police Officer. Mr. Tootle seconded the motion. Vote: All Yeas.

H. Review proposed amendments to the Background Removal Standards

Mr. Chamberlain presented an amendment to section G: Criminal Activity to add wording that excludes drug-related activity. Section H: Illegal Substances specifically addresses drug-related activity. Mr. Chamberlain also presented an amendment to H, 3 by adding “prescriptive drugs” to the current language for consistency. When the City previously discussed this topic with the Commission, there was a concern of loosening the City’s standards; however, Mr. Chamberlain and Chief Baer have discussed it further and feel the added language in “G” better defines the section. The Commission agreed. Mr. Tootle offered a motion to accept both amendments to the Background Removal Standards. Ms. Young seconded the motion. Vote: All Yeas.

VII. Public/Informal Time

None

VIII. Adjournment

Mr. Tootle offered a motion to adjourn. Ms. Young seconded the motion. Meeting adjourned.