



Civil Service Commission
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Matthew Tootle
Chairperson

Stacy Young
Vice-Chairperson

Amy Elsea
Member

Circleville Civil Service Commission Meeting Minutes

Tuesday, April 13, 2021– 8:30 AM

I. Roll Call

The Circleville Civil Service Commission met via Teleconference on Tuesday, April 13 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: Shawn Baer, Police Chief.

II. Approval of Agenda

Mr. Tootle offered a motion to accept the agenda as written. Ms. Young seconded the motion. Vote: All yeas.

III. Reading/Approval of Minutes

Ms. Young offered a motion to approve the February 9, 2021 meeting minutes. Ms. Elsea seconded the motion. Vote: All yeas.

IV. Reports/Correspondence

None

V. Unfinished Business

None

VI. New Business

A. 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.

B. Certification of Communications Officer Eligibility List

Ms. Elsea offered a motion to certify the Communications Officer eligibility list. Ms. Young seconded the motion. Vote: All Yeas.

C. Request to open testing periods for Police Officer, Communications Officer and Fire Fighter

The City presented a request to open testing periods for Police Officer and Communications Officer to close on March 19, 2021 and asked if the Commission would hold an emergency vote on March 22, 2021 to certify the lists for both positions. Upon certification of the two lists, the City asked if testing periods could be immediately re-opened for both positions until April 8, 2021. The lists would merge for certification at the Commission's next regular meeting (April 13). This is an effort to begin the hiring process immediately and remain competitive with surrounding agencies who are hiring. Ms. Young offered a motion to allow the City's request. Ms. Elsea seconded the motion. Vote: All Yeas.

Mr. Tootle offered a motion to open a testing period for Fire Fighter. Ms. Elsea seconded the motion. Vote: All Yeas.

I. Public/Informal Time
None

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