



Civil Service Commission
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Matthew Tootle
Chairperson

Stacy Young
Vice-Chairperson

Amy Elsea
Member

Circleville Civil Service Commission Meeting Minutes

Tuesday, February 11, 2020 – 8:30 AM

I. Roll Call

The Circleville Civil Service Commission meeting was called to order at 8:30 AM on Tuesday, February 11, 2020 in the City Administration Building. Members present: Matthew Tootle, Chairperson, Amy Elsea, Member and Valerie Dilley, Interim Secretary. Stacy Young 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 under New Business (A): Candidate Cody Frazier's request to withdraw from Police Officer Eligibility dated 2-10-2020. Ms. Elsea seconded the motion. Vote: All yeas.

III. Reading/Approval of Minutes

Ms. Young offered a motion to approve the January 14, 2019 meeting minutes. Mr. Tootle seconded the motion. Vote: All yeas.

IV. Reports/Correspondence

The following correspondence was read and approved:

- A. Appointment of Dustin Fox, Police Officer effective 1-27-2020
- B. Appointment of Tate Van Fossen, Police Officer effective 2-4-2020
- C. Appointment of Trevor Hubble, Fire Fighter effective 2-12-2020
- D. Appointment of Craig Puckett, Maintenance Worker effective 1-27-2020
- E. Resignation of Daniel Maher, Jr., Police Officer effective 2-12-2020

V. Unfinished Business

None

VI. New Business

A. Request to Withdraw from Eligibility Lists

1. **Police Officer – Conner Smith, Katherine Case, Samantha Taczak, Cody Frazier**

Ms. Elsea motioned to accept the requests from Conner Smith, Katherine Case, Samantha Taczak and Cody Frazier to withdraw from the Police Officer Eligibility List. Mr. Tootle seconded the motion. Vote: All yeas.

2. **Communications Officer – Gary Eanes**

Mr. Tootle motioned to accept the request from Gary Eanes to withdraw from the Communications Officer Eligibility List. Ms. Elsea seconded the motion. Vote: All yeas.

B. Review and certification of Police Officer Eligibility List

Ms. Elsea offered a motion to certify the Police Officer Eligibility List. Mr. Tootle 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.